

Nerenberg & Kulawiak, Inc.

Business & Tax Consultants

Members

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National Association of Tax Professionals

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Enrolled to Practice Before the Internal Revenue Service

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Subject: Preparation of Your Business Tax Returns

Thank you for selecting Nerenberg & Kulawiak, Inc. to assist you with your tax affairs. This letter confirms the terms of our engagement with you and the nature and extent of the services we will provide.

We will prepare your federal and all state business 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 have a worksheet of common business expenses that you may request in advance of preparing your tax return. If you use this worksheet or other accounting/bookkeeping software, 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 the information required for the preparation of complete and accurate returns. You should keep all documents, canceled checks, credit card statements, 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.

Penalties of as much as \$100,000 can be imposed on you for failing to disclose participation in "reportable transactions," that is, certain arrangement the IRS has identified as potentially abusive. We will insist that all such transactions be properly disclosed.

The law also imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please call us.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments 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 the terms we agree on for that engagement.

Our fee for preparation of your tax returns will be based on the amount of time required and complexity of the return plus out-of-pocket expenses. All invoices are due and payable upon presentation. To the extent permitted by state law, an interest charge may be added to all accounts not paid within ninety (90) days.

We will not retain copies of records you supplied to us, but we do retain digital copies of your tax returns in your SmartVault portal. All of your original records will be returned to you at the end of this engagement. You should keep the original records in secure storage.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated and return it to us in the envelope provided.

We appreciate your confidence in us. Please call if you have questions.

Sincerely,

Nerenberg & Kulawiak, Inc.

Enrolled Agent

(Multiple partners/shareholders may sign separately below)

Accepted By: _____

Date: _____