

To: Bryce Forney, CPA
Forney Accountancy

I'm providing you with QuickBooks data and/or reports from QuickBooks to enable you to prepare my tax return(s). I may have consulted with you on elements of this data or reports, and by my signature below I represent to you the following for the data and/or reports provided to you.

I am responsible for the accuracy and completeness of the data/reports furnished to you and for adherence to IRS regulations. Some of these regulations (as applicable) include: Business Expenses per IRS Publication 535; Travel, Entertainment, Gift, and Car Expenses per IRS Publication 463; and Business Use of Your Home per IRS Publication 587.

You may provide advice, bookkeeping assistance, comments, or inquire about the information I furnish to you, and may make adjustments as deemed necessary or advisable for preparation of tax returns. I understand that you will not audit or verify the data/reports, and that you are not engaged to audit, review, or compile financial statements from the information provided (without a separate engagement). I understand that your work does not include any procedures designed to discover fraud, defalcations or other irregularities, should any exist. I understand that if you should send financial reports from the QuickBooks data, that these reports are for management use only and are not to be communicated to 3rd parties without a separate financial statement engagement.

I understand that I am ultimately responsible for the proper recording of transactions in the books, for the safeguarding of assets, and the substantial accuracy of the financial records used in the tax returns. I understand that I am also ultimately responsible for compliance with tax laws and other applicable regulations.

The following individual(s) and/or company/(ies) are applicable to this letter:

Signature	_____
Printed Name	_____
Date	_____