



Ingenious CFO
Simplifying a regulated world

Dear ,

This letter is to confirm our understanding of the terms and objectives of our engagement and to clarify the nature and extent of the professional services we will provide. We will perform our services in accordance with the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants.

Scope of Engagement and Responsibilities

We will prepare your 20 Federal and California state individual tax returns. We will provide tax planning and accounting assistance as you request. You are responsible for determining your federal, state and local tax filing obligations with respect to all federal, state and local tax authorities including but not limited to income, franchise, sales and use, information (i.e. Form 1099) and excise taxes. You agree that we have no responsibility to research these obligations or to inform you of them. We will not be responsible for advising you with respect to independent contractor status as part of our services. If you have any questions regarding the classification of employees versus independent contractors, we strongly encourage you to consult with legal counsel experienced in employment related matters.

You agree to review all tax returns and verify that all income and expenses have been correctly stated. If any information is not true and accurate, you agree to notify us to have the returns corrected. You further agree to have us file your returns electronically with the Internal Revenue Service Center and appropriate state agencies, as available. However, you must sign the E-file authorization forms before they can be electronically transmitted. If you specifically request in writing to opt out of the E-file program you agree that it is your responsibility to properly mail the returns.

We will prepare your returns from information that 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. Our work in connection with your income tax returns does not include any procedures designed to discover fraud, thefts, or other irregularities, should any exist. This engagement does not include responding to inquiries by any governmental agency or tax authority. If your tax return is selected for examination or audit, you may request that we assist you in responding to such inquiry. In that event, we would be pleased to discuss providing assistance to you under the terms of a separate engagement letter for that specific purpose.

You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that your expenses, if any, for, but not limited to, meals, entertainment, travel, business gifts, charitable contributions, dues and memberships, and vehicle use are supported by records as required by law. It is important for you to know that penalties may be imposed on you as the taxpayer for an understatement of tax liability. You are responsible for retaining all documents, canceled checks and other data that provide evidence and support for your reported income and deductions on your returns. You may need to provide these documents to a taxing authority to substantiate the accuracy and completeness of the returns.

We will use our judgment to resolve questions in your favor where a tax law is unclear if there is reasonable justification for doing so. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities, we will explain the possible positions that may be taken on your return. We will follow whatever position you request, so long as it is consistent with the current codes and regulations and their interpretations. If the IRS or state tax authorities should later contest the position taken, there may be an assessment of additional tax, interest, and penalties. We assume no liability for any such additional tax, interest, and penalties or other fees and assessments. Should you receive correspondence from a tax authority regarding tax returns we prepared please furnish a copy to our office immediately.

Fees and Billings

Our professional fee for the services outlined above will be based upon the complexity of the work to be performed, our

professional time to complete the work, and the value we generate for you. Additionally, this fee is dependent on the availability, quality, and completeness of your records. All invoices are due and payable upon presentation. Our policy is to electronically file your tax returns or provide you with your filing copies **AFTER payment has been made.**

39300 Civic Center Drive, Suite 110, Fremont, CA 94538, Call us : 510-413-7046, fax : 510-991-6825 Email ID : info@ingeniousco.com

