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Business Income Tax Return Engagement Letter

Dear Client:

Thank you for selecting our firm to assist you with the preparation of your 2020 Business Income Tax Return. We look forward to working with you this year and are pleased to confirm our understanding of the arrangements for your income tax return. Please read this letter carefully because it is important to both our firm and you that you understand what you can expect from our services.

Our engagement is designed to prepare your federal and requested state income tax returns from information that you will provide to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you to clarify some information. This engagement is for the preparation of your income tax returns and does not include any procedures designed to discover defalcations or other irregularities, should any exist.

You are responsible for the proper recording of financial activities, for the safeguarding of assets, and for the substantial accuracy of your financial records. We recommend you retain all documents, canceled checks and other data that support your reported income and deductions for up to seven years. They may be necessary to prove accuracy and completeness of the returns to a taxing authority.

We will use our professional judgment in preparing your returns. Whenever we are aware that a possible 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. We will adopt whatever position you request on your return so long as it is consistent with the codes, regulations, and interpretations that have been promulgated. If the Internal Revenue Service should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties of assessment.

The firm may from time to time, and depending on the circumstances, use third-party service providers to assist in preparing your return, but these preparers will not make substantive decisions concerning your return. We may share your tax return information with these service providers, 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.

Unless we are required by law to disclose privileged communication, we will not provide such disclosure until you have provided written authorization for our firm to do so. If you present your tax return to a third party for any reason, you agree to inform them that we have no responsibility for the accuracy or assurance of the amounts reported. You also agree to indemnify and hold us harmless in the event that any claims are filed against us individually or as T & H Accounting, LLC.

In the interest of facilitating our services to you, we may communicate with you by facsimile (fax) or send electronic mail over the internet. Such communications may include information that is confidential to you. While we use our best efforts to keep such communications secure in accordance with our obligations under applicable law and professional standards, you recognize and accept that we have no control over unauthorized interception of these communications once they have been sent and consent to our use of these electronic devices during this engagement.

We have the right to withdraw from this engagement if you do not provide us with any information we request in a timely manner, refuse to cooperate with our reasonable requests, or misrepresent any facts. Our withdrawal will release us from any obligation to complete your return and will constitute completion of our engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of our withdrawal.

Full payment of your tax preparation fee is required before we will electronically file your return or release the paper return to you. Insufficient funds checks returned to us by the bank will incur an additional \$50 fee, and if we have to take collection action to collect our fees, any and all costs of collection, including attorney fees that we incur, will be added to the final amount to be collected.

We appreciate the opportunity to serve you. Please date and sign this letter to acknowledge your agreement with, and acceptance of your responsibilities, and the terms of this engagement.

Very truly yours,

T & H ACCOUNTING, LLC

ACCEPTED AND AGREED:

Signature

Printed Name

Date

Title

Entity Name(s)