Better Business Ventures, Inc.
CTEC Registered Tax Preparer

Telephone:	(916) 481-5252	3400 Watt Avenue, Ste 205
Fax:	(916) 244-4458	Sacramento CA 95821
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2007 Tax Organizer

We wish to welcome you as a new client to our office! This is your **2007 Tax Organizer** that will assist you in the gathering of the information and documents necessary for the preparation of your 2007 Income Tax Returns.

Please complete the 2007 Tax Organizer, sign the Taxpayer Certification at the end of the Miscellaneous Questions section, and return the 2007 Tax Organizer to our offices along with signed copies of the **"Engagement Letter for Tax Return Preparation Services"** and the **"Client Disclaimer Memorandum**." Some pages of the 2007 Tax Organizer may not be applicable to your tax situation. Therefore, please feel free to leave these pages blank or insert any questions you may have. Any additional tax information that you believe to be important, but not specifically requested on any of the following pages, should be included on the Additional Information page at the end of the 2007 Tax Organizer.

Please attach a copy of your 2006 federal and state returns along with all available 2007 tax statements, such as Forms W-2, 1099s, K-1s, and any other year end statements to the last page of the 2007 Tax Organizer. The original documents shall be returned to you with your completed tax returns.

Since the tax returns will be prepared based upon the documents and information which you provide to us, **you are asked to provide a certification** that the information contained within the 2007 Tax Organizer is true and accurate to the best of your knowledge and that you have disclosed and provided all pertinent information. We will *not* independently verify or audit any information provided to us.

When completed, please return the 2007 Tax Organizer to us. After we have had an opportunity to become familiar with your tax situation, we shall telephone you to discuss your returns in greater detail, if this is necessary.

If you have any questions, please do not hesitate to call us. We look forward to serving your needs this year and for many years to come.

Yours very truly,

Owen S. Arnoff
CTEC Registered Tax Preparer

2007 Taxpayer Certification

I / We hereby certify that the enclosed information and data contained within the **2007 Tax Organizer** are true and accurate to the best of my / our knowledge. I / We understand that the tax returns will be prepared from the information and data provided to Better Business Ventures, Inc. and that Better Business Ventures, Inc. will not independently audit or verify the information and data submitted. Upon receipt of the completed returns, I / we shall carefully review such returns for any errors or omissions and shall promptly notify Better Business Ventures, Inc. in the event of any discrepancies.

Date: ____________________ Taxpayer: ___________________________

Date: ____________________ Taxpayer: ___________________________
(if joint return)

INCOME TAX ORGANIZER FOR TAX YEAR 2007

We're providing this organizer to assist you in compiling your tax information for 2007. The enclosed pages include information from last year's tax return and spaces in which to write current year information and any questions or comments you have for us. We appreciate the opportunity to serve you.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

 ORG$$$$1

GENERAL INFORMATION

2007
(MAIN INFO)

Taxpayer's First Name ______ M.I. ______ Spouse's First Name ______ Spouse's M.I. ______

Taxpayer's Last Name ______ Suffix ______ Spouse's Last Name (if different) ______

Taxpayer's Social Security Number ______ Spouse's Social Security Number ______

Present Home Address ______ City, State, Zip Code ______

E-Mail Address ______

Filing Status: Please Check One

☐ Single ☐ Married Filing Joint ☐ Married Filing Separately ☐ Head of Household ☐ Qualifying Widow(er)

If you selected head of household and have no dependents, list the name ______
and Social Security number ______ of your qualified child who lives with you and qualifies you for this status.

Dependents/Nondependents Qualifying for Child Care and/or EIC

Note: If any children listed below are nondependents then mark an X' in the column listed "Non Dep."

First Name	Last Name	Date of Birth	Social Security Number	Relationship	Months in home	Non Dep.

If you are claiming as a dependent a child who did not live with you, check the documents that substantiate this claim:

☐ Pre-1985 divorce or separation agreement ☐ Signed Form 8332

☐ Post-1984 divorce or separation agreement WITHOUT CONDITIONS

Taxpayer's Birth Date ______ Spouse's Birth Date ______

Taxpayer's Occupation ______ Spouse's Occupation ______

Daytime Phone ______ Daytime Phone ______

Evening Phone ______ Evening Phone ______

Cell/FAX Phone ______ Cell/FAX Phone ______

State of Residency:(2-Letter Abbreviation) State of Part-year Residency 2nd State of Part-year Residency

Please use the following space for any comments you wish to make to your preparer.

