

Tax Partners Northwest, LLC

19105 36th Ave. W. Suite 201 - Lynnwood, WA 98036

Bookkeeping & Payroll Engagement Letter

The following is a partial list of bookkeeping and payroll services available from Tax Partners Northwest. We hope to better meet your expectations of services from our firm by clearly identifying the particular services to be provided and their frequency. Please review the information below and mark the frequency in which you would like services provided.

	Monthly-M Quarterly-Q	Annually-A As requested-R
Bookkeeping Services:		
Record cash receipts/income	Included	_____
Record expenses	Included	_____
Reconcile Bank Statements	_____	_____
Record any adjusting entries needed	_____	_____
Payroll Set-up	_____	_____
Payroll	_____	_____
Payroll returns (941, LNI, ESD, FML)	_____	_____
Prepare 940s, W-2s and 1099s	_____	_____
Other Services- Seattle Return	Included	_____
State Department of Revenue returns	Included	_____

Financial Statements:

Balance sheet	M - Included	_____
Income statement	M - Included	_____

Other Services:

Annual Partnership Return (1065)	_____	_____
Investment Consultations (tax implications)	_____	_____
Set up or revise accounting systems	_____	_____
Accounting assistance	_____	_____

Our fees for the above services will be based upon the time expended at our standard rate of \$125.00 per hour and will be billed to you monthly, payable upon receipt.

Our maximum liability to you arising for any reason relating to services rendered under this letter shall be limited to the amount of fees you paid for these services. In the event of a claim by a third party relating to services under this letter, you will indemnify us from all such claims,

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liabilities, costs and expenses, except to the extent determined to have resulted from our intentional or deliberate misconduct.

If any dispute arises between the parties hereto, the parties agree first to try in good faith to settle the dispute through non-binding mediation. The costs of mediation shall be shared equally between the parties.

Please indicate your acceptance of the above understanding by signing below. A copy is enclosed for your records. If your needs change during the year, the nature of our service can be adjusted appropriately. Likewise, if you have special projects with which we can assist, please let us know.

Sincerely yours,

Tax Partners Northwest

Acknowledged: _____
Signature Date