Lillian's Professional Services, LLC

474 Marcus Garvey Blvd, Brooklyn NY 11216

Engagement in Preparation of Your Income Tax Returns (Revised)

Tax Filing Season 2018-2019

Thank you for choosing **Lillian's Professional Services, LLC** (referred to as **LPS**) to assist you with your **current or previous year** tax preparation. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

LPS will prepare your **current or previous year** federal and/or state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns to minimize errors.

This engagement will also act as a written consent giving **LPS** permission to prepare the return even if you are **NOT** present, and discuss the details via telephone or email. We may ask you to clarify some items but will **NOT** Audit the data you submit.

We will perform services only as needed to prepare your tax returns, and will **NOT** include procedures to find irregularities, according to the **New TCJA Laws**. Please include **ALL** income documents. **The law imposes serious Penalties when taxpayers underestimate their tax liabilities.** It may be necessary for you to clarify some of the information you submit. E-File will **ONLY** occur upon review of taxes or verbal confirmation and signature of **ALL** required documents.

Enroll in our **Worry-Free Audit Protection Plan** covering your **2018** income tax preparation, including tax ID theft for one low annual fee opt-out is available.

Our fees are posted. ALL PAYMENTS are payable upon receipt, to the extent permitted by State Law, and interest charge may be added to all accounts not paid within thirty (30) days.

We return **ALL** your original documents at the end of this engagement, for you to securely store for your records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of your return. We will retain copies of your tax return and our work for up to 7 years, after which these documents will be securely destroyed.

Our engagement will conclude with the delivery of your completed returns after **Mandatory E-Filing** them. If you **DO NOT** E-file**, Penalties** can apply for non-compliance. **You must** "***carefully review all tax-return documents before signing them***".

Signing this engagement letter affirms that you have READ it, and understand it. Please sign below & return along with your tax documents, and necessary completed forms. **You can fax to 718-735-7822 or scan email to info@lilliansprofessionalservices.com**.

Thank you for the opportunity to serve you. We appreciate your trust and confidence. Please feel free to contact us if you have any questions **718-953-6455**.

Sincerely,
Lillian's Professional Services, LLC

Accepted By: X _____
Print name of one signer

X _____ _____ _____
Taxpayer signature **Spouse signature** Date