2007 TAX QUESTIONS

AT ANY TIME DURING 2007:

Did you or your spouse receive income from the following sources:

YES	NO	
		Wages?
		Tips?
		Interest or Dividends?
		Social Security or Tier I Railroad Retirement?
		Lump sum from an employer sponsored plan and the recipient and/or employee was born before 1936?
		Retirement or IRA distribution for which the recipient is under age 59 1/2?
		Other pension, annuity, IRA, or retirement income?
		If IRA distribution, were nondeductible contributions ever made?
		If yes, provide the balance of all IRA accounts as of the end of 2007.
		Unemployment compensation?
		Alimony?
		Self-employment and/or operation of a business?
		Operation of a farm?
		Rental of land and property for agricultural purposes?
		Other rental property?
		Gambling winnings?
		Royalties?
		Any miscellaneous income, such as prizes or jury duty pay?

Did you or your spouse receive any of the following forms: (Please provide them to your preparer)

YES	NO	
		W-2
		W-2G
		1099R
		1099INT
		1099DIV
		1099MISC
		1099B
		1099S
		1099G
		Any other 1099
		K-1
		IRS notice of change to prior year's return
		Closing statements from real estate sales, purchases, or refinancing

Did you or your spouse sell or dispose of any of the following property:

YES	NO	
		Stock, mutual fund, or other non-business assets?
		Your personal residence?
		Rental property?
		Property relating to a business or farm?
		Any other business property not listed above? (i.e. equipment, land)
		If you sold any property above, did it involve a bartering agreement?
		If you sold any property above, are you receiving payments in installments?

2007 TAX QUESTIONS

AT ANY TIME DURING 2007:

Did you or your spouse

YES	NO	
		Have a home mortgage?
		Use a portion of your home exclusively for business?
		Have medical expenses or pay for health insurance?
		Make regular or substantial contributions to charity, church, etc.?
		If yes, did you make over $500.00 in non-cash contributions?
		Suffer a loss as a result of a casualty (fire, theft, natural disaster, etc.)?
		Itemize your deductions last year and receive a state tax refund?
		Incur any out-of-pocket expenses or use your personal vehicle in conjunction with your job?
		Move to be closer to a new job?
		Send payments to the IRS/state in order to prepay your current year tax liability (estimated taxes) or apply an overpayment from 2006?
		Have any interest in a partnership or S-corporation, estate or trust for which you expect to receive Form K-1?
		Have any household employees to whom you paid $1000.00 or more?
		Have a qualified fuel tax credit?
		Contribute to an: ☐ IRA? ☐ SEP? ☐ Keogh? ☐ Roth? ☐ or Simple retirement plan?
		Get claimed (or were eligible to be claimed) as a dependent on anyone else's return?

YES	NO	
		Did your children receive more than $850 and less than $8500 from interest and dividends that you wish to claim on your own tax return instead of your child's?
		Did you pay child or dependent care expenses? If so, please bring names, addresses, Social Security/EIN numbers, amount paid to each provider, and amount paid for each dependent.
		Did you pay qualified post-secondary education tuition and related expenses for yourself, your spouse, or your dependents?
		Did you cash any US EE or I bonds to pay for post-secondary education for yourself, your spouse, or your dependents?
		Did you pay interest on higher education loans?
		Were you a pre-college educator who purchased books or classroom supplies?
		Did you purchase a car, boat, aircraft, motor home or home building materials in 2007 or keep receipts on all sales tax items purchased in 2007?
		Were there any births, adoptions, divorces, marriages, or deaths in your household?
		Do you desire direct deposit? If yes, please attach voided check.

W-2 INCOME

2007
(W-2)

Listed below are your employers shown on your last year's income tax return.

