

**PLEASE READ, SIGN, AND RETURN TO OUR OFFICE**

## INDIVIDUAL TAX RETURN ENGAGEMENT LETTER

January 2016

Dear Client:

This letter is to confirm and specify the terms of our engagement with you 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 for whom returns are prepared to confirm the following arrangements.

We will prepare your 2015 federal and requested 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 may furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in preparing a complete and accurate tax return.

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 sign them.

Professional standards require us to electronically file (e-file) all tax returns. While we are required to e-file all returns, you do have the right to "opt out" by notifying us in writing of your desire to opt-out.

Our services are not intended to determine whether you have filing requirements in other taxing jurisdictions than the one(s) you have informed us of. Our firm is available under the terms of a separate engagement letter to provide a nexus study that will enable us to determine whether any other state tax filings are required.

Please note that any person or entity subject to the jurisdiction of the United States having a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having a value exceeding \$10,000 in a foreign country shall report such a relationship.

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New York, NY 10036  
T 212-730-5444  
F 212-730-5450

48 South Franklin Turnpike, Suite 300  
Ramsey, New Jersey 07446  
T 201-661-6600  
F 201-661-6601

Although there are some limited exceptions, filing requirements also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s). For example, a corporate-owned foreign account would require filings by the corporation *and* by the individual corporate officers with signature authority. Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties.

If you and/or your entity have a financial interest in any foreign accounts, you are responsible for providing our firm with all the information necessary to prepare FinCEN Form 114 (formerly Form TD-F-90-22.1) required by the U.S. Department of the Treasury on or before June 30, 2016 for 2015. If you do not provide our firm with information regarding any interest you may have in a foreign account, we will not be able to prepare any of the required disclosure statements.

It is agreed that regardless of where I reside or where this Agreement is physically signed, this Agreement shall be interpreted and governed in accordance with the laws of New York without regard to its conflict of laws principles and all disputes arising under this Agreement shall be resolved in the federal or state courts in New York, New York.

In preparing your 2015 return, we will assume you are ACA compliant with full year coverage and will check the box affirming this. If you did not have full year coverage as required by the ACA, you must provide us with the details (i.e., the number of months you were covered and the name of insurance company, or that you had no coverage).

You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that you have disclosed to us all relevant facts affecting the returns. We will not verify the information you give us; however, we may ask for additional clarification of some information.

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 bookkeeping assistance as determined to be necessary for preparation of the income tax returns. We may request your permission or you may have previously authorized us to use a third party service provider for assistance in providing accounting and tax services. At no time will we use the services of a third party service provider without your written authorization. Any third party service provider we use in the process of preparing your tax return adheres to our privacy standards. If you wish, you may request a copy of our privacy statement.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental,

direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will use professional judgement 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 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 contact us.

Your returns may be selected for review by the taxing authorities. 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 request a separate engagement letter for services to be rendered and will render additional invoices for the time and expenses incurred.

Unless you have separately engaged us to prepare other tax returns, for example, commercial rent tax, sales tax, payroll taxes, etc., you will be responsible for the preparation of these returns. In addition, if you receive tax correspondence from taxing authorities during the year, we will be pleased to assist you with it; however, we will bill you at our standard hourly rates.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation. All costs incurred by our firm in collecting any amounts due from you are your responsibility.

If the foregoing fairly sets forth your understanding, please sign the enclosed letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, such as gift and/or property, please inform us by noting so at the end of this letter.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

*Berson + Corrado*

BERSON+CORRADO

Accepted by: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_