



To Our Clients:

We hope you had a good New Year and along with the New Year comes tax time. Enclosed is your 2009 tax return engagement letter. We are also enclosing your 2009 tax organizer to assist you with gathering the data we will need to prepare your individual tax return. **Please provide, or update, your e-mail address and current mailing address on the following tax organizer.**

We need you to fill out and answer all of the questions listed on the Organizer and provide the original documents as requested (W-2, 1099 forms, etc.).

Enclosed is a 2009 fee schedule for all individual income tax returns. We believe the “per-form” pricing structure closely resembles the estimated average preparation times and out-of-pocket expenses incurred in the preparation of an individual income tax return. You may use the attached fee schedule to estimate the cost to prepare your 2009 tax returns. The attached schedule does not include all forms, but does include the forms most frequently used. Also, if your records are not delivered to us in an organized format there may be an additional charge.

We would like to take this time to remind you of our billing policies and inform you of our policy for individual income tax returns. **Effective January 1, 2010 payment for the preparation of individual income tax returns is due prior to filing your returns electronically.** Upon completion of your returns we will send (by e-mail, fax, mail or client portal) you a review copy of your returns, the electronic filing authorization form and an invoice. Upon receipt of the signed e-file authorization and payment for services, your returns will be filed electronically. **We now accept credit cards for payment of services. Please contact us if you would like to pay your bill using a credit card.**

As a reminder, the deadline for filing your 2009 individual income tax returns is April 15, 2010. If we have not received all of the requested information by March 31, 2010, we will prepare extension requests as appropriate. Applying for an extension of time to file may extend the time available for a government agency to undertake an audit of your return or may extend the statute of limitations. Filing an extension does not extend the due date for paying your tax.

What’s New for 2010

Shaw Mumford & Co., P.C. has made a few additions and changes to the services we provide in order to enhance the value you receive as your professional service provider and to protect your financial data.

- **Tax Return Copies** - We will only provide you with an electronic copy of your 2009 income tax return and supporting documents on a CD. The electronic documents and tax returns contained on the CD will be password protected. We will no longer provide a paper copy of the return unless specifically requested.
- **Client Portals** - We are offering a new service called client portals. Our client portal service uses the power of the internet to let you access our services directly from our website. It’s



like a virtual visit to our office, thanks to a secure, private portal that's created especially for you. (If you've ever checked your bank information or personal investments online, then you've accessed a portal – it's that simple.)

- **Convenient** – Access your information 24/7 from anywhere you have an internet connection.
- **Secure** – Enter your password-protected portal and securely access documents and software, transfer data, and exchange information with our firm.
- **Fast** – Within minutes you can access files and software and more.
- **Pricing** – We will bill you for the cost of your portal annually. The annual fee for individuals will be billed along with your invoice for tax return preparation services and for businesses will be billed on the next invoice after registering for the service.
Individual Portal = \$25/year
Business Portal = \$50/year for the first portal and \$25 for each additional portal.

The client portal is designed to store all sensitive and important tax and legal documents including wills, trusts, gifting, buy/sell agreements, tax returns, etc. Please visit our website at www.shawmumford.com and select “what's new” for more information about client portal services.

- **E-mailing documents** – Should you elect not to use our client portal service, we will continue to send you client specific data via e-mail. However, due to new laws enforcing client privacy and security of client financial data all documents and information sent to you will be password protected and encrypted. **Please update your e-mail and contact information when you return your completed tax organizer.**

We look forward to working with you this year and appreciate your business. Please let us know if you have any questions.

Sincerely,

SHAW MUMFORD & CO., P.C.



January 9, 2010

Dear Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

Tax Compliance Services

We will prepare your 2009 federal and state income tax returns from information that you furnish us. We will not audit or otherwise verify the data you submit, although it may be necessary to request 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.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled 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 carefully review them before you sign and file them.**

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.

The filing deadline for your tax returns is April 15, 2010. In order to meet this filing deadline, the information needed to complete the returns should be received in this office no later than March 31, 2010.

If an extension of the time is required, any tax due with this return must be paid with that extension. Any amounts not paid by the filing deadline may be subject to interest and late payment penalties. Additional time is required to file federal and state extension requests and will increase the tax return preparation fees accordingly.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such governmental tax examination, we will be available, upon request, to represent you and will render additional invoices for the time and expenses incurred.

