

**ACT Business Group Inc.**

**ENGAGEMENT LETTER**

This is a letter of agreement regarding tax services to be provided. The objective of this letter is to communicate the terms and conditions of the tax services.

In order to complete these services, you will be asked to provide certain information. It is your responsibility to make sure the provided information is complete and accurate. The services do not include any verification of the information you provide. It is also your responsibility to maintain records of this information since you may need to satisfy tax authority inquiries.

If you agree to the terms and conditions, please sign and date this letter. A separate copy is provided for your records.

Sincerely,

\_\_\_\_\_  
Tax Preparer Signature

\_\_\_\_\_  
Printed Tax Preparer Name

\_\_\_\_\_  
Date

I agree to the terms and conditions set forth in this letter.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Printed Client Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Printed Client Name

\_\_\_\_\_  
Date