

Claudia A. Traynor
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Dear Tax Client,

The purpose of this letter is to confirm our mutual understanding of the terms and objectives of this engagement and the nature and limitations of the services to be provided.

We will prepare your 2019 Federal and Resident State individual income tax returns. You are responsible for informing us if you have tax-filing obligations in another state. We will prepare these returns from information furnished by you. We will not verify the data you submit, although we may ask you to clarify portions of it. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign and file them. We have enclosed an organizer to help you gather the information. Using the organizer will help you to avoid overlooking important information and it will help us to efficiently prepare your returns.

You should retain all the documents, canceled checks, and other data that support your reported income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. We will retain copies of your records and our work papers for your engagement for five years, after which these documents will be destroyed.

In order to timely file your tax returns, we need all required information no later than April 1, 2020. You may be required to request an extension if we do not receive all required information by the above date. We do not file extensions automatically. If you want us to file an extension, you must notify us by no later than April 10, 2020. Please note that an extension is an extension of time to file the return, and not an extension to pay taxes due.

We must use our judgment 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. In order to avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues.

Our fees for these services, together with any out-of-pocket expenses, will be billed to you when the returns or other specific projects are completed. Payment is expected at that time. We expect you to pick up your return within 2 weeks of completion or interest may start to accrue. We will be available to answer your inquiries on specific tax matters and to consult with you on income, estate tax and financial planning matters for an additional fee.

Signature required on back

If you are married, as between yourselves, you have agreed that there may be a complete and full disclosure and exchange of information that we receive from either of you. Accordingly, we will be free to share information with one of you that we receive from the other. Our understanding regarding the sharing of information applies regardless of the time and manner in which it is communicated to us. We will not be able to represent you if a conflict of interest develops. Should a conflict arise, we may be required to terminate representation of one or both of you.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. Please contact us immediately if you receive any letters from the IRS or state taxing authorities. In the event of a tax examination, we can arrange to be available to represent you. There will be an additional fee for any letters or phone calls we make to IRS or state agencies on your behalf. Billing for such services will be at our standard rates for the nature of the services performed.

We may terminate our representation of you if you fail to pay our statements when due; if you insist that we pursue objectives that we consider unethical, unprofessional or imprudent; or if we feel further representation is not warranted for personal reasons. Regardless of the reason for termination, you are obligated to pay for services provided and costs incurred through the date of termination.

We appreciate this opportunity to work with you. Please call us with any questions you have.

Please signify your approval for the services and terms outlined in this letter by signing in the space provided and return to us. We will keep the original letter in our file. If you are married, we will need signatures from both spouses.

Very truly yours,

Claudia Traynor, CPA

I agree to the terms and conditions set forth in this letter.

Print Taxpayer(s) Name: _____

Taxpayer Signature: _____ **Date:** _____

Spouse Signature, if applicable: _____ **Date:** _____