

StowBrook Business Services, LLC

636 Great Road, P.O. Box 256
Stow, MA 01775-0256

January 6, 2020

This letter is to confirm and specify the terms of our engagement with you and clarify the nature and extent of the services we will provide. We will prepare your 2019 federal and state income tax returns (collectively, the "returns"). Our engagement will be complete when we file your returns electronically upon receipt of your signed authorization forms. If you are required to file paper tax returns, you will be solely responsible to file the returns timely with the taxing authorities.

Your returns may be selected for review by one or more than one taxing authority. 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 your written request to represent you during the examination and/or during any appeal.

We will prepare the returns from information that you furnish to us. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all documents, cancelled checks and other data that form the basis of income and deductions. Any deductions such as mileage, business expenses or donations must be documented in writing for us to include on your return. **We are not allowed to enter estimates for the above expenses on your behalf.** These records may be necessary to prove the accuracy and completeness of the returns to a taxing authority. Our records and files are our property and are not a substitute for your own records. You have the final responsibility for the income tax returns and therefore, you should review them carefully before you sign them or authorize us to electronically file them. We will not audit or otherwise verify the data you submit. Accordingly our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist.

The timeliness of your cooperation is essential to our ability to complete this engagement. Specifically, we must receive sufficient information from which to prepare your returns within a reasonable period of time prior to the applicable filing deadline. **Accordingly, if we do not receive information from you, as noted above by March 18, 2020, it will be necessary for us to pursue an extension of the due date of your returns.**

The law provides various penalties and interest that may be imposed when taxpayers underestimate their tax liability. We may encounter instances where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. In those instances, we will outline for you each of the reasonable alternative courses of action, including the risks and consequences of each such alternative. In the end, we will adopt, on your behalf, the alternative which you select after having considered the information provided by us.

If you and/or your entity have a financial interest in any foreign bank accounts, you are responsible for providing our firm with all the information necessary to prepare Form 114 required by the U.S. Department of the Treasury (**the statutory due date is April 15 or October 15, 2020 if you file an extension**). In addition, the Internal Revenue Service requires information reporting with respect to ownership of certain foreign corporations (Form 5471) and foreign partnerships (Form 8865), which is due when your income tax return is due, including extensions. If you do not provide our firm with information regarding any interest you may have in a foreign account, corporation or partnership we will not be able to prepare any of the required disclosure statements or Forms. ***In the event that you do not provide us with this information, we assume no liability for penalties associated with missing, late or incomplete filing information related to foreign accounts, corporate ownership or partnership ownership reporting.***

Our fees for this engagement are based on our standard hourly rates. Invoices are due and payable upon receipt. If payment is not received within 30 days of invoice, an interest of 1% to the amount due will be assessed monthly. **Your tax return will be electronically filed or released for paper filing with the authorities, ONLY UPON RECEIPT OF PAYMENT IN FULL FOR SERVICES RENDERED.**

If the income tax returns we prepare for you in connection with this engagement are joint returns, and because you will each sign those returns, you are each our client. You each acknowledge that there is no expectation of privacy from the other concerning our services in connection with this engagement, and we are at liberty to share with either of you, without the prior consent of the other, any and all documents and other information concerning preparation of your returns. We will require, however, that any request for documents or other information be communicated to us in written form.

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the county of Middlesex, Massachusetts by the American Arbitration Association, according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to Massachusetts law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgement you obtain shall be limited in amount, and shall not exceed the amount of the fee charged by us, and paid by you, for the services set forth in this engagement letter.

Please execute this letter on the line(s) below designated for your signature(s), and return the complete original of this executed letter to this office along with a completed copy of the enclosed tax organizer and the supporting documentation requested therein. We are not allowed to render tax services until we have a signed copy of this letter in your file.

Thank you for your attention in this matter and please contact me with any questions that you may have.

Sincerely,

StowBrook Business Services, LLC

Ruslan Burshteyn, CPA

Accepted and agreed: (if joint returns both spouses must sign)

Your "Client Copy" of your 2019 tax return will be uploaded to a secured portal along with a copy of your completed organizer.

By: _____
Taxpayer

By: _____
Spouse

Date: _____

Date: _____