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

Name of employer
Street address
City, State, Zip Code
Employer Identification Number
☐ TAXPAYER ☐ SPOUSE

*** Please include a W-2 from each of your 2007 employers.**

W-2G INCOME

2007
(W-2G)

Listed below are payers shown on your last year's income tax return.
***Please include any W-2G from each of your 2007 payers.**

Name of payer
Street address
City, State, Zip Code
Federal Identification Number

☐ TAXPAYER ☐ SPOUSE

Name of payer
Street address
City, State, Zip Code
Federal Identification Number

☐ TAXPAYER ☐ SPOUSE

Name of payer
Street address
City, State, Zip Code
Federal Identification Number

☐ TAXPAYER ☐ SPOUSE

ESTIMATED TAX PAID FOR THE 2007 TAX YEAR

(FED/ST TAX)

*** Please enter only the payments to be applied to the current year tax, including any payments made in January of 2007.**

Federal payments		**State of ____ payments**	
Date paid	Amount paid	Date paid	Amount paid

State/local income tax balance due for previous years paid in 2007: ______

State/local estimate payment for 2006, due January 15, 2007, paid on or after January 1, 2007: ______

PENSION AND RETIREMENT INCOME

2007
(1099R)

PENSIONS AND IRAS

Listed below are your pension, IRA distributions, and Social Security received last year (if any).

Name of payer
Street address
City, State, Zip Code
Employer Identification Number

☐ TAXPAYER ☐ SPOUSE ☐ IRA

Name of payer
Street address
City, State, Zip Code
Employer Identification Number

☐ TAXPAYER ☐ SPOUSE ☐ IRA

Name of payer
Street address
City, State, Zip Code
Employer Identification Number

☐ TAXPAYER ☐ SPOUSE ☐ IRA

Name of payer
Street address
City, State, Zip Code
Employer Identification Number

☐ TAXPAYER ☐ SPOUSE ☐ IRA

Name of payer
Street address
City, State, Zip Code
Employer Identification Number

☐ TAXPAYER ☐ SPOUSE ☐ IRA

Name of payer
Street address
City, State, Zip Code
Employer Identification Number

☐ TAXPAYER ☐ SPOUSE ☐ IRA

*** Please include any 1099's and other 2007 information.**
If you ever made non-deductible contributions to your IRA, please provide year-end balances of all your IRA accounts.

SOCIAL SECURITY BENEFITS

(1040 WKT)

	2007 AMOUNTS	2006 TOTAL AMOUNT
Taxpayer Amount	$	
Spouse Amount	$	

EMPLOYEE BUSINESS EXPENSES

2007
(2106/2106 EZ)

GENERAL INFORMATION

	2007	2006
Are these your spouse's business expenses?		
Occupation in which expense incurred?		
Were you a qualified performing artist?		
Were you a fee basis state or local government official?		
Were you a National Guard reserve member who traveled more than 100 miles from home to perform services as a National Guard or reserve member?		

EXPENSES

	2007	2006
Parking fees, tolls, and local transportation		
Travel expenses while away from home overnight		
Meals and entertainment expenses		
Are you subject to the hours of service limitation of the Department of Transportation?		
Other business expenses		

Type	Amount

REIMBURSEMENTS

	2007	2006
Meals and entertainment		
Other		

AUTOMOBILE INFORMATION

VEHICLE A

	2007	2006
Date vehicle was placed in service		
Total mileage vehicle was used during the year		
Miles that vehicle was used for business		
Miles that vehicle was used for commuting		
ACTUAL EXPENSES		
Gas, repairs, insurance, etc.		
Vehicle rental		
Cost or other basis of vehicle		

VEHICLE B

	2007	2006
Date vehicle was placed in service		
Total mileage vehicle was used during the year		
Miles that vehicle was used for business		
Miles that vehicle was used for commuting		
ACTUAL EXPENSES		
Gas, repairs, insurance, etc.		
Vehicle rental		
Cost or other basis of vehicle		

	2007	2006
Do you (or your spouse) have another vehicle available for personal use?		
Was your vehicle available for personal use during off-duty hours?		
Do you have evidence to support the deduction?		
If "Yes," is the evidence written?		

CHILD AND DEPENDENT CARE EXPENSES

2007
(2441)

Please list all care providers and the amounts paid to them in 2007. Any information from the prior year is shown below.

Name of provider ______
Street address ______
City, State, Zip Code ______
Social Security Number or EIN ______
Amount paid $ ______ **2006 AMOUNT** $

Name of provider ______
Street address ______
City, State, Zip Code ______
Social Security Number or EIN ______
Amount paid $ ______ **2006 AMOUNT** $

Name of provider ______
Street address ______
City, State, Zip Code ______
Social Security Number or EIN ______
Amount paid $ ______ **2006 AMOUNT** $

Name of provider ______
Street address ______
City, State, Zip Code ______
Social Security Number or EIN ______
Amount paid $ ______ **2006 AMOUNT** $

Name of provider ______
Street address ______
City, State, Zip Code ______
Social Security Number or EIN ______
Amount paid $ ______ **2006 AMOUNT** $

List name of each child and total amount spent for care of that child.