The firm may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such third-party service providers.

Tax Consulting Services

The engagement does not include any services not specifically stated in this letter. However, we would be pleased to consult with you regarding other income tax matters, such as proposed or completed transactions, income tax projections, and for

research in connection with such matters. We will issue additional engagement letters to confirm the scope and related terms of the engagements.

Additional Engagement Terms

We are required to file your return electronically with the Internal Revenue Service Center and state taxing authorities. **You must review the income tax returns and sign and return form 8879, e-file authorization, before it can be electronically transmitted.** We are not responsible for the length of time it takes the IRS to process your return. Our fee for this service is \$20.

Our fee for these services will be based on the forms fee schedule attached to this engagement letter. Upon completion of the draft copy of your return we will send you (by e-mail, fax, mail or client portal) a complete review copy of your return, e-file authorization form and an invoice for services rendered. **Upon receipt of the signed e-file authorization form and payment for services, your return will be electronically filed.** We reserve the right to suspend or terminate services in the event timely payment is not received.

We reserve the right to withdraw from this engagement without completing the work if you fail to comply with the terms of the engagement letter. If any portion of this agreement is declared invalid or unenforceable, the finding shall not invalidate the remainder of the terms set forth.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. Our receipt of your tax data also acknowledges your acceptance of the terms of this engagement. However, if there are other tax returns you expect us to prepare, such as gift and/or property, please inform us by noting so just below your signature at the end of the returned copy of this letter.

If you have any questions, please give us a call. Thank you for this opportunity to work with you.

Very truly yours,

SHAW MUMFORD & CO., P.C.

ACCEPTED:

Signature

Date

Additional returns to be filed:

Shaw Mumford & Co., P.C.
Certified Public Accountants & Business Advisors
1564 South 500 West Suite 201, Bountiful, UT 84010
Telephone (801) 294-3155 Fax (801) 294-3190

Taxpayer: _____
 (First) (Middle) (Last) (Birthday) (Social Security Number)

Spouse: _____
 (First) (Middle) (Last) (Birthday) (Social Security Number)

Residence Address: _____ **Business Address:** _____
Residence Telephone: _____ **Business Telephone:** _____
Email Address: _____ **Cell Phone:** _____

Dependent Information

Please provide the following information for dependent children and others that reside in your home that you feel might be qualified to be claimed by you as a dependent

Name	Social Security Number	Birthday	College or Trade School	Year	Tuition	Disabled
			Y / N	Fr Sp Jr Sn		Y or N
			Y / N	Fr Sp Jr Sn		Y or N
			Y / N	Fr Sp Jr Sn		Y or N
			Y / N	Fr Sp Jr Sn		Y or N

Elections

	Yes	No		Yes	No
Apply refunds to next year's estimated tax payments?	<input type="checkbox"/>	<input type="checkbox"/>	Preparer may speak with taxing authorities concerning this return?	<input type="checkbox"/>	<input type="checkbox"/>
Do you wish to electronically file your tax return?	<input type="checkbox"/>	<input type="checkbox"/>	Do you wish to have \$3 of your taxes given to the Presidential Election Campaign fund?	<input type="checkbox"/>	<input type="checkbox"/>

Estimated Tax Payments

Did you make estimated tax payments this year? Yes No

Statutory Date	Federal Payments		State Payments	
	Other Date	Payment Amount	Other Date	Payment Amount
04/15/2010				
06/15/2010				
09/15/2010				
01/17/2011				

IRA Contributions

Will you/have you made any of the following IRA contributions this year?

Traditional IRA- Taxpayer	Amount:	<input type="checkbox"/>	<input type="checkbox"/>
Traditional IRA- Spouse	Amount:	<input type="checkbox"/>	<input type="checkbox"/>
Roth IRA- Taxpayer	Amount:	<input type="checkbox"/>	<input type="checkbox"/>
Roth IRA- Spouse	Amount:	<input type="checkbox"/>	<input type="checkbox"/>

Income/Losses

Do you have any of the following sources of income?

