Eastside Tax & Bookkeeping

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**ENGAGEMENT LETTER FOR BUSINESS BOOKKEEPING, PAYROLL, AND TAX PREPARATION**

This letter is to confirm our understanding of the terms and objectives of our engagement as well as the nature of the services and limitations Eastside Tax & Bookkeeping will provide to you and/ or your company. .

**Eastside Tax & Bookkeeping will:**

 Beginning , we will perform the following selected services to your company with the assistance of “QuickBooks Pro”, a computerized accounting program:

* Employee Payroll (Weekly, Bi-weekly, or Monthly)
* Send Payroll through Direct Deposit or Paper check
* Make sure all payroll is correct and ready in a timely manner
* Provide check stubs to employees whenever needed
* Reconcile checking or saving account with the bank statement each month for proper account balance, to identify any errors and specific sources of adjustments
* Review, analyze and reconcile general ledger accounts for accuracy and confer with you regarding any items not fully understood
* Prepare and record all necessary journal entries to reflect correct bookkeeping records.
* Prepare and present Financial Statements
* Review and reconcile Payroll records
* Prepare and process Form 1099 and 1096
* Prepare and process Form W-2
* Prepare Income Tax Returns (if applicable)
* Review Sales Journal and prepare Sales Tax return (if applicable)
* Prepare and process Quarterly, state and federal unemployment taxes (if applicable) on a timely manner

**Client will:**

(Company name), as well , (Owners of company) heretofore, known as the “The Client” to provide us the following documents:

* Client is responsible to provide all employee information for Direct Deposit (bank name, account number, routing, type of account) Employees hours are always due two days before actual check date and before 3PM Mountain Time to guarantee funds will be in employee’s account by check date
* Client is responsible to pick up payroll paper checks during our office hours unless arrangements have been made
* Cash receipt reports and deposit slips
* Cash disbursements, savings or checking bank statements
* Check register, prior year’s tax return
* Articles of incorporation, partnership agreements
* Detailed list of company assets (description, date of acquisition, original cost, and current value).
* Other documents necessary for correct account reporting.
* Record of all expenses (purchased invoices, receipts, etc).

Client agrees that these documents should be forwarded to our office on a periodic basis, such as monthly, as this will enable us to provide you with current, meaningful and useful financial statement.

Retention Policy:

 It is our policy to keep work papers related to the engagement for three years. When records are returned, it is your responsibility to retain and protect them for future use, potential examination by any government or regulatory agency, prospective buyers of your business, acquiring business loans, etc.

Fee Policy:

 Our fees for the bookkeeping services will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ plus out of pocket expenses. Income Tax Returns will be billed separately. A minimum setup fee of $180.00 is due at the time of engagement. Ongoing bookkeeping services will be billed on a monthly basis.

 This engagement does not include business management. We will not review the payment of any invoices or bills. If amount appears unusual or out of the ordinary, we will call it to your attention, but we do not take any responsibility in the discovery of any errors, irregularities, or fraud.

 All invoices are due and payable upon presentation. Billings become delinquent if not paid **within 8 days** of the invoice date. If billings are past due in **excess of 20 days**, we will stop all work until your account is brought current, or you withdraw from the engagement.

 The client acknowledges and agrees that we are not required to continue work in the event of failure to pay on a timely basis for services rendered as required by this engagement letter. The client further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of the client’s failure to pay on a timely basis for services rendered as required by this engagement letter, Eastside Tax & Bookkeeping shall not be liable for any damages that occur as a result of ceasing to render services.

 If the foregoing is in accordance with your understanding, please sign the Engagement Letter in the space provided and return it to Eastside Tax & Bookkeeping.

**Thank you for this opportunity to serve you…**

Sincerely,

Alicia A. Hughes, Owner Date

Eastside Tax & Bookkeeping

APPROVED:

Owner Date

Owner Date

Owner Date