______	$ ______
______	$ ______
______	$ ______
______	$ ______

***You may change or delete any information that does not apply to the current year.**

ITEMIZED DEDUCTIONS

2007
(SCH A)

	*T,S,J	2007	2006
MEDICAL AND DENTAL EXPENSES - Include prescription medicine & drugs, nonprescription medical supplies such as crutches, doctors, dentists, nurses, hospitals, medical insurance premiums, medical miles or actual expense.*			
Number of medical miles			

* **Do not list amounts paid with pre-tax dollars or that were reimbursed.**
* **Taxpayer, Spouse, or Joint**

TAXES PAID

Real estate taxes			
Personal property taxes (auto ad valorem)			
Other			

INTEREST PAID

Home mortgage interest			
Points paid in purchasing new home			
Investment interest expense			

CONTRIBUTIONS - Receipts required for all contributions

Cash			
Non-cash			
Number of charity miles			

MISCELLANEOUS DEDUCTIONS

Include union and professional dues, business publications, etc.			
Tax preparation fee			
Include below items, such as safe deposit box, investment expense.			
Gambling losses			

INTEREST AND DIVIDEND INCOME

2007
(SCH B)

INTEREST INCOME

T,S,J*	NAME OF PAYER	2007	2006

If you received any interest income from a seller financed mortgage, please enter the payer's name, address, and their SSN or EIN.

Name	SSN/EIN	
City, State, Zip	Amount	

	Amount of nominee interest		
	Amount of accrued interest		
	Amount of tax-exempt interest		
	Amount of OID adjustment		
	Amount of ABP adjustment		

DIVIDEND INCOME

T,S,J*	NAME OF PAYER	2007 ORDINARY	2006 ORDINARY

*Taxpayer, Spouse or Joint

Nominee Distribution Dividends

***Please attach any 1099-INT, 1099-OID, and 1099-DIV forms**

BUSINESS INCOME AND EXPENSES

2007 (SCH C)

Your principal business or profession ____________ Is this your spouse's Schedule C? ________

Business name ____________ 2006 Business code ________

Business address ____________ Employer ID (Not SSN) ________

____________ Accounting method: ________

Enter date if you disposed of or sold this business during the year ________

BUSINESS VEHICLE	2007	2006
Date placed in service ________		
Miles used for: Business		
Commuting		
Other		
PART I INCOME		
Gross receipts or sales		
Returns and allowances		
Other income		
PART II EXPENSES		
Advertising		
Car/Truck expenses		
Commissions		
Contract labor		
Depletion		
Employee benefit programs		
Insurance		
Interest - mortgage		
Interest - other		
Legal and professional services		
Office expense		
Pension and profit sharing		
Rent or lease - vehicles, machinery		
Rent - Other business property		
Repairs and maintenance		
Supplies		
Taxes and licenses		
Travel		
Meals and entertainment		
Utilities		
Wages		
Enter prior year unallowed loss (if any)		
OTHER EXPENSES		**(SCH C PG 2)**
Inventory method: ☐ Cost ☐ Lower of Cost or Market ☐ Other		
Inventory at beginning of year		
Purchases less cost of personal items		
Inventory at end of the year		

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BUSINESS ASSET LIST

2007

Asset acquisition list (Please list all assets you have purchased or placed in service in 2007.)

Description	Date Acquired	Cost	To Schedule

Asset disposition list (Please list all assets you sold, traded, junked, or took out of service for any reason in 2007.)

Description	Date Acquired	Date Sold	Sales Price	Sales Expenses	Cost	Prior Depreciation	From Sch.

OFFICE IN THE HOME DEDUCTION

2007 (8829)

		2006
Square footage of area used for business		
Total square footage in your home		
Is this your spouse's Schedule C?		
Day care facilities:		
Number of days used for day care		
Number of hours per day used for day care		
Enter date if you disposed of or sold this business during the year		

EXPENSES DIRECTLY RELATING TO YOUR BUSINESS

	2007	2006
Casualty losses		
Deductible mortgage interest		
Real estate taxes		
Insurance		
Rent		
Repairs and maintenance		
Utilities		
Other expenses		