	Yes	No	Attch'd
Commission's 1099's			
Debt Forgiveness (Bankruptcy)			
Disability			
Dividends			
Gambling			
Inheritance			
Installment Sales			
Interest- Bank, Etc			
Interest- Mortgage			
IRA Distributions			
Land Sales			
Partnership/S-Corporation/Trust/Estate (K1)			
Prizes and Awards			
Rents			
Retirement 1099R			
Royalties			
Social Security			
State Refunds			
Stock Sales			
Uncollectible Debts			
Unemployment			
Wages W2's			
Worthless Investments			
Other Income			

Other Items

Have any of the following occurred this year?

	Yes	No
Changed Employment		
Children under age of 23 with income in excess of \$850		
Claimed bankruptcy		
Discontinued/Started a business		
Early Distributions from IRA/Pension Accounts		
Fire, Theft, or Auto Accident		
Household Employees		
IRS/State Correspondence Received		
Loans from Retirement Accounts		
Marital Status Changed		
Moved - New Mailing address		
New Family Members/Dependents		
Purchased a new personal residence		
Refinanced Home		
Sold Home		
Purchased a new vehicle		
Updated Your Trusts and Wills		
Do you own or have control over a foreign bank account?		

Have you made alimony payments? Yes No
 If Yes: Name: _____
 SSN: _____
 Amount: _____

Have you made payments for childcare? Yes No
 If Yes: Name: _____
 Address: _____
 EIN/SSN: _____
 Amount: _____

Itemized Deductions

Medical

Does your employer offer a cafeteria plan? Yes No
 Do you participate in the cafeteria plan? Yes No

Insurance

Accident	\$	_____
Cancer	\$	_____
CHIP	\$	_____
Dental	\$	_____
Health	\$	_____
Long Term Care	\$	_____
Medicare	\$	_____
Medicare Supplemental	\$	_____
Contact Lenses	\$	_____
Amount paid pretax (Cafeteria Plan)	\$	_____

Other

Ambulance and Hospital	\$	_____
Corrective Shoes	\$	_____
Doctors and Dentists	\$	_____
Glasses and Contacts	\$	_____
Hearing Aids	\$	_____
Prescriptions	\$	_____
Amount reimbursed by insurance	\$	_____
Travel for medical purposes (in miles)		_____

Taxes

Real Estate

Principle Residence	\$	_____
Principle Residence	\$	_____
Second Residence	\$	_____
Lot	\$	_____

Personal Property

Boats, Trailers, Etc	\$	_____
Automobiles (Not in Utah)	\$	_____

Interest

Real Estate

Residence Mortgage (Banks)	\$	_____
Residence Mortgage (Others)	\$	_____
Name	_____	
EIN	_____	
Points, Origination Fees	\$	_____

Miscellaneous Deductions

Class Room Supplies	\$	_____
Employment Agency Fees	\$	_____
Equipment for Employment	\$	_____
Gambling Losses	\$	_____
Job Hunting Costs	\$	_____
Other expense related to job not reimbursed	\$	_____
Professional Education	\$	_____
Second Telephone Required by Employment	\$	_____
Uniform Laundry	\$	_____
Uniforms	\$	_____
Union and Professional Dues	\$	_____

Charitable Contributions

Do you have written documentation for your charitable contributions? Yes No

Cash Contributions

Organization	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Out of Pocket Expenses	\$ _____
_____	\$ _____
Non Cash Contributions	\$ _____
_____	\$ _____
Travel	Mileage _____
_____	_____

Other Items that might have income tax consequences

You have engaged Shaw Mumford & Co., P.C. to prepare your 2009 federal and state income tax returns. Your returns will be prepared from the information you provide. We will not audit or otherwise verify data you submit although it may be necessary to ask you for clarification of some of the information. It is your responsibility to provide all the information required for the preparation of complete and accurate returns and to retain supporting documents from which you have gathered such information. You have the final responsibility for the income tax returns and, therefore, you should review them carefully. Your tax return is a tax compliance document only. As such, it is not required to be prepared in accordance with GAAP and should not be relied upon as an opinion or statement regarding your financial position. Our fees for these services will be based on the attached forms fee schedule. All invoices are due and payable upon presentation. Receipt of your tax information will constitute your acceptance of this agreement.

