

SageTalk, LLC

Building Your Dynamic Future

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Tax Engagement Letter

We appreciate the opportunity of working with you and advising you regarding your income tax. This letter is to confirm and specify the terms of our engagement and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients to confirm the following arrangements.

We will assist in planning for the preparation of your 2021 Federal and State income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you accept them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will render such accounting and organizational assistance as determined to be necessary for preparation of the income tax returns. If information requested is not furnished to us, we have no obligation to complete your returns.

We will use professional 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. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The law provides for various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please ask.

Your returns may be selected for review by the taxing authorities. It is important that you advise us of any inquiries regarding your returns. Their correspondence and statements of position are frequently inaccurate. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will invoice for the time and expenses incurred.

Invoices will be due and payable upon presentation. Tax returns will be delivered to your possession when full payment has been received. Payment terms will be documented by a Fixed Price Agreement.

We approach tax planning and return preparation in a positive and aggressive manner with a goal of minimizing your obligations. We invite your questions and suggest that you bring issues of mutual benefit to our attention.