
ROBYN D. YOUNG, CPA, LLC

~ OUR SERVICE IS YOUR SOLUTION ~

ENGAGEMENT, TERMS AND CONDITIONS

Engagement

We expect to begin our services upon receipt of this executed “agreement.” If this engagement letter has not yet been executed by you it effectively is executed and accepted by you upon you providing tax or other necessary documents needed for the engagement.

Scope of Engagement

Any type of our engagements do not include any procedures designed to detect errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters and is limited to the professional services outlined.

--Tax Returns: We will not prepare any tax returns except those identified, without your written request, and our written consent to do so. We will prepare your tax returns based upon information and representations that you provide to us. We have not been engaged to and will not prepare financial statements. We will not audit or otherwise verify the data you submit to us, although we may ask you to clarify certain information. We will prepare tax returns solely for filing with the Internal Revenue Service (“IRS”) and state and local tax authorities as identified. Our work is not intended to benefit or influence any third party, either to obtain credit or for any other purpose.

--Tax Return Related Bookkeeping or Accounting: We may deem it necessary to provide you with accounting and bookkeeping assistance solely for the purpose of preparing the tax returns. These services will be performed solely in accordance with the AICPA Code of Professional Conduct and will not constitute an engagement or issuance of Financial Statements by a CPA. Additional charges will apply for such services if deemed necessary.

--Other Bookkeeping or Accounting: These services will be performed solely in accordance with the AICPA Code of Professional Conduct and will not constitute an engagement or issuance of Financial Statements by a CPA. Additional charges will apply for such services if deemed necessary. Any transaction classifications, categorizations, or suggested journal entries, in our Engagement is explicitly not in the capacity of an independent contractor, employee, management or as any agent of the company, business or manner. Further, any tax related accounting services are specifically not intended to provide financial statements considered issued by a Certified Public Accountant or Firm, nor should they be used as such.

--Consulting and Other Services: In addition to the above, or as a separate engagement, we may provide consulting services, including, but not limited to: computations, tax planning, projections, assistance with other tax Form completions, documentation or application, and communications or letters to tax agencies. In any engagement services are performed in accordance with the AICPA Code of Professional Conduct and not as any agent of a company or person.

You agree to indemnify and hold us harmless with respect to any and all claims arising from the use of the tax returns or any works by us for any purpose (i.e. mortgage or credit applications) other than

filing with the IRS and state and local tax authorities or for which the work was specifically intended, regardless of the nature of the claim, including the negligence of any party.

Fees & Billings

Fees are reflected in the complexity of the work to be performed, our professional time, as well as out-of-pocket expenses. Fees depend upon the timely delivery, availability, quality, and completeness of the information you provide to us. You agree to pay all fees and expenses incurred whether or not we prepare the completed tax returns.

Our professional fees for services will be limited to those tasks we deem necessary for the engagement and will be billed at our standard billing rate of \$200 per hour, billed in ¼ hour increments. Please note that tax return engagements have a minimum of 3 hours, or \$600 per return, which includes the state(s).

Invoices are presented at the end of an engagement; however, retainers or progress billings may be requested in the event deemed necessary. Payment is due upon request and unpaid invoices are subject to late charges. We reserve the right to suspend or terminate our work for non-payment of fees.

Conclusion, Continuing or Open Engagement

This Engagement agreement is generally intended to cover a specific year for tax returns or as the service requested is detailed. During this engagement or at the conclusion other services may become necessary or requested, such as preparation of other types of tax returns, tax planning, projections, general bookkeeping, inquiry or resolution in other tax notices, tax research, planning, or correspondence with other parties, such as for mortgage application purposes. For these additional services, oral or written acknowledgment will serve as acceptance for engagement and we will defer to an ongoing-open Engagement arrangement, which is billed at the same hourly rate discussed later. All other sections, including the CPA Firm and Client Responsibility are still applicable.

We expect to begin our services upon receipt of this executed “agreement.” or when you begin to provide any necessary documents needed for the engagement.

We will not update our advice after the conclusion of the engagement for subsequent legislative or administrative changes or future judicial interpretations. To the extent we provide written advice concerning federal tax matters, we will follow the guidance contained in Circular 230, §10.37, Requirements for Written Advice.

In the event there are no continued communications indicative of a continuing or open engagement, our services will conclude upon the earlier of:

- the filing and acceptance of your tax returns by the appropriate tax authorities and mailing or delivery of non-electronically filed tax returns (if any) for your review and filing with the appropriate tax authorities,
- mailing or delivery of your tax returns for your review and filing with the appropriate tax authorities,
- mailing or delivery of a report, letter or other communications indicating the completion of the engagement, for your review, or,

- written notification by either party that the engagement is terminated, or
- one year from the execution date of this agreement.

Termination and Withdrawal

We reserve the right to withdraw from the engagement without completing services for any reason, including, but not limited to, non-payment of fees, your failure to comply with the terms of this agreement, or as we determine professional standards require. If our work is suspended or terminated, you agree that we will not be responsible for your failure to meet governmental and other deadlines, or for any liability, including but not limited to, penalties or interest that may be assessed against you resulting from your failure to meet such deadlines.

If this agreement is terminated before services are completed, you agree to compensate us for the services performed and expenses incurred through the effective date of termination.

Other Engagement Clauses, Terms and Conditions

Please review the updated sheet of Other Engagement Clauses, Terms and Conditions, which is an integral part of our engagement. <https://tinyurl.com/RDYCPALLCELOCTC>

Severability

If any portion of this agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this agreement.

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End of “ENGAGEMENT, TERMS AND CONDITIONS”

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Thank you for choosing us and we look forward to providing you excellent service!

Sincerely,

ROBYN D. YOUNG, CPA, LLC

Please write or type your name to sign and accept.

_____ [Name/Responsible Person]

_____ [Date]

_____ [Email Address]

_____ [Phone Number]