Signature _____

Date _____

IRS e-file Signature Authorization

2009

▶ **Do not send to the IRS. This is not a tax return.**
 ▶ **Keep this form for your records. See instructions.**

Declaration Control Number (DCN) ▶

Taxpayer's name	Social security number
Spouse's name	Spouse's social security number

Part I Tax Return Information—Tax Year Ending December 31, 2009 (Whole Dollars Only)

1 Adjusted gross income (Form 1040, line 38; Form 1040A, line 22; Form 1040EZ, line 4)	1
2 Total tax (Form 1040, line 60; Form 1040A, line 37; Form 1040EZ, line 11)	2
3 Federal income tax withheld (Form 1040, line 61; Form 1040A, line 38; Form 1040EZ, line 7)	3
4 Refund (Form 1040, line 73a; Form 1040A, line 46a; Form 1040EZ, line 12a; Form 1040-SS, Part I, line 13a)	4
5 Amount you owe (Form 1040, line 75; Form 1040A, line 48; Form 1040EZ, line 13)	5

Part II Taxpayer Declaration and Signature Authorization (Be sure you get and keep a copy of your return)

Under penalties of perjury, I declare that I have examined a copy of my electronic individual income tax return and accompanying schedules and statements for the tax year ending December 31, 2009, and to the best of my knowledge and belief, it is true, correct, and complete. I further declare that the amounts in Part I above are the amounts from my electronic income tax return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send my return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) an indication of any refund offset, (c) the reason for any delay in processing the return or refund, and (d) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an ACH electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of my Federal taxes owed on this return and/or a payment of estimated tax, and the financial institution to debit the entry to this account. I further understand that this authorization may apply to future Federal tax payments that I direct to be debited through the Electronic Federal Tax Payment System (EFTPS). In order for me to initiate future payments, I request that the IRS send me a personal identification number (PIN) to access EFTPS. This authorization is to remain in full force and effect until I notify the U.S. Treasury Financial Agent to terminate the authorization. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I further acknowledge that the personal identification number (PIN) below is my signature for my electronic income tax return and, if applicable, my Electronic Funds Withdrawal Consent.

Taxpayer's PIN: check one box only

- I authorize _____ to enter or generate my PIN
ERO firm name
 as my signature on my tax year 2009 electronically filed income tax return. **Enter five numbers, but do not enter all zeros**
- I will enter my PIN as my signature on my tax year 2009 electronically filed income tax return. Check this box **only** if you are entering your own PIN **and** your return is filed using the Practitioner PIN method. The ERO must complete Part III below.

Your signature ▶ _____ Date ▶ _____

Spouse's PIN: check one box only

- I authorize _____ to enter or generate my PIN
ERO firm name
 as my signature on my tax year 2009 electronically filed income tax return. **Enter five numbers, but do not enter all zeros**
- I will enter my PIN as my signature on my tax year 2009 electronically filed income tax return. Check this box **only** if you are entering your own PIN **and** your return is filed using the Practitioner PIN method. The ERO must complete Part III below.

Spouse's signature ▶ _____ Date ▶ _____

Practitioner PIN Method Returns Only—continue below

Part III Certification and Authentication—Practitioner PIN Method Only

ERO's EFIN/PIN. Enter your six-digit EFIN followed by your five-digit self-selected PIN.
do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature for the tax year 2009 electronically filed income tax return for the taxpayer(s) indicated above. I confirm that I am submitting this return in accordance with the requirements of the Practitioner PIN method and **Publication 1345**, Handbook for Authorized IRS e-file Providers of Individual Income Tax Returns.

ERO's signature ▶ _____ Date ▶ _____

ERO Must Retain This Form — See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

Purpose of Form

Form 8879 is the declaration document and signature authorization for an e-filed return filed by an electronic return originator (ERO). Complete Form 8879 when the Practitioner PIN method is used or when the taxpayer authorizes the ERO to enter or generate the taxpayer's personal identification number (PIN) on his or her e-filed individual income tax return.



Do not send this form to the IRS. The ERO must retain Form 8879.

When and How To Complete

Use this chart to determine when and how to complete Form 8879.

IF the ERO is . . .	THEN . . .
Not using the Practitioner PIN method and the taxpayer enters his or her own PIN	Do not complete Form 8879.
Using the Practitioner PIN method and is authorized to enter or generate the taxpayer's PIN	Complete Form 8879, Parts I, II, and III.
Using the Practitioner PIN method and the taxpayer enters his or her own PIN	Complete Form 8879, Parts I, II, and III.
Not using the Practitioner PIN method and is authorized to enter or generate the taxpayer's PIN	Complete Form 8879, Parts I and II.