EXPENSES RELATING TO ENTIRE HOUSEHOLD

	2007	2006
Casualty losses		
Deductible mortgage interest		
Real estate taxes		
Insurance		
Rent		
Repairs and maintenance		
Utilities		
Other expenses		
Carryover of operating expenses from 2006 Form 8829 line 42		
Carryover of excess casualty losses and depreciation from 2006 Form 8829 line 43		
Enter the fair market value of your home		
Enter the cost of your home		
Enter the value of the land on which your home is placed		

CAPITAL GAINS AND LOSSES

2007
(SCH D)

Stocks, Bonds, and Non-Business Assets

Description	Date Acquired	Date Sold	Sales Price	Cost

Amount of short-term loss carryover from 2006 ______________________

Amount of long-term loss carryover from 2006 ______________________

RENTAL REAL ESTATE AND ROYALTIES

2007
(SCH E)

	Property A		Property B		Property C	
KIND OF PROPERTY						
LOCATION OF PROPERTY						
INCOME	**2007**	**2006**	**2007**	**2006**	**2007**	**2006**
Rents received						
Royalties received						
EXPENSES						
Advertising						
Auto and travel						
Cleaning and maintenance						
Commissions						
Insurance						
Legal, professional fees						
Management fees						
Mortgage interest						
Other interest						
Repairs						
Supplies						
Taxes						
Utilities						
Miscellaneous Expenses						
Type of misc expense 1						
Amount item 1						
Type of misc expense 2						
Amount item 2						
Type of misc expense 3						
Amount item 3						
Type of misc expense 4						
Amount item 4						
Type of misc expense 5						
Amount item 5						
Enter loss carryover to 2007						
Did you actively participate in this venture?						
Did you use this property for personal use?						

PARTNERSHIP AND S-CORPORATION INCOME

2007
(K-1 P/S)

Your 2006 K-1 information is shown below.

K-1 INFORMATION

Name of Partnership or S-Corporation ____
Federal ID Number ____
Enter "P" for partnership or "S" for S-Corp ____

K-1 INFORMATION

Name of Partnership or S-Corporation ____
Federal ID Number ____
Enter "P" for partnership or "S" for S-Corp ____

K-1 INFORMATION

Name of Partnership or S-Corporation ____
Federal ID Number ____
Enter "P" for partnership or "S" for S-Corp ____

K-1 INFORMATION

Name of Partnership or S-Corporation ____
Federal ID Number ____
Enter "P" for partnership or "S" for S-Corp ____

K-1 INFORMATION

Name of Partnership or S-Corporation ____
Federal ID Number ____
Enter "P" for partnership or "S" for S-Corp ____

K-1 INFORMATION

Name of Partnership or S-Corporation ____
Federal ID Number ____
Enter "P" for partnership or "S" for S-Corp ____

K-1 INFORMATION

Name of Partnership or S-Corporation ____
Federal ID Number ____
Enter "P" for partnership or "S" for S-Corp ____

K-1 INFORMATION

Name of Partnership or S-Corporation ____
Federal ID Number ____
Enter "P" for partnership or "S" for S-Corp ____

K-1 INFORMATION

Name of Partnership or S-Corporation ____
Federal ID Number ____
Enter "P" for partnership or "S" for S-Corp ____

*** Please attach all K-1 schedules received for 2007.**

Engagement Letter for Tax Return Preparation Services

Better Business Ventures, Inc.
PO Box 660186 Sacramento CA 95866
(916) 481-5252 Phone | (916) 244-4458 Fax

Date: ______________________________

Name: ____
Address: ____
City, State, Zip: ____________________________________

Thank you for your interest in our tax return preparation services. In order to minimize any possible misunderstandings as to the scope of the work that you want us to do for you and the payment for such services, this **Engagement Letter for Tax Return Preparation Services** confirms the engagemen, sets forth our understanding regarding the assignment and constitutes our agreement as to the scope of the services and the fees for such services. Please be sure that this letter does in fact reflect your expectations before returning a signed copy to us with the requested retainer.

You have asked us to prepare your current year income tax return and to:

1. ____

2. ____

3. ____

We will be preparing your income tax returns from your data without verification. You will review the returns before signing, mailing or authorizing transmission of them to the government. This engagement is subject to your furnishing adequate documentation for the current year and providing a copy of the prior year tax return if we did not prepare it. Returns are prepared on the basis of information supplied by you without independent verification by us. We assume that you have supporting documentation for all income and deductions. You should retain said documents for for a minimum period of four years. (Supporting documents include, but are not limited to, paid checks, receipts, daily diaries, appointment books, calendars, automobile mileage logs, entertainment records, credit card records, investment records, records reflecting the cost of goods given to charities, real estate records and the like.)

