

Dear Client,

We appreciate the opportunity to work with and advise you regarding your 2020 income tax returns. To ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare income tax returns to confirm the following arrangements. We will prepare your required 2020 IRS and state(s) (if applicable) income tax returns from the information provided to us by you. We will make no audit or other verification of the data that you provide to us, although we may need to ask you for clarification regarding some of your information.

It is your responsibility to provide us with all of the information required for the preparation of complete and accurate income tax returns. You should retain all of the documentation, cancelled checks and other data that form the basis of your income and deductions. Supporting documentation may be necessary to prove the accuracy and completeness of your income tax returns to a taxing authority. You have the final responsibility for your income tax returns and, therefore, you should review them carefully before you sign them. In addition, you represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that your expenses for meals, entertainment, travel, business gifts, charitable contributions, dues and memberships, and vehicle use are supported by records as required by law.

The objective of our income tax services portion of the engagement is to prepare the income tax returns in accordance with Statements on Standards for Tax Services issued by the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

If, during our work, we discover information that affects your prior-year income tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect your prior-year income tax returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. We will be happy to prepare appropriate amended income tax returns as a separate engagement.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. Your income tax returns will be prepared solely from information provided to us without any verification by us.

The firm may from time to time, and depending on the circumstances, use D'Arcangelo & Co., LLP (our Strategic Alliance Partner) in serving your account. We may share confidential information about you with this service provider, 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 have confidentiality agreements with D'Arcangelo & Co., LLP 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. Furthermore, the Universal Bookkeeper, Inc. will remain responsible for the work provided by any such third-party service providers.

The Internal Revenue Code and regulations impose preparation and disclosure standards with noncompliance penalties on both the preparer of income tax returns and on the taxpayer. To avoid exposure to these penalties, it may be necessary in some cases to make certain disclosures to you and/or



in the income tax returns concerning positions taken on your income tax returns that do not meet these standards. Accordingly, we will advise you if we identify such a situation, and we will discuss those income tax positions that may increase the risk of exposure to penalties and any recommended disclosures before completing the preparation of your income tax returns. If we conclude that we are obligated to disclose a position and you refuse to permit disclosure, we reserve the right to withdraw from the income tax services portion of the engagement. Likewise, where we disagree about the obligation to disclose a position, you also have a right to choose another professional to prepare your income tax returns. In either event, you agree to compensate us for our services to the date of the withdrawal. Our engagement with you will terminate upon our withdrawal.

The IRS permits you to authorize us to discuss, on a limited basis, aspects of your income tax returns for one year after the income tax returns' due date. Your consent to such a discussion is evidenced by checking a box on the income tax returns. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your income tax returns with us. This authorization applies to many states as well.

Certain communications involving income tax advice may be privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you, your employees, or agents may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any information about our income tax advice. Should you decide it is appropriate for us to disclose any potentially privileged communication, you agree to provide us with written, advance authority to make that disclosure.

Should we receive any request for the disclosure of privileged information from any third party, including a subpoena or IRS summons, we will notify you. In the event you direct us not to make the disclosure, you agree to hold us harmless from any expenses incurred in defending the privilege, including, by way of illustration only, our attorney's fees, court costs, outside adviser's costs, or penalties or fines imposed as a result of your asserting the privilege or your direction to us to assert the privilege.

Your income tax returns may be selected for review by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on your income tax returns. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of an income tax return examination, we will be available, upon request, to represent you. However, such additional services are not included in our fees invoiced to you for the preparation of your income tax returns.

Our services are not intended to determine whether you have filing requirements in taxing jurisdictions other than those you have indicated to us. Our firm is available under the terms of a separate engagement letter to provide a nexus study that will enable us to determine whether any other state income tax filings are required.

Our fee for the preparation of your income tax returns will be based upon the amount of time expended, billed at our standard hourly rates. All invoices are payable upon completion of your income tax returns. In the event that you should disagree with, or question, any amount due under an invoice, you agree that you shall communicate such disagreement to us in writing within 15 business days of the invoice date. Disagreement with any amount not made known to us in writing within that period is considered invalid. We retain the right to discontinue services and at our option, terminate the engagement if your account balance becomes 30 days past due. If we elect to terminate our services for nonpayment, our engagement



will be deemed to have been completed even if we have not completed the above listed services. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination, including attorney fees expended by our firm with regard to collection for payment from you. The suspension or termination of our work may result in adverse consequences to you including your failure to meet deadlines imposed by governments, lenders or other third parties. You agree that we will not be responsible for your failure to meet such deadlines, or for penalties or interest that may be assessed against you resulting from such failure.

As your CPA, we collect information provided by you from your income tax organizer, worksheets, original documentation, email transmissions, and discussions. We also collect information that we develop as part of the engagement. We are required to keep all information about our engagement confidential, so we will not disclose any information about you unless we have your written approval or are required or permitted by law. This applies even if you are no longer a client. Also, we are committed to the safekeeping of your confidential information and we maintain physical, electronic, and procedural safeguards to protect your information.

All IRS & applicable state income tax returns for 2020 will be electronically filed except where situations arise preventing our Firm from doing so. Separate instructions will be enclosed with your completed income tax returns relative to electronic filing.

If the foregoing fairly sets forth your understanding, please sign this letter in the space indicated and return all three pages to our office along with all other additional information requested.

Very truly yours,

Justin P. Miller CPA
Universal Bookkeeper, Inc.
January 2, 2021

Accepted By: _____

Date Accepted: _____

Accepted By: _____

Date Accepted: _____

***Please note that we are NOT permitted to begin working on your income tax returns until we receive this signed and dated engagement letter.**



January 2, 2021

Important Things to Consider

- This entire organizer package must be completed where applicable, the **engagement letter must be signed and dated**, and all income tax documentation received by you relative to the preparation of your income tax returns (W-2's, Form 1099's, Form 1098's, Schedule K-1's, etc.) must be included and delivered to our office. If you would like to scan and upload your documents to our portal, please email brittany@universalbookkeeper.com for a secured link to be able to upload your documents.

Please note that we are NOT permitted to begin working on your income tax returns until we receive the signed and dated engagement letter.

- All income tax return documentation received by our office after March 27, 2021, will require us to place the client's individual income tax returns on an extension, resulting in additional preparation costs. Please provide our office with the necessary complete income tax return documentation in a timely manner. There are no exceptions.
- We prepare individual income tax returns in the order that we receive our clients' completed income tax return documentation.

DIRECT DEPOSIT ACCOUNT INFORMATION

- All 2020 IRS and State individual income tax returns must be electronically filed. If your checking account has changed since we last filed your income tax returns, please enclose, fax, scan and e-mail, or mail a copy of a voided check to us from your current checking account. This will allow us to record the CORRECT checking account number and routing number for you in order to facilitate the electronic filing of your 2020 individual income tax returns by our Firm.

IRS AND STATE BALANCE PAYMENTS

- **All balances owed to the IRS and/or States will be required to be paid by the client. Our offices will provide information to each client on how to make all applicable payments if necessary.**

Should you have any questions, please do not hesitate to contact our office at your convenience. We look forward to the privilege, pleasure and opportunity to work with you this year!

**Initials
Required**