ERO Responsibilities

The ERO will do the following.

1. Enter the name(s) and social security number(s) of the taxpayer(s) at the top of the form.
2. Complete Part I using the amounts (zeros may be entered when appropriate) from the taxpayer's 2009 tax return. Form 1040-SS filers leave lines 1 through 3 and line 5 blank.
3. Enter or generate, if authorized by the taxpayer, the taxpayer's PIN and enter it in the boxes provided in Part II.
4. Enter on the authorization line in Part II the ERO firm name (not the name of the individual preparing the return) if the ERO is authorized to enter the taxpayer's PIN.
5. After completing items (1) through (4) above, give the taxpayer Form 8879 for completion and review. This can be done in person or by using the U.S. mail, a private delivery service, fax, email, or an Internet website.
6. Enter the 14-digit Declaration Control Number (DCN) assigned to the tax return, after the taxpayer completes Part II. See

Part I of Pub. 1346, Electronic Return File Specifications for Individual Income Tax Returns. Pub. 1346 is available on the Internet at www.irs.gov.



You must receive the completed and signed Form 8879 from the taxpayer before the electronic return is transmitted (or released for transmission).

Taxpayer Responsibilities

Taxpayers have the following responsibilities.

1. Verify the accuracy of the prepared income tax return, including direct deposit information.
2. Check the appropriate box in Part II to authorize the ERO to enter or generate their PIN or to do it themselves.
3. Indicate or verify their PIN when authorizing the ERO to enter or generate it (the PIN must be five numbers other than all zeros).
4. Sign and date Form 8879.
5. Return the completed Form 8879 to the ERO by hand delivery, U.S. mail, private delivery service, fax, email, or an Internet website.

Your return will not be transmitted to the IRS until the ERO receives your signed Form 8879.

Refund information. You can check on the status of your 2009 refund if it has been at least 3 weeks from the date your return was filed. To check the status of your 2009 refund, do one of the following.

- Go to www.irs.gov and click on "Where's My Refund."
- Call 1-800-829-4477 for automated refund information and follow the recorded instructions.
- Call 1-800-829-1954.

Important Notes for EROs

- Do not send Form 8879 to the IRS unless requested to do so. Retain the completed Form 8879 for 3 years from the return due date or IRS received date, whichever is later. Form 8879 may be retained electronically in accordance with the recordkeeping guidelines in Rev. Proc. 97-22, which is on page 9 of Internal Revenue Bulletin 1997-13 at www.irs.gov/pub/irs-irbs/irb97-13.pdf.
- You should confirm the identity of the taxpayer(s). For additional guidance, see Pub. 1345, Handbook for Authorized IRS e-file Providers of Individual Income Tax Returns.
- Complete Part III only if you are filing the return using the Practitioner PIN method. You are not required to enter the taxpayer's date of birth, prior year adjusted gross income, or PIN in the Authentication Record of the electronically filed return.

- If you are not using the Practitioner PIN method, enter the taxpayer(s) date of birth and either the adjusted gross income or the PIN, or both, from the taxpayer's prior year originally filed return in the Authentication Record of the taxpayer's electronically filed return. **Do not** use an amount from an amended return or a math error correction made by the IRS.

- Enter the taxpayer's PIN(s) on the input screen only if the taxpayer has authorized you to do so. If married filing jointly, it is acceptable for one spouse to authorize you to enter his or her PIN, and for the other spouse to enter his or her own PIN. It is not acceptable for a taxpayer to select or enter the PIN of an absent spouse.

- Taxpayers must use a PIN to sign their e-filed individual income tax return transmitted by an ERO.

- Provide the taxpayer with a copy of the signed Form 8879 for his or her records upon request.

- Provide the taxpayer with a corrected copy of Form 8879 if changes are made to the return (for example, based on taxpayer review).

- EROs can sign the form using a rubber stamp, mechanical device (such as a signature pen), or computer software program. See Notice 2007-79 for more information.

- For more information, see Pub. 1345. Also, go to www.irs.gov/efile. Under the heading "IRS e-file Options For:", select "Tax Professionals", and then select "2009 Tax Year IRS e-file of Individual Income Tax Returns."

Paperwork Reduction Act Notice. We ask for this information to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Internal Revenue Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For the estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.