

Name(s) on Tax Return \_\_\_\_\_ Tax Year \_\_\_\_\_

Thank you for selecting Storen Financial to assist you with tax compliance. This letter confirms the terms of our engagement and the nature and extent of services we will provide.

We will prepare your federal, state, and local income tax returns with supporting schedules using information you provide to us. We will also perform a limited amount of bookkeeping and analysis necessary for preparation of the income tax returns.

**We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. It is your responsibility to provide information required for preparation of complete and accurate returns.**

You should keep all documents, canceled checks and other data that support your reported income and expenses. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. Management is responsible for proper recording of transactions in the accounts, safeguarding assets, and for the substantial accuracy of the financial records. Because you have final responsibility for the tax returns, you should review them carefully before you sign and file them.

We must use our 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. Pursuant to standards in IRS Circular 230 and IRC 6694, we are forbidden from signing a tax return unless we have a reasonable belief that a tax position taken on the return will have a "more likely than not" probability of being sustained on its merits. Under no circumstances may we sign a tax return with a tax position that has no reasonable basis. You agree to honor our decisions regarding disclosure of tax return positions to avoid or mitigate penalties. In the event you ask us to take a tax position that in our professional judgment will not meet the applicable laws and standards as promulgated, we reserve the right to stop work and shall not be liable to you for any damages that occur as a result of ceasing to render services. In addition, you will be liable for payment of any fee incurred to the date which service has ceased.

Currently the IRS and state taxing agencies are aggressive in assessing penalties. The law provides various penalties that may be imposed when taxpayers understate their tax liability. If any tax authority should later contest a position taken, there may be an assessment of additional tax plus interest and/or penalties. You acknowledge that any such understated tax, and any imposed interest and/or penalty thereon, are your responsibility, and that we assume no liability for any such additional assessments.

Our work is not intended to benefit or influence any third party, either to obtain credit or for any other purpose. We will not respond to or verify third party requests for any information reported on these tax returns. In addition, our engagement does not include any procedures designed to detect errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters.

Your returns may be selected for audit by a taxing authority or you may receive a letter from a taxing authority requesting additional information or supporting documentation. Any proposed adjustments are subject to certain appeal. Should your returns be selected for examination, we may be able to assist you upon request to represent you. Such representation would be a separate engagement, and we would render additional fees based upon the time and expenses required for resolution. Ask your tax preparer for information.

Our fee for preparation of your tax returns described above will be based upon the amount of time required, the forms and schedules to be filed, as well as the complexity of the work to be performed. All invoices are due and payable upon presentation. In addition, this fee depends upon the timely delivery, availability, quality, and completeness of the information you provide to us.

We retain copies of the records you have supplied to us along with our work papers for your engagement for a period of three years. After three years, our work papers and engagement files may be destroyed. Your original records will be returned to you at the end of this engagement. Our work papers and files are not a substitute for your records, and you should arrange for secure storage of the originals.

To affirm that this letter correctly summarizes your understanding of the arrangements for this engagement, please sign the enclosed copy of this letter in the space indicated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name(s) on Tax Return \_\_\_\_\_ Tax Year \_\_\_\_\_

**\*Please mark "X" if the answer is YES to any of these questions.**

### IRS REQUIREMENTS

Do you have the <b>exact amounts</b> received for federal stimulus or child tax credit payments?	
Did you receive an Identity Protection PIN (IP PIN) from the IRS?	
Did you have authority over a financial, bank, securities, or brokerage account located in a foreign country?	
Do you have any foreign financial accounts, foreign assets, or hold interest in a foreign entity?	
Did you receive, sell, send, exchange or acquire financial interest in virtual currency (i.e. cryptocurrency)?	

### LIFESTYLE

Did you change your bank account used for direct deposit?	
Did you move or change jobs during the year (change county or state)?	
Did you start a new business or purchase rental property?	
Did you contribute to a retirement plan (i.e. IRA, Roth, Keogh, SIMPLE, SEP, 401k)?	
Did you change your filing status (i.e. married, divorced, widow)?	

### INCOME

Did you receive any unemployment benefits?	
Did you receive any awards, prizes, hobby income, gambling or lottery winnings?	
Did you receive any Social Security benefits, including disability income?	
Did you receive any income from property sold (i.e. installment sale income)?	
Did you have any debts canceled or forgiven (i.e. credit cards or student loans)?	
Did you sell, exchange, or purchase any real estate?	
Did you receive any payments from a retirement plan (i.e. pension, IRA or 401k)?	

### DEPENDENTS / CHILDREN

Were there any changes in dependents from the prior year?	
Did you pay for childcare for your dependents?	
Did you pay any student loan interest?	
Did you withdraw from or contribute to a 529 Plan?	
Did you have a dependent in college during the year?	

### HEALTH

Did you make any contributions to a Health Savings Account (HSA)?	
Did you use your HSA for medical expense payment, reimbursement or personal use?	
Did you pay long-term care premiums for yourself or your family?	