



GERBER

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Transmittal Letters

Your tax returns are enclosed for your careful review and signature. We would be glad to meet with you to discuss the enclosed, should you wish to do so. **Please sign below and return this to us by mail or fax** to acknowledge timely receipt of the tax returns, and your agreement with the information as it is being presented. In any event, your signature and filing of the tax return shall constitute agreement herewith and with the Terms and Conditions of Engagement on the reverse of our bills.

- Our engagement does not include any procedures designed to discover bookkeeping errors, defalcations or other irregularities, should any exist. Any work in those areas would need to be covered by a separate written engagement letter.
- There are extensive reporting obligations if you have signature or other authority over any foreign investments or have any connection with offshore trusts or entities as owner, settlor or beneficiary. Please advise us in writing of any such situations including foreign branches or subsidiaries.
- We do not act as fiduciaries or trustees. Where an employee of the firm acts as such individually, he/she/we assume no liability whatsoever and are fully indemnified by you for any liability other than willful acts, gross negligence or dishonesty.
- Please note that retirement plan contributions for the period of this return (if any) must be made prior to filing the return. Our engagement excludes any retirement plan tax or administrative services except by specific written agreement;
- Refunds due, if any, should be received within 8 weeks of mailing. If not received timely, please call. Please mail or fax copies of any tax notice you receive to our office. We will research the matter and respond promptly to you and the sender of the notice.
- If you have any unincorporated independent contractors (“ICs”) to whom you pay more than \$600 in a calendar year related to your trade or business, a Form 1099 will need to be filed by you. Hint: Keep track of name, address and social security numbers as you make the payments; and call our office to request an independent contract form. Carefully distinguish employees from ICs. Submit the data to our office by January 15 to enable us to file the 1099's.
- Clients in business/professions must file for a city business license. You may also be subject to Sales / Use Tax filings. Please let us know in writing if this service is required from us.
- If the tax authorities should contest a position taken and included in any tax returns, or should there be an error made, there may be an assessment (of additional taxes, interest and possible penalties). We assume no liability for any such additional assessments.

We thank you for this opportunity to be of service to you and invite you to call with questions you may have in connection with the enclosed, or with any other aspects of your financial life.