



Denise E. Brandt, EA, *President*

Enrolled Agent

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ENGAGEMENT LETTER

Dear _____,

I appreciate your interest in the services of Main Street Tax & Accounting Services, Inc. This Engagement Letter is to confirm our understanding of the terms and objectives of our engagement and the nature and extent of the services, which I will provide. Please review the contents of this letter to verify that it does in fact reflect your expectations for this professional engagement.

As for the professional services to be rendered, you are personally telling us you received all of your tax information (W-2's, 1099's, etc.) and your tax return is ready to be filed. We will prepare your federal, state and local income tax returns for the year ending **12/31/20** from information that you will furnish to us. We will make no audit or other verification of the data you submit, although we may ask you for additional data or clarification of some of the information. In accumulating your tax information, it is important that you understand the Internal Revenue Service and Commonwealth of Pennsylvania record keeping requirements. For example, these taxing authorities, by regulation, require you to both maintain and retain the information substantiating all items reported on your tax returns. In light of Section 274 of the Internal Revenue Code, the document requirements are especially important for deductions of travel, entertainment, auto, computer use and other related expenses. Should you have any questions on what will satisfy these requirements, I will be happy to advise you. These records must be kept by you for a minimum of seven (7) years from the date you filed the return.

This Engagement agreement will include bookkeeping and accounting services for the year ending December 31, 2020. This agreement also covers tax consulting services and comprehensive tax planning services for the 2021 year. If you would prefer that each of these services be provided under a separate engagement, please put a line through this entire paragraph and initial on the side.

We will use our professional judgment and experience in preparing your tax returns and resolving questions, if any, where the tax law is unclear or where there may be different interpretations of the law. We will resolve such questions in your favor if there is reasonable justification in the applicable codes, regulations and rulings for such a position.

For your information, your tax returns are subject to review by the taxing authorities. Although we will provide the most accurate and most favorable results that we can, there is no guarantee that the taxing authorities will agree with our position on every aspect of your tax return. If your tax return is selected for an audit or for verification, you must fully comply with these taxing authorities. However, the fact that your return is selected does not mean that there is a problem. In your interest, it is advisable to contact us immediately upon receiving any correspondence from the taxing agency. We will be available upon request to represent you and help you respond to their inquiries but such service will constitute a separate engagement and we will render additional charges for the time expended.

If there is an error on the returns prepared from your data, you are solely liable for the payment of the additional taxes that would have been properly due on the original returns or the interest charged by the taxing agency, since you have had possession and use of the money.

The fees for the preparation of your income tax returns will be computed according to the forms and schedules that are needed to file your return, including out-of-pocket expenses incurred. Outside of completing your tax return if you need tax consultations and/or tax reviews it will be billed at **\$115.00** per hour. Accounting and bookkeeping services will be billed at a rate of **\$90.00** per hour. In most cases, fees are due and payable upon completion of the work. We do, however, reserve the right to ask for retainer fees to be paid in advance of work done. Billings become delinquent if not paid within 10 days of the invoice date. If payment is past due, we reserve the right to discontinue any future services on your behalf and/or withdraw from this engagement. You acknowledge and agree that we are not required to continue work in the event of your failure to pay on a timely basis as required by this engagement letter. You further agree and acknowledge that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis as required by this engagement letter, we shall not be liable to you for any damages that occur as a result of our ceasing to render professional services. If you need an extra copy of your tax returns, including digital copies, you will be charged a minimum of \$30/maximum \$60 per year requested. There will be a \$40.00 fee for processing any checks that are returned to us unpaid.

You acknowledge that a conflict of interest may occur during the course of performing the professional services pursuant to this engagement letter. In such event, we will immediately notify you of the conflict and whether said conflict would require our withdrawal from this engagement. If we believe in our professional opinion that such conflict will not impair our objective ability to competently perform the desired work for you, we will continue such work provided that you give written consent of the same to us. Notwithstanding this, we will not share or disclose any confidential information with respect to either party under any circumstances.

We will keep your records for seven (7) years at which time we will use a reputable commercial shredding company to properly destroy your confidential records. If you would prefer that we return these records to you instead of destroying them please let us know when you sign this engagement.

In the event of a dispute over the professional services rendered and/or fees incurred pursuant to this engagement letter, we mutually agree to try in good faith to resolve the dispute. Should such good faith effort not resolve the dispute, the venue for such dispute shall be the Court of Common Pleas of Berks County, Pennsylvania and this engagement letter shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania.

If this engagement letter correctly expresses your understanding of the nature, scope and terms of the professional services which we are to provide, please indicate your agreement by signing and dating this letter in the spaces provided below and returning it to our office.

Very truly yours,

MAIN STREET TAX & ACCOUNTING, SERVICES, INC.

Denise E. Brandt, EA, President

Received the original of the above and agreed to:

Signature of Client

Signature of Spouse (if joint)

Date

Please place a check mark if you would like the Internal Revenue Service to contact Denise Brandt on any questions they have related to your 2020 Income Tax Return. If a joint return both spouses must place a check mark Taxpayer () Spouse ()

Would you like \$3.00 of your taxes applied to the Presidential Campaign Fund? Yes ___ No ___