NYK Financial Services
Your Trusted Advisers For Life
10411 N. College Avenue, Suite 5-9
Carmel, IN 46280

TAX ENGAGEMENT

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we provide.

Our professional staff will prepare the federal and state income tax returns from information you provide. It is your responsibility to provide all of the information required for the preparation of complete and accurate returns. See an up-to-date tax checklist at on our website www.nykfinsvc.com to guide you in the process,

It is also your responsibility to review and authorize the completed returns as well as retain the supporting documentation. IRS audit procedures will almost always include questions on bartering transactions, investments, receipts of cash and property and on deductions that require strict evidential support such as expenses for business usage, autos, mileage, travel, and cell phones…etc.

In preparing your returns, we rely on your oral representation and worksheets submitted that we have been informed of all **worldwide sources of income/expenses** on the individual and/or business level supported by receipts, voided checks, and **domestic and foreign bank statements**.

You are responsible for management decisions and functions, and overseeing any bookkeeping services, tax services, or other services we provide. You are responsible for evaluating the accuracy and results of the services performed and accepting responsibility for such services. We will inform you of any material errors that come to our attention. We may ask questions to clarify any material errors or inconsistency.

Our engagement cannot be relied upon to disclose errors, irregularities, or illegal acts, including fraud or defalcations that may exist. **WE WILL NOT AUDIT OR OTHERWISE VERIFY THE DATA THAT YOU SUBMIT**.

In the event of an audit, our firm will be available to represent you at an additional cost. A separate audit agreement will outline the scope of the audit and our responsibilities.

Fees will be collected via direct withdraw from your bank account or Zelle app.

If the foregoing is in accordance with your understanding, please sign and date this letter in the space provided and return it to us.

Sincerely,

Janet A. Khalil, CPA
CC: Nabil Y. Khalil, MBA

Acknowledged:	Acknowledged:
_____	_____
Printed Name	**Printed Name**
_____	_____
Authorized Signature	**Authorized Signature**
_____	_____
Date	**Date**

10411 N. College Ave, Suite 5-9, Carmel, IN 46280
T: 317.848.7024 – F: 317.848.8900 – C: 317.407.2681
Janet.Khalil@nykfinsvc.com
Nabil.Khalil@nykfinsvc.com
www.nykfinsvc.com