



CLIENT SERVICES AGREEMENT

This **Client Services Agreement** is between _____ "Client" and Baker Tax Services, LLC. Please read this carefully as it is important to understand and accept the terms of our services, as well as the Client responsibilities under this agreement.

Baker Tax Services, LLC will prepare Client's federal and state income tax returns from information furnished to us. Client, however, has the final responsibility for their income tax return and, therefore, should review the finished product carefully before signing off.

- The Client will furnish us with all information required for return preparation.
- The Client should retain all original tax documents, books, and other records that form the basis of their income, credits and deductions for up to five years.
- Baker Tax Services, LLC is not responsible for a taxing authority's disallowance of credits, deductions or for inadequately supported documentation, nor for resulting taxes, penalties, and interest.
- Our fee for services is estimated to Client prior to our work. Though we attempt to meet estimates, the final fee may be different due to circumstances where work needed to be done was not foreseen.
- All fees must be paid before Client's tax return is delivered or e-Filed.

We do not keep any original client tax documents, so we will return those to you at the completion of the services rendered under this engagement.

As final approval of tax returns is Client's responsibility, Baker Tax Services, LLC's liability for any errors or omissions of work is hereby limited to the fee charged for the work.

We appreciate your confidence in retaining Baker Tax Services, LLC as your tax services firm.

If this agreement correctly expresses your understanding, please sign in the space below.

ACCEPTED:

Client

Date

Client

Date