

# Schulman Black & Katz, LLP

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CERTIFIED PUBLIC ACCOUNTANTS

Subject: Engagement Letter for Your Individual Tax Returns

The purpose of this letter is to set out a clear understanding of the nature and extent of our services and our involvement as the preparer of your personal income tax return(s) and your responsibilities as taxpayer.

We will prepare your 2019 federal and all state income tax returns you request using information you provide to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. We've enclosed an "Organizer" to help you gather the information required for a complete return. If you use the Organizer, it will help you avoid overlooking important information and contribute to efficient preparation of your returns. That helps keep the cost of our services as low as possible.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, cancelled checks and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully before you sign them.

All of your original records will be returned to you at the end of this engagement. You should keep the original records in a secure storage for a period of seven years.

The Internal Revenue Service is taking a number of steps to improve the accuracy and quality of tax returns. The Internal Revenue Code and regulations impose preparation and disclosure standards with noncompliance penalties on both the preparer of the tax return and on the taxpayer. To avoid exposure to these penalties, it may be necessary to make certain disclosures. Accordingly, we will advise you if we identify such a situation, and we will discuss those tax positions that may increase the risk of exposure to penalties. 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 engagement. Likewise, where we disagree about the obligation to disclose a position, you also have a right to choose another professional to prepare your return. 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.

Your returns may be selected for audit by a taxing authority. Any proposed adjustment are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

Our fee for preparation of your tax returns will be based on the amount of time required at standard billing rates. All invoices are due and payable upon presentation.

Please call if you have questions regarding this letter. If the services outlined in this letter correctly summarizes your understanding of the arrangements, please sign the enclosed letter in the space indicated, and return it to us at the same time as you send us your tax information. We appreciate your confidence in us.

Sincerely,

Schulman Black & Katz, LLP

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(Both husband and wife must sign for preparation of joint returns)

Accepted By: (Taxpayer Signature) \_\_\_\_\_

Please Print Name \_\_\_\_\_

(Spouse's Signature) \_\_\_\_\_

Please Print Name \_\_\_\_\_

Date: \_\_\_\_\_