

PRATT & ASSOCIATES, LLC

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ENGAGEMENT LETTER FOR INDIVIDUAL TAX RETURN PREPARATION

Dear Client:

We acknowledge your choice of engaging our firm to prepare your 2018 Federal and State Tax Return(s). This letter will confirm the terms of our engagement with you and the nature and extent of services we will provide.

We will prepare your 2018 Federal and State income tax returns based upon the information you have provided to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. We have provided an Organizer to help you gather the information required to prepare a complete return. Use of the Organizer will help avoid overlooking important information and contribute to the efficient preparation of your returns.

It is your responsibility to provide information required for the preparation of complete and accurate returns. You should keep all documents, cancelled 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, if requested. You are responsible for the returns, so you should review them carefully.

We must use our judgment in addressing questions where the tax law is unclear or where there may be conflicts in the taxing authorities' interpretations of the law. In order to minimize penalties, we will apply the "reasonable reliance" standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures on your returns.

Penalties of as much as \$100,000 may be imposed for failing to disclose participation in "reportable transactions," that is, certain activities that the IRS has identified as potentially abusive. We must insist that all such transactions be properly disclosed.

The law also imposes penalties when taxpayers understate their tax liability. If you have concerns about such issues, please advise.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement. Fees and expenses for audit representation of the returns may be charged.

Our fee for preparation of your tax returns will be based upon the amount of time required to prepare and process the tax returns and addressing applicable tax issues. All invoices are due and payable upon

completion of the tax returns. An interest charge will be added to all accounts not paid within thirty (30) days.

We will retain copies of records you supplied to us, along with your work papers for your engagement, for a period of five years. After five years, your work papers and tax files are professionally destroyed. All your original records will be returned to you at the end of this engagement. You should keep the original records in a safe and secure storage location.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated and return it to us upon submission of your records or at your tax appointment. Joint filers should both sign this letter.

We appreciate your confidence in our firm. Please contact our office with any questions or concerns.

Accepted By:

Taxpayer

Pratt & Associates, LLC

Spouse

Thomas H. Pratt Jr.
Kenneth A. Speanburg Jr.

Date: _____

Date: _____