If necessary, we will undertake to prepare current and/or past due returns and/or amended returns for prior years to include any omitted income from such years and/or to submit any returns, schedules or tax forms that should have been filed. If appropriate, we will request a waiver of any penalties -- based on your statements regarding the reasons for not having reported the income or filed the required returns. If the preparation of past due returns is required, we will require a commitment that you will allow us to complete all required returns and schedules for all open years and a retainer for the full amount of the estimated fees.

If you have any unreported income from prior years, we **STRONGLY** urge you to seek help from a tax attorney who is familiar with taxpayer defense law. Although accountants now have some accountant-client privilege with respect to communications between the client and accountant regarding tax matters, such privilege is very limited. By signing this engagement letter, you are in effect waiving the opportunity for privileged communication by retaining an attorney, who would then retain us (or another accountant) to assist him as required.

Because of the extreme size and complexity of the tax law, and the frequent changes in the tax law, we may need to devote some time to search through various reference sources to find answers to questions about various tax issues that are pertinent to the preparation of your return(s). Before undertaking more than two hours of such research, we will contact you and give you the option to (1) authorize us to continue the research, or (2) to seek help from a person who specializes in that segment of the tax law. We will also provide you with suggestions and contact information regarding any tax professionals who are known to be specialists in the subject area. If assistance is provided by other professionals, you will need to (1) enter into a service agreement with such professional, or (2) provide an advance retainer to us for the full amount of any fee that we may become obligated to pay on your behalf.

This agreement includes and incorporates the enclosed **Client Disclaimer Memorandum** which describes the types of services we are not offering to provide and that will not be part of this engagement. The Disclaimer Notice also discusses various matters that could become a source of a misunderstanding relative to your expectations regarding our services.

This engagement agreement does not include specialized tax consulting services or comprehensive tax planning services.

In order to provide the assistance you have requested, we will need the following information from you. Our work will not commence until that information is provided.

1. A complete copy of your most recent personal tax return.

2. A complete copy of your most recent business tax return, if applicable.

3. A complete copy of any information returns you have received for the tax year,

4. An original copy of any W-2 Forms.

5. A client questionnaire

We have agreed that the work you wish us to do for you will be completed no later than ______________, 200__ unless we subsequently and mutually agree to extend the completion date. If an extension of time to file is required, you agree that any late payment penalties or interest that may be incurred because of a delayed filing will be your responsibility.

Fees will be billed when the returns are completed and mailed to you.

You will be responsible for signing the return, for the payment of any taxes and late payment penalties and for the delivery of the returns (with your signature) to the appropriate mailing address of the tax authority, unless you engage us to electronically file your return on your behalf. We will obtain your authorization to do so on the appropriate IRS form

If state income returns are required, the software that we use is able to prepare the returns but we will obviously not be as familiar with the unique state laws as we are in the State of California.

We charge clients a set fee for the preparation of various tax forms and schedules, plus an hourly fee for any required accounting, data analysis, client specific research or similar work. We also charge by the hour for phone consultations, meetings, reading materials provided to us by a client and correspondence (including email) to or from clients.

We will provide the most accurate and most favorable results that we can, but we can't guarantee that the IRS will agree with our position on every part of your return. If your return is selected for an audit or for verification by the IRS, our services to help respond to their inquiries will constitute a separate engagement and we will charge you for that time. All returns are subject to review by taxing authorities. The fee for this engagement does not include any assistance you may need in connection with inquiries, examinations or any subsequent assessment. You agree to inform us, before we accept the engagement, of any correspondence from any taxing authority. You also agree to inform us promptly of any correspondence from any taxing authority regarding any returns we have prepared.

Any estimates provided as to the time required to complete the work you have asked us to do for you is not a guarantee and is not binding.

Based on the preparation of similar returns for other clients, we estimate that the time required to prepare the returns for you will result in total fees of from $_________ to $__________. We will endeavor to keep the time and fees as low as possible, but the most significant element in the time required to prepare a tax return is the quality and the organization of the data needed to prepare the return.

You agree to pay us a retainer of $__________. We will bill you for any additional fees on a progress basis.

The enclosed **Client Disclaimer Memorandum** provides information that might be pertinent to your decision as to whether you wish to retain me as a tax preparer and is therefore enclosed as a part of this agreement.

