



Dear Client:

We appreciate this opportunity to work with you and advise you regarding your income taxes. To ensure a complete understanding between us, we are setting forth the pertinent information about the services that we will perform on your behalf.

Returns we will prepare/Tax information required

We will prepare your federal and state(s) income tax returns with the information which you will provide to us. We will make no audit or other verification of the data you have submitted and we perform our consulting and tax services under the assumption that all the information you submit to us is true, complete and accurate according to documents and other information retained in your files (particularly auto, travel and entertainment expenses). While it is not necessary that you provide us with support documents at the time we prepare your returns and review, you should retain all necessary written support and documentation should it be required by an IRS, AZDOR, or other state authority examination at a later date. We reserve the right to withdraw from this engagement if requested information is not received in a reasonable period of time. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. If you prefer to assemble data in your own organized manner, please do so. Complete, and organized data will help to minimize our fee.

We will advocate positions in your favor

We will use our professional judgment to resolve any questions involving application or interpretation of tax laws. We will resolve such questions in your favor if there is reasonable justification for it. You have the final responsibility for the income tax and sales tax returns and, therefore, you should review them carefully before you sign them and or agree to any changes made.

Penalties

You should note that the taxing authorities provide for interest and penalties which may be imposed on you. Most of these penalties provide for assessment in the event of some wrongdoing or negligence on the part of the taxpayer. However, penalties may be imposed even though there is no fraud, negligence or willfulness on your part. The only way to avoid certain penalties is to show that there was either "substantial authority" for the position taken or to make "adequate disclosure" on the return. You are fully responsible for penalties and interest charges on your account unless they are due to our mistake. Once we prepare your return, and return it to you, any changes you make thereafter are not mistakes and you are subject to any penalties and interest imputed. Due to this policy, we require all tax information to be submitted to SWC in writing (Email, Fax, or via Physical Documents).

Tax planning and tax notices

The most important part of the tax return is done when you plan and have control over the return's ultimate results. We urge you to call us during the year if you are about to enter into important transactions or make important business decisions. The questions you ask us before you make decisions could result in large fees for our services, and our time will be billed at our standard rates for tax matters.

Our fees are \$175 per hour for Tax Matters.

Generally, we will bill you after we complete the returns, for time spent plus out-of-pocket expenses and reasonable collection costs incurred on your behalf. However, progress billings may be prepared for returns that cannot be completed due to incomplete information from you. Our invoices are due and payable on presentation. In fairness to our clients who pay promptly we charge a late payment service charge on all accounts unpaid after 30 days from billing date at the rate of 2% (2 percent) per month on all delinquent balances. Any dispute over fees may be submitted for resolution by arbitration in at our sole discretion. Any collection fees will be added to your outstanding invoices and are payable in full to consider your account in good standing and settled with SWC.

NOTE FOR LATE FEES / RUSH FEES: If your returns are submitted to SWC within 3 weeks of a deadline (21 days including weekends) and you wish to have your return completed before that deadline [extension of a return, if possible, does NOT incur the rush fee] then there will be a \$100 rush fee assessed. If your returns are submitted 2 weeks before a deadline, same information as above applies (extension, and completed before the deadline), then there will be a \$200 rush fee assessed.

Our fees may be paid by check, cash, Visa, Mastercard, debit/check card, ACH. NOTE: We do NOT accept American Express.

Your Fees MUST be paid in Full before the tax return will be released to you or filed with the IRS / State Governments.

Privacy

As your CPA, we collect information provided by you from your tax organizer, worksheets, documents and discussions and information that we develop as part of the engagement. We are required to keep all information about our engagement confidential so we will not make any disclosure about you unless we have your approval

or are required/permitted by law. This applies even if you are no longer a client. We are committed to the safekeeping of your confidential information and we maintain physical, electronic, and procedural safeguards to protect it.

General

Your original records, which will be returned to you, comprise the backup and support for your income tax returns. Our records and files are our property and not a substitute for your own records. Our firm destroys client files after a retention period of seven (7) years, after which time these items will no longer be available. Also, catastrophic events or physical deterioration may result in our records being unavailable.

If you are no longer a client of SWC Business Enterprises, PC and you have lost originals or copies of the information you provided to us, or the tax returns as prepared, you may request a copy of this information for a \$25 administrative fee.

Mailing of your Tax Returns

Historically, SWC Business Enterprises, PC has mailed out tax returns for our clients at no additional fee. Going forward, we will require an administrative fee of \$25.00 per return (Federal & State, as well as any other states you have filed in) to be paid in advance of this service provided by SWC Business Enterprises, PC. If you prefer, SWC Business Enterprises, PC will make your returns available for pick up at our office so that you may mail them yourself. In General, SWC will make every attempt to file your returns electronically with the IRS unless otherwise instructed.

Receipt of your Final Returns

You may choose the form in which you will receive your returns. You may choose to have your returns provided to you electronically, or in paper format. If you wish a paper copy of your return, there is a \$5.00 mailing fee (if mailed to you).

We are pleased to have you as a client and look forward to a long and mutually satisfying relationship. If the above fairly sets forth your understanding, please sign on the line below and return it to us. This letter will be in effect regarding our engagement until superseded by a subsequent understanding.

Beginning the Work on Your Tax Return

The work on your tax return will NOT begin until SWC Business Enterprises, PC has a SIGNED copy of this engagement letter on file.

We will notify you if we have not received your engagement letter at the time the preparation of your return is scheduled to begin.

We are pleased to have you as a client and look forward to a long and mutually satisfying relationship. If the above fairly sets forth your understanding, please sign on the line below and return it to us. This letter will be in effect regarding our engagement until superseded by a subsequent understanding.

The above agreement is accepted by:

Signature

Name of Business

PRINT: Approved by (NAME)

Date