

1040 - INDIVIDUAL TAX RETURN ENGAGEMENT LETTER

With Carol L. Topp, CPA, LLC

Dear

Thank you for selecting me to assist you with the preparation of your tax returns. This letter confirms the terms of our engagement with you and the nature and extent of services I will provide.

Scope of Engagement: I will prepare your 20__ federal, state and city individual income tax returns you request using information you provide to me. I may ask for clarification of some items, but I will not audit or otherwise verify the data you submit.

Third Party Use of Tax Return: I will prepare the tax returns solely for filing with the Internal Revenue Service and state and local tax authorities. They are not intended to benefit or influence any third party, either to obtain credit or for any other purpose. As such, I will not respond to any request from banks, mortgage brokers or other lenders for verification of any information reported on these tax returns.

Electronic Data: I may send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or allow access to data through third-party vendors' secured portals or clouds. Electronic data that is confidential to you may be transmitted or stored using these methods. I use third-party service providers to store or transmit this data, such as providers of tax return preparation software. I will use reasonable efforts to keep such communications and data access secure. You recognize and accept that I have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access. You consent to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this engagement.

Your responsibility

Information: It is your responsibility to provide information required for preparation of complete and accurate returns. You are responsible for reporting **ALL** income on your income tax returns, including income originating from foreign sources and the correct balance or value of foreign accounts and foreign financial assets.

In the event your records are not submitted in a timely manner, or are incomplete or unusable, we reserve the right to charge additional fees and expenses for services required to correct the problem. If this occurs, we will contact you to discuss the matter and the anticipated delay in completing our engagement prior to rendering further services.

Timely Appointment and Delivery of Information: In order for me to complete all my clients' tax returns by the April 15 deadline, **I must receive your information by March 1, 2014**. Please try and schedule your tax appointment as early as possible. Initial tax appointments or tax information packets received after March first will be assessed an additional fee.

Record Retention: You should keep all documents, canceled 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.

Notify Me: You will contact me 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.

Fee Payment: My fee for preparation of your tax returns will be based on the forms and schedules included in your returns. All fees are due and payable upon delivery of the tax returns. My fee schedule is available upon request and at my website CarolToppCPA.com.

You have final responsibility for your income tax returns. Check them carefully for accuracy and completeness before you sign them.

My responsibility

Verification of Information: I will not audit or otherwise verify any information. I am not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest.

Judgment: At times I must use my judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. In

order to avoid penalties, I will apply the “more likely that not” reliance standard to resolve such issues. You agree to honor my decision regarding the need to make protective disclosures in your return.

Examination Representation: Your returns may be selected for inquiry, examination or audit by a taxing authority. In the event of a tax examination, I 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.

Payment of Penalties: In the event of preparer error, you are responsible for additional tax and interest that may be due, but my responsibility is to pay for any penalty that the IRS, state or local taxing authorities may assess.

Document Retention: I will retain copies of records you supplied to me along with my work papers for your engagement for a period of three (3) years. 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. The work papers prepared by me shall remain the property of Carol Topp, CPA, LLC.

If this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated. I appreciate your confidence in me.

Sincerely,

Carol L Topp, CPA

Accepted By: _____ Date: _____