



TAX YEAR 2021

Dear valued client,

We appreciate the opportunity to work with you on the preparation of Personal Property Tax Return (PPTR). This letter is to specify the terms of our engagement, clarify the nature and extent of the services we will provide, and confirm an understanding of our mutual responsibilities.

Please select the from the following those services you would like us to perform in preparing your Personal Property Tax Return filings:

- Prep & Assemble (flat rate)
- Detailed Review (hourly rate)

We will prepare your PPTR based on the information we gather or received based on the selection above. We may contact you regarding a change in our level of service should additional work be required to produce accurate and complete filings. Our services are not intended to determine whether you have filing requirements in counties other than the one(s) you have informed us of. If you would like to add any additional counties, please indicate so and identify them in the comments section.

It is your responsibility to provide all the information required to prepare your PPTR. We may provide you with a checklist of information required for the PPTR, or we may gather similar data from your books and records. You represent that the information you provide will be accurate and complete to the best of your knowledge. We will not audit or otherwise verify the information provided, although we may ask for clarification if the information appears to be incorrect, inconsistent, or incomplete. Our work in connection with the preparation of your PPTR does not include any procedures designed to discover errors or other irregularities, should any exist. You have the final responsibility for the Personal Property Tax Return filed and, therefore, you should review it carefully before you sign and authorize us to file them.

Filers are required to maintain all the documents that form the basis of the PPTR filed. If you have any questions as to the type of records required, please ask us for advice in that regard. Your signature on this letter confirms that we have advised you of the record keeping requirements.

Mailing Address
447 State Street
Salem, OR 97301
503-362-9152
Fax: 503-362-9186
office@dpwpcpas.com

SALEM OFFICE
447 State Street ▪ Salem, OR 97301
PORTLAND OFFICE
16037 SW Upper Boones Ferry Rd Suite 135 ▪ Portland, OR 97224
ENTERPRISE OFFICE
107 SW First Street Suite 112 ▪ Enterprise, OR 97828

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ALLIANCE USA

Your PPTR may be selected for examination or audit by the county. In the event of such examination, we would be pleased to assist you under the terms of a separate engagement.

Your PPTR will be required to be filed by mail, email or fax depending on the county. We will provide you with a copy of your final PPTR for review prior to filing it on your behalf. Your signature on the PPTR indicates that you have reviewed the PPTR, it is correct to the best of your knowledge, and you authorize us to submit it electronically. We cannot file any return until it has been signed.

The filing deadline for Personal Property Tax Returns is March 15, 2021. In order to meet this filing deadline, the information needed to complete the returns should be received in this office no later than February 17, 2021. If we receive your information after this date, we will make every effort to complete your returns, but will give priority service to clients who submitted information on time. PPTRs not filed by the filing deadline may be subject to late filing penalties.

We offer two different options for assistance with preparing Personal Property Tax Returns.

- **Prep & Assemble (flat rate)** – This service is offered at a flat rate of \$350 per return. It consists of DPW using client supplied information to complete the county form and assemble it with the necessary attachments. It requires the client to supply a completed Asset Listing that notates any disposals or acquisitions. This includes a fair market value for non-inventory supplies (i.e. – office supplies, maintenance supplies, operating supplies, spare parts, etc.). The Asset Listing is typically issued by the county with each Personal Property Tax Return (if you have previously filed).
- **Detailed Review (hourly rate)** – This service is performed using our current hourly rates, which range from \$125/hour to \$250/hour depending on staff level. It may consist of all or some of the following:
 - Client to supply an Asset Listing that notates any disposals.
 - DPW to review QuickBooks file for any acquisitions.
 - DPW to visit location(s) to take inventory of personal property.
 - Prepare and assemble return with necessary attachments.

The balance is due upon completion of the PPTR. Amounts not paid within 60 days will be charged interest at a rate of 1.5% per month (18% per year). Checks should be made payable to "Doty Pruettt Wilson PC."

You may terminate this engagement at any time. Should you do so, however, you remain liable for all unpaid fees as discussed above. We reserve the right to withdraw from this engagement at any time because of unpaid fees, the guidance of our professional standards, or for any other reason. We will notify you in advance of any decision by us to withdraw and will take all reasonable steps to assist in the orderly transfer of your information. Otherwise, this engagement will be considered complete upon acceptance of your e-filed 1099s by the tax authorities.

If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter in the space indicated and return it to us along with your tax information. If you have any questions, please do not hesitate to contact us. We appreciate the opportunity to work with you.

Sincerely,

Doty Pruitt Wilson, PC

I have read the above terms of the engagement letter for the preparation of 2021 Personal Property Tax Returns and agree with the terms of this engagement.

Accepted By (Printed) : _____ Date: _____

Title: _____

Signature: _____

Comments/Notes: _____

