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Date: \_\_\_\_\_ Business Name(s) \_\_\_\_\_

1. We are pleased to confirm our understanding of the arrangements for your income tax return(s). This letter confirms the services you have asked our firm to perform and the terms under which we have agreed to do the work.
2. We will prepare your \_\_\_\_\_ Federal and **Specific State(s):** \_\_\_\_\_ Business Income Tax Forms and Schedules from information you furnish us. We will not audit, review, compile or otherwise verify the data you submit although we may ask you to clarify some of the information. If you have taxable activity in a state other than that specifically listed, you are responsible for providing our firm with all information necessary to prepare any additional applicable state(s) or local income tax returns as well as informing us of the jurisdiction.
3. Please note that any person or entity subject to the jurisdiction of the United States (includes individuals, corporations, partnerships, trusts and estates) having a financial interest in, or signature of other authority over, bank accounts, securities, or other financial accounts having an aggregate value exceeding \$10,000 in foreign country shall report such a relationship. Please provide our firm with information regarding any interest you may have in a foreign account and we will be able to prepare the required Income Tax related forms and penalties. In the absence of such information being provided we will presume you do not have any foreign assets or financial interests.
4. If you and/or your entity have a financial interest in any foreign accounts, you are responsible for filing Form FinCen 114 required by the U.S. Dept. of the Treasury on or before the due date, generally April 15. By your signature below you are accepting responsibility for filing the FinCen 114 and any other forms or reports required by your connection to foreign banks, corporations, or other organization.
5. Our fee does not include responding to inquires or examination by taxing authorized or third parties. You will agree to immediately *notify* us upon the receipt of any correspondence from any agency covered by this letter. IRS and other agencies will never call or email a taxpayer. They will always write a letter. Do not click on any links or respond to phone calls or messages. Additionally, in order to protect your identity, we may verify your id, birthdate and social security number when you call or visit our office.
6. It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns, including but not limited to the auto, travel, entertainment, and related expenses and the required documents to support charitable contributions for at least three years from the filing date (we recommend longer.) It is your responsibility to carefully examine and approve your complete tax returns before signing. We will rely upon information you provide to us from 3<sup>rd</sup> parties including, but not limited to, K1s, 1099s, 1098s and receipts and similar items.
7. You agree that you have reported all income you received including barter, crypto-currency, consumer-to-consumer activity, cash based revenues and all other income whether received in-person, in-kind, or electronically.

8. *We do not automatically file tax extensions for clients* – you must notify us in writing, email or fax if you wish us to file an extension. Additionally, if your return is extended it does not relieve you from paying any tax due on the due date, or making quarterly estimated tax payments for the current year.
9. We will use our professional judgment in preparing your returns. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. When a self-employed taxpayer reduces taxable income, there is also a reduction in earned income reported to the Social Security Administration, which could reduce current and future benefits for the taxpayer and his or her dependents.
10. It is our policy to keep records related to this engagement for five years after which they are destroyed. However, we do not keep any original client records, so we will return those to you at the completion (or earlier) of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records.
11. From time to time during our relationship, you may seek our advice with regard to potential investments. We are not investment advisors. We can refer you to qualified investment advisors.
12. Billings become delinquent if not paid within 30 days of the invoice date. If billings are not paid within 60 days of the invoice date, at our election, we may stop all work at our discretion until your account is brought current, or we may withdraw from this engagement. Our services will conclude upon delivery of the completed income tax returns discussed above or upon our suspension of services or resignation from the engagement.
13. In recognition of the relative risks and benefits of this agreement to both the client and the accounting firm, the client and the accounting firm have discussed and have agreed on the fair allocation of risk between them. As such, the client agrees, to the fullest extent permitted by law, to limit the liability of the accounting firm to the client for any and all claims, losses, costs, and damages of any nature whatsoever, so that the total aggregate liability of the accounting firm to the client shall not exceed the accounting firm's total fee for services rendered under this agreement. Both parties agree that there is a one-year limitation period to bring a claim against us for errors and omissions. The one-year period will begin upon the date of the tax professional's signature on the tax returns covered by this engagement letter. This does not include penalties and interest that may be levied by the agencies. If you are notified of such a levy you will notify as expeditiously as possible.
14. We appreciate the opportunity to serve you. Please date and sign this letter to acknowledge your agreement with the acceptance of your responsibilities and the terms of this engagement. Please bring this letter with you when we meet or include it with your original materials when sent to our office. If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

Sincerely,

*Thompson Tax Associates, Inc.*

I have read the above terms of the engagement letter and agree with the terms of this engagement.

\_\_\_\_\_ (Client Signature) \_\_\_\_\_ (Date)