We make every reasonable effort to avoid any errors or omissions in the services or advice that we provide to clients. However, the tax law is voluminous, ambiguous and constantly changing. Our liability for any errors or omissions will be limited to a full refund of the fees paid and will not include liability for any consequential damages. Any claim for damages will expire within two years of when the final billing is mailed to you. Our liability is also limited to you and any recommendations provided to you may not be used or relied upon by any other parties. Disputes with the IRS regarding the interpretation of the tax law will not constitute an error or omission if you have been advised of the difference in opinion at the time your return is prepared.

Although the tax returns represent our best professional opinion, we cannot guarantee the result. Tax return preparation often involves application of conflicting authorities and interpretations that present varying possibilities of Internal Revenue Service, or other federal agency or state taxing authority challenge. Opinions of various federal and state taxing authorities' personnel and of various courts are often conflicting. Judicial and legislative thought is subject to continual change. Therefore, we can only guarantee our best effort to help you arrive at the lowest legal tax liability. If there are any penalties caused by our effort which are NOT as a result of a choice by you to pursue an aggressive stance on a matter about which you were informed of a potential challenge, then we will pay such penalties. The tax liability and any interest assessed are the responsibility of you, the taxpayer.

Certain types of transactions are required to be disclosed to the IRS and you agree that it will be our decision as to whether a particular transaction is subject to such disclosure.

Tax return fees are based upon the complexity of the returns, tax issues involved, and the general condition of the information you provided to us. Any additional work or bookkeeping necessary to prepare the returns will incur additional fees. Payment can be made by a check or money order payable to Better Business Ventures, Inc. We will provide an invoice for professional services and related costs. **Please note: The payment for tax return fees is required before we release the returns, including e-mailing or transmitting them. There will be no exceptions.**

If you agree to the terms and conditions for the provision of services as provided in this Engagement Letter, please indicate your acceptance by executing the enclosed copy of this letter below and by returning it with the agreed upon retainer.

Very truly yours,

Owen S. Arnoff, CTEC Registered Tax Preparer

I agree to and accept the terms and conditions set forth in the foregoing letter.

Date ________________ By ___________________________________

Name ________________________________

Client Disclaimer Memorandum

Thank you for your interest in our professional services. The purpose of this **Client Disclaimer Memorandum** is to be sure you have been informed of the services that we do provide and those which we do not provide so that there won't be any misunderstanding as to our duties and responsibilities.

The Services We Provide

Better Business Ventures, Inc. is a California corporation organized to provide a variety of financial services to its clients. The principal representative of Better Business Ventures, Inc. is Owen S. Arnoff. Mr. Arnoff is a California Tax Education Counsel Registered Tax Preparer (CTEC RTP).

Better Business Ventures, Inc. provides tax consulting and tax preparation services for U.S. citizens or permanent residents.

We sometimes prepare multiple years of amended returns for individuals who have failed to file these required returns for a number of years and wish to amend their prior tax returns. Penalties could be assessed at the discretion of the IRS for a delinquent filing and we strongly encourage taxpayers who have failed to file a timely return to first consult with an attorney regarding his or her options.

Services That We Do Not Provide

We are not Certified Public Accountants (CPAs) and we do <u>**not**</u> provide many of the services that are typically provided by CPAs. Such services include (but are not limited to):

1. financial audits
2. compilations or reviews of financial statements
3. business or investment valuation or appraisal services

We do not offer investment advisory services other than to help investors to evaluate the tax benefits, costs and tax suitability of various kinds of investments.

Mr. Arnoff is a licensed life insurance agent in the states of California and Texas, and as such offers insurance products for sale. We assist clients with the evaluation of the tax implications and tax suitability of various life insurance or annuity products.

Mr. Arnoff is a licensed real estate salesperson in the state of California and, as such, offers real estate services generally offered by those holding the same license. We assist clients with the evaluation of the tax implications and tax suitability of real estate holdings.

Neither Better Business Ventures, Inc. nor Mr. Arnoff is an attorney and we do not offer any legal advice to our clients, other than tax advice.

If you wish to retain us for tax preparation services, please sign and date this document and return it to us so we will know you have read it. Prospective clients should read our standard **Engagement Letter for Tax Return Preparation Services**.

New clients will need to provide us a copy of their most recent personal and corporate income tax return and a recent personal and business financial statement.

Yes, I have read this document.

X____

Name (Printed) _____________________________________

Date ______________, 200__