

2020 Individual Income Tax Preparation Engagement Letter

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. The IRS imposes penalties on taxpayers and tax return preparers for failure to observe due care in preparing income tax returns. In order to ensure an understanding of our mutual responsibilities, we ask all clients to confirm the following arrangements.

We will prepare your 2020 U.S. Individual Income Tax Return and state Individual Income Tax Returns with all necessary supporting forms and schedules from the information provided by you. It is your responsibility to provide and retain, for up to seven years, all the information required for the preparation of a complete and accurate income tax return. We are required to obtain a copy of W-2's before we can electronically file your return under the rules of IRS Circular 230. You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that any expenses claimed for meals, travel, dues and memberships, vehicle usage, and/or charitable contributions are supported by records as required by Section 274 of the Internal Revenue Code and that you have disclosed all known tax liabilities. You acknowledge that you have reported all 2020 income received including barter, crypto-currency, and cash revenue. If relevant, you confirm that you have or will timely file all applicable Form W-2/W-3's and 1099's with the Social Security Administration and various tax authorities. You are confirming you will disclose to us if you have any financial interest in or signature/authority over foreign accounts exceeding \$10,000. You are confirming that you have not withheld any information that may affect your tax situation or tax filing. If you are unsure about an issue, please bring it up for discussion before you sign your income tax return.

IRS guidelines require us to electronically file (e-file) all income tax returns we prepare. Unless you feel e-filing your income tax return will cause you undue hardship, your income tax return will be filed electronically with the IRS and the state tax authorities. When signing your Form 8879, you will be provided a complete copy of your income tax return to review.

We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. You have the final responsibility for your income tax return and, therefore, you should review your return carefully. This engagement letter does not cover the preparation of any financial statements or any other accounting services.

We will use professional judgment in resolving questions where the tax law is unclear or where there may be conflicts between the taxing authorities' interpretations of the law. Unless otherwise instructed by you, we will resolve such questions in your favor, whenever possible.

Extensions may be required when we do not receive information needed to complete an income tax return on a timely basis. You agree, in the event that your income tax return(s) cannot be completed by the due date, it may become necessary for us to file an extension. We require written requests to file extensions, as we don't automatically file one for all unfinished returns. Applying for an extension of time to file may extend the time available for a government agency to undertake an audit of your return(s) or may extend the statute of limitations and does not relieve you from paying any tax due on the due date. Additionally, extensions may affect your liability for penalties and interest or compliance with government and interested party deadlines. We must receive information by March 31, 2021 to complete your return in a timely manner.

In the event you receive a letter from the IRS or state on an income tax return we prepared, we will assist you in our office to resolve the issue with the taxing authorities. IF YOU TAKE PART IN OUR TAX ASSISTANCE PLAN and receive an IRS/state letter, the initial four (4) hours we spend to assist you are at no cost to you; however, after the initial four (4) hours, you will be billed at our standard rate of \$200 per hour. All others will be billed at our standard rates. You will contact us immediately if you discover additional information that will lead to a change in your return, or if you receive any letters from the IRS, state, or local taxing authorities. An invoice for our services will be presented upon completion of your income tax return. Payment is due at time of completion prior to submission to the taxing authorities. In the event that payment is not received, you will be assessed finance charges of 1.5% per month on the unpaid balance. We reserve the right to suspend or terminate our work due to non-payment with no responsibility for damages incurred due to our cessation. Our services will be concluded upon delivery to you of your 2020 federal and state(s) individual income tax returns or one year from the date of this Engagement Letter, whichever comes sooner. The fee arrangement is based on the expected amount of time and the level of staff required to complete the services agreed upon. Should the client need extra services or time not included in this engagement, we bill at the rate of \$200 per hour.

We will not disclose any of your personal information, unless required by law, without written instructions from you. In connection with this engagement, we may communicate with you or others via email. We specifically disclaim and waive any liability or responsibility for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. If you provide an email address, it is your responsibility to provide an accurate one. If you agree with the terms in this letter, please sign and date below.

Sincerely,
Menden Accounting & Tax Services

Printed Name(s): _____

Taxpayer's Signature: _____ Date _____

Spouse's Signature: _____ Date _____