



December 26, 2014

RE: Confirmation of Arrangements for Tax Services for 2014 tax year

We will prepare the Federal, State(s) and Local Individual Tax Returns, including Use Tax and Estimated Income Tax Vouchers (if required) from information you furnish to us.

You are responsible for determining your state and local tax filing obligations with respect to all state and local tax authorities. You are also responsible for keeping contemporaneous records of your deductible expenses along with business and personal use of any property used by you during the year. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

To the best of our knowledge, all the information submitted to us is correct and includes all income, deductions and other information necessary for the preparation of the above returns. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked but it is your responsibility to alert us of information not requested but reportable.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible, and for which there is reasonable justification. In prior years, you could have been penalized for positions taken in the return that did not have a basis in the law (substantial authority), unless the position was disclosed to the IRS. As the preparers, we were generally not subject to penalties. However, we can now be penalized if any return position cannot be fully supported upon audit. We are now generally prohibited from taking positions that do not meet a more likely than not audit standard. This means that we must believe that these items will likely survive on audit. By relying on your information, however, we can avoid a penalty if we have a basis in the law for a position, and we tell you about these penalties.

The filing deadline for the tax returns is April 15, 2015. In order to meet this filing deadline, the information needed to complete the return should be received by us within a reasonable amount of time to allow for timely completion. If an extension of the time is required, any tax that may be due with the returns must be paid with that extension. Any amounts not paid by the filing deadline are subject to interest and late payment penalties when those amounts are actually paid.

The law provides various penalties that may be imposed when taxpayers understate their liability. If you would like information on the amount or circumstances of these penalties, please contact us. Your returns are, of course, subject to review by the taxing authorities. Any items resolved against you by the examining agent are subject to certain rights of appeal. In the event of an examination, we will be available to represent you and will charge you for these additional services.

Our fee for the above services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable on presentation.

You understand that if you were referred to us by one of our clients, they may receive a discount on their tax return preparation fee in association with referring you to our firm.

We are pleased to have this opportunity to serve you. If the above fairly sets forth your understanding, please sign this letter in the space indicated and return it to our office. We also need you to complete the checklist below. The enclosed copy is for your files.

Very truly yours,

Valley National Services

Client Signature:

By: _____ Date: _____

Please complete the following information as required:

Charitable Contributions - No charitable deduction is allowed if you do not have a receipt or canceled check. Do you have the necessary support?	Yes	No	N/A
Do you have a letter from the charity for contributions over \$250?	Yes	No	N/A
For contributions of property, the assigned value must be a reasonable thrift shop value. Any item donated must be in "good or better" condition. Do you meet these conditions for in-kind property donations?	Yes	No	N/A
Business Auto Expenses - to claim a deduction for this item, you need to substantiate it with contemporaneous records. Do you have records to support the total miles driven this year and your total business miles?	Yes	No	N/A
Other Business Expenses - to claim these deductions, you need receipts, contemporaneous notes with regard to the business discussed and with whom, etc. Do you have records that will support your deductions for meals and entertainment and all other business expenses?	Yes	No	N/A
Rental Property Deductions - if you do not have income from your rental property, you will not be able to take certain deductions if the property was not available for rent. Do you have a broker's contract, property listing or other documentation to support the property's availability for rent?	Yes	No	N/A
Use Tax - Did make purchases which are subject to Use Tax?	Yes	No	

Please select a delivery option for your tax return:

E-Vault

Secured E-mail

Paper

If E-mail delivery, address we should send the returns to: _____