



CORPORATION TAX RETURN ENGAGEMENT LETTER

Company Name: _____
Contact for Tax Matters: _____
Subject: Preparation of Your Corporation Tax Returns for tax year: _____

Dear Client:

Thank you for selecting One Stop Consulting Shop, LLC and its team of tax professionals to assist your company with tax compliance for the above listed tax year. The purpose of this letter is to confirm the terms of our engagement and the services we will provide. You received this letter because we understand you are the person responsible for the tax matters of the corporation. If that is not correct, please tell us who that person is so that we can coordinate return preparation work with the right party.

We expect to perform the following services:

1. Prepare the federal, state, and local income tax returns with supporting schedules.
2. Perform a limited amount of bookkeeping and analysis necessary for preparation of the income tax returns.

Our work does not include any procedures designed to discover defalcations or other irregularities. 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. We will apply the "more likely than not" reliance standard to resolve such issues in order to avoid penalties that might be assessed against us as return preparers. You agree to honor our decisions regarding disclosure of return positions to avoid or mitigate penalties. Penalties of as much as \$200,000 can be imposed on the corporation 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 includes penalties that may be imposed when taxpayers simply understate their tax liability. If you would like information about those penalties, please call this office.

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. Your returns may be audited by the taxing authorities. Any proposed adjustments are subject to certain appeal. Should your returns be selected for examination, we can arrange to be available upon request to represent you. Such representation would be a separate engagement, and we would render additional invoices for fees and expenses incurred. Our fee for preparing the tax returns described above will be based on the time and complexity of the return. All invoices are

due and payable upon presentation. To the extent allowed by state law, an interest charge will be added to all accounts not paid within thirty (30) days. Upon receipt of all documents required, signed forms and back-up documentation requested/required, your tax return will be placed in our QUEUE and assigned a due date. Unless documentation is missing or questions arise from the review of the material, most tax returns will be completed within 10 business days. If you rely on a bookkeeping firm to handle the accounting of your business, including One Stop Consulting Shop, it is confirmed that bookkeeping records must be reviewed and approved by you prior to the start of tax preparation and are considered a compilation and not audited financial statements.

A 50% non-refundable deposit is required at the start of the return and the balance will be due upon your return's completion. Tax returns will not be released to clients prior to receiving final payment. Should questions or complexities be discovered that would normally increase the cost of your return, you will be immediately notified, otherwise, your quoted fee will not change after signing your engagement letter. We retain copies of the records you have supplied to us along with our work papers for your engagement for a period of seven years. After seven years, our work papers and engagement files are destroyed. Your original records will be returned to you at the end of this engagement. Our working papers and files are not a substitute for your original records, and you should arrange for secure storage of the originals. If this letter correctly recites your understanding of the terms of our engagement, please submit this form below. I also understand and accept the above information, as well as any other communications I have with One Stop Consulting Shop, LLC and their sub-contractors, and assert all information provided to One Stop Consulting Shop, LLC is correct to the best of my knowledge, truthful and accurate.

I have provided One Stop Consulting Shop, LLC and their sub-contractors all income, deductions, and other information necessary for the preparation of my income tax return for which I have adequate support. Fees must be paid before your tax return is delivered to you and filed. All deposits are non-refundable. If you terminate this engagement before completion, you agree to pay a fee for work completed if it exceeds your initial deposit. A retainer deposit (non-refundable) is required for all late tax returns. There will be a \$100 fee added to any return not submitted with complete documentation to One Stop Consulting Shop within less than 10 business days prior to a deadline. Any tax documents not picked up prior to November 1st will be mailed to you with a fee for postage charged to your account provided on file for tax preparation payment. By signing this agreement, you agree below, you acknowledge that you have read, understand and accept your obligations and responsibilities. If you are filing a joint return, an original signature by both parties will be required to be uploaded to the client portal

The engagement to prepare your tax return for the year written above terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and copies of your tax returns in a secure place for at least 10 years.

Taxpayer Responsibilities:

You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure

your completed tax returns contain all relevant information. You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will also ask to review your documentation. You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority and we can provide guidance concerning what evidence is acceptable.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

The original filing due date for S-Corp and Partnership Returns is March 15th and C-Corporation Returns is April 15th. Should you need to file an extension, you must notify us in writing, 10 business days prior to these deadlines. The appropriate form must be completed and received by us no later than 10 business days prior to the extension date. Should we not receive this information in a timely manner, your extension may not be filed on time. Please note that filing an extension only extends the due date of the return and not the time in which you need to pay any tax liability that you owe. Interest and penalties may accrue after the return due date even if you have filed an extension of time. If you are signing this engagement letter after your tax deadline, you are also signing that you understand you may be assigned penalties and interest by the IRS and/or other taxing authorities.

It is your responsibility to review your return carefully before signing to ensure the information is correct. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above.

One Stop Consulting Shop, LLC and its employees and sub-contractors will prepare your tax return based on the information you provide. In the event your return is audited, you will be responsible for verifying the items reports (and providing proof of documentation if required). It is important that you review the return carefully before signing to make sure the information is accurate and correct. Unless otherwise stated, the services for preparation of your return do not include auditing, review or any other verification or assurance.

If this letter correctly recites your understanding of the terms of our engagement, please sign and return it to us so that we may begin work on your tax return. Thank you for your confidence in us. We look forward to working with you and enjoying a mutually beneficial relationship.

