

Carbone & Allison, LLP

Certified Public Accountants

Engagement Letter for Tax Services

Dear Client:

We appreciate the opportunity to offer tax services to you. We are committed to providing you the highest quality of tax preparation and excellent service. This engagement letter expresses the terms and conditions under which we will provide you with tax services and outlines the responsibilities for each of us.

Our Responsibility

We will prepare your federal income tax return (and any state returns you may require) from information you provide. This includes Texas Franchise Tax Returns for entity owners.

In preparing your return(s), we will not audit or verify the data you submit, although we may ask for clarification. We will use our judgment in resolving questions where the tax law is unclear or where there may be different interpretations of the law. We will resolve such questions in your favor whenever possible.

Upon request, we will furnish a questionnaire/organizer to help you gather the necessary information. Please note: we do NOT require that you write any information on the tax organizer. Many clients simply use it as a checklist to confirm they have assembled everything they will be giving to us.

Your Responsibility

You will provide us with all of the information required to prepare your return(s) representing that the information is accurate and complete to the best of your knowledge. You also represent that the income and expense items you claim on your return(s) are substantiated by proper records and receipts. **You are ultimately responsible for the accuracy of your return(s) and should review all returns carefully before signing.**

Certain individuals may be required to file a Report of Foreign Bank and Financial Accounts (FBAR) with the U.S. Department of the Treasury. If you have amounts in excess of \$10,000 invested in a foreign country at any time during the year or if you have signature authority over at least one financial account outside of the United States, the IRS requires that you disclose information to them. Unless specifically requested by you, we will not prepare, file, or provide assistance with this form.

If you have received any prior IRS correspondence regarding tax matters, we need copies of all related letters and/or agreements so that we can get a complete picture of where you stand with the IRS.

Our Fees

Our fees for services are based on the firm standard billing rates plus any out-of-pocket expenses. The firm's standard billing rates range from \$150 per hour to \$350 per hour depending on the level of experience of the individual providing the service. These rates are subject to change in the future. Upon request, we provide a good faith estimate based on the current information provided by you. Actual fees may vary as circumstances change or as new information is made available.

Full payment of your tax preparation fee is required BEFORE we will electronically file your return. And in certain cases, we reserve the right to ask for retainer fees to be paid in advance of work done.

Team Effort

Tax returns require a team effort between you and our firm. Although we strive to provide excellent service, we are not perfect. If there is an error on the return due to our oversight, you will be responsible for any additional taxes that would have been due on the original return(s), but we will be responsible for payment of penalties and interest at the time of the initial notice. If there is an error on the return which results from incorrect or missing information from you, then you are responsible for any additional taxes when would have been properly due on the original return(s), plus any interest and penalties charged by the IRS. Also, you will also be responsible for any additional work that is incurred by our firm to resolve the matter based on our standard billing rates.

Additional Tax Services

- **IRS support**

Your returns, of course, are subject to review by the taxing authorities. However, just because you receive a letter from the IRS or your return is selected for audit, does not mean there is a problem. In your interest, it is advisable to contact our office immediately upon receiving correspondence from the IRS. We will be available to assist you and/or represent you at our standard billing rates. We require a copy of all prior correspondence with the IRS so we can look at your account history with them in totality.

- **Tax Planning/ Consulting**

At your request, we would be pleased to assist you throughout the year with any tax planning, consulting services, other income tax matters, tax research, business entity formation, accounting services or payroll services. We will provide these services at our standard billing rates.

Privacy Statement

We maintain a file of tax returns, as required by law, which we have prepared. We do not share your information with anyone else, except as required by law, without your written permission.

Approvals

We are pleased to have you as a client and hope that this will begin a long and pleasant association. This engagement letter will apply for all future years however; each of us retains the right to terminate this engagement at any time. Please date and sign a copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement.

Sincerely,

Carbone & Allison LLP

Acknowledged:

[Client]

[Date]

Note: By signing above you are stating that you are the designated representative for the company or individual.