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1120S Corporation Tax Return

Engagement for Service

Please read this letter carefully. We want you to understand the scope of the services you have asked us to perform. If you are confused at all by this letter or believe we have misunderstood the parameters of this project, please call us before you sign it.

This engagement letter represents the entire agreement regarding the services described below and supersedes all prior negotiations, representations or agreements, (written or oral) regarding these services.

The Internal Revenue Service imposes penalties on taxpayers, and on us as return preparers, for failure to observe due care in reporting for income tax returns. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare tax returns to confirm the following arrangements.

We will prepare your 2018 Federal and (insert state(s)) _____ S-Corporation Tax Return and applicable schedules from the information you furnish to us. The name of the S-Corporation is _____.

We will not audit, review, compile (unless previous arrangements have been made) or otherwise verify the data you submit. We may, however, ask you to clarify some of the information.

_____ Please submit all of your data (including this document) **at one time** in an organized and summarized worksheet on or prior to February 25, 2019 (if under extension, please submit by August 26, 2019). You can summarize your data in an Excel document, a Word document, in neat handwriting, or a QBW file format (Quick Books). We will furnish a tax organizer and/or questionnaire to help you gather and organize the necessary information for us, if you request one. Please note: Documentation submitted after February 25, 2019 may not be complete by the filing deadline (03/15/19).

We are responsible for preparing only the federal and state(s) S-Corporation tax return. Once payment and your signature on form(s) 8879-PE has been received, your return will be electronically submitted to the Internal Revenue Service. Any other required services, forms, or other actions on our part requires a separate engagement letter.

_____ Please note that we will no longer file your tax return until payment has been made in full. We will not make any exceptions to this provision for any person or business regardless of relationship or past practices. You may pay for your services in cash, with a check, bank draft (no fee) or on a credit/debit card (debit/credit transactions will be assessed an additional 3% processing fee).

Our fee does not include responding to inquiries or examination by taxing authorities, but we are available to represent you if such an occasion should arise. If you receive any letters from the IRS or any state tax authorities and need help to resolve the issue you must contact us immediately. Please note that our fees for such services are billed at our standard hourly rates and would be covered under a separate engagement letter. You are typically granted 30 days to resolve such issues. If you neglect to respond to the inquiry in the specified time frame, we reserve the right to refuse assistance to you in the resolution of the issue. We will not sign a Power of Attorney under any circumstance. It takes a combined effort to resolve any tax issues and it is our desire to work together on any tax complication.

_____ It is your responsibility to maintain, in your business records, the documentation necessary to support the data used in preparing your S-Corporation tax returns. This documentation includes but is not limited to auto, travel, and meal expenses. If you have any questions as to the type of records required, please ask us for advice in that regard. It is also your responsibility to carefully examine and approve your completed tax returns before electronic filing. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties and interest. If an error on your tax return is

caused by us, and additional tax and penalties are incurred, we agree to pay only the interest penalty through the date of the initial notice.

_____ We do not automatically file tax extensions for clients-you must notify us in writing, email, or phone call if you wish us to file an extension, and the notification should include your estimate of any balance due with the extension. Failure to file an extension may make you subject to various penalties and interest. Disengagement letters will be sent to all clients who do not submit their documentation by this date unless prior arrangements have been made.

New privacy laws were established by the IRS and we are now prohibited from providing confidential information or copies to anyone other than you without your specific written authorization. To comply with these new regulations, we provide all copies of all returns to you in a secure web portal in an attempt to protect your identity. We have extended the storage on the portal to an infinite period, where you may have continuous access to your documents. For this service, we have added a \$10 charge to each invoice. Your use of this portal is limited to lawful income tax related documents and will be maintained and accessible to you for up to 3 years. You will be notified via e-mail when a copy of your taxes or tax documents are available in the portal. You will also be provided with a unique password to access these files. You recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent and agree to our use of these devices during this engagement.

If we are asked to disclose any privileged communication, unless we are required to disclose the communication by law, we will not provide such disclosure until you have had an opportunity to argue that the communication is privileged. You agree to pay all reasonable expenses that we incur, including legal fees, that are a result of attempts to protect any communication as privileged. In addition, your confidentiality privilege can be inadvertently waived if you discuss the contents of any privileged communication with a third party, such as a lending institution, a friend, or a business associate. We recommend that you contact us before releasing information to a third party.

It is our policy to keep records related to this engagement for three years after which they are destroyed. However, we do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Our services will conclude upon delivery of the completed income tax returns discussed above or upon our suspension of services or resignation from the engagement.

You agree, to the fullest extent permitted by law, to limit the liability of K&R Tax Accounting Services for any and all claims, losses, costs, and damages of any nature whatsoever, so that the total aggregate liability of the accounting firm to you shall not exceed the accounting firm's total fee for services rendered under this agreement.

K&R Tax and you agree that this limitation applies to any and all liability or cause of action against the K&R Tax, however alleged or arising, unless otherwise prohibited by law. Both parties agree that there is a one-year limitation period to bring a claim against us for errors and omissions. The one-year period will begin upon the date of the tax professional's signature on the tax returns covered by this engagement letter.

We appreciate the opportunity to serve you. Please date and sign the enclosed copy of this letter to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement. It is our policy to initiate services after we receive the executed engagement letter. If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected, and all other provisions remain in full force and effect.

Signature

I have read the Fee Agreement, Notices, and Engagement Agreements. As demonstrated by my signature set forth below, I understand the parameters of this engagement and approve of the terms. (If signing for a joint return, only one signature is necessary.)

Printed Name	Signature	Date