

## Extension Preparation Engagement Letter For Filing Federal and State Personal Tax Extensions

Thank you for choosing A.M. Business Services Inc. to assist you in filing your 2018 personal tax extensions to the federal and state government(s). This letter confirms the terms of our engagement with you to electronically file your federal extension and state form(s).

The 2018 Federal personal income tax returns are due **Monday, April 15, 2019**. By filing these extensions, you are requesting an additional six-month extension to file your 2018 federal and Hawaii tax returns which will be due on **October 15, 2019 and October 21, 2019 respectively**.

This is an extension to **delay filing paperwork** for completed 2018 federal and state(s) tax returns, but **not** an extension to **delay paying any amount owed**. Since we have not received all your tax documents, we will be estimating your taxes solely on the information you have provided to us to prepare your extensions. If we underestimate the balance and advise to send less money with the extension than the IRS and state government(s) calculates when you do complete your tax return, they may charge you penalties and interest on the balance. **We will not be held responsible for underestimating your taxes**. If we overestimate the balance, you will receive the difference from the IRS and state government(s) after you file the completed return.

Our engagement to prepare your 2018 tax extension will conclude with your submittal of your electronically filed federal tax extension. We can also print a voucher for you to send a payment to the IRS and/or state(s) to pay your balance due. Your signature will affirm that this letter correctly summarizes your understanding of the arrangement for this work, please sign this letter in the space indicated below.

Sincerely,

A.M. Business Services Inc.

By signing below, I hereby authorize A.M. Business Services Inc. to electronically file an application for an "Automatic Extension of Time to File a United States Individual Income Tax Return" for my 2018 taxes.

\_\_\_\_\_  
(Taxpayer)

Date\_\_\_\_\_

\_\_\_\_\_  
(Spouse)

Date\_\_\_\_\_