

CLIENT ENGAGEMENT LETTER

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2020 federal and state fiduciary income tax returns from information which you will furnish to us. We will provide monthly, quarterly, or annual accounting services as well, if engaged to do so. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks and other data that form the basis of these returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations, fraud and/or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax return, but these services do not include any procedures designed to discover defalcations, fraud and/or irregularities, should any exist.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. 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 request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required and standard billing rates plus out-of-pocket expenses unless Audit Protection is purchased. ***All invoices are due and payable upon presentation. Additional fees will be billed for additional copies of tax returns, consultations (in person, telephone, e-mail) and letters from taxing authorities unless Audit Protection is purchased.***

If the foregoing fairly sets forth your understanding, please sign the letter in the space indicated and return it to our office. However if there are other tax returns you expect us to prepare, please inform us by noting so at the end of this letter. We want to express our appreciation for this opportunity to work with you.

Very truly yours,
RONALD A. MERMER, C.P.A., PC

Accepted By: _____ Date: _____

REPORTING OF FOREIGN ASSETS

FIDUCIARY NAME _____

TAX YEAR 2020

Disclosure of Foreign Assets

We need to make further inquiries to ensure the \$10,000 penalty (or higher), and the loss of tax return statute of limitation will not affect you:

YES NO

____ ____ Do you own, directly or with others, any foreign stock or securities, financial instruments, foreign-issued annuities of life insurance or foreign hedge or private-equity funds?
If so, what country? _____
Estimated value of the stock 12/31/2020 \$ _____

____ ____ Do you have a retirement of deferred compensation plan/account in another country?
If so, what country? _____
FMV on 12/31/2020 \$ _____
Highest estimated value of the retirement plan during 2020 \$ _____

____ ____ Do you have a bank/brokerage account or a custodial account in another country?
If so, what country? _____
Highest value of the bank account during the year \$ _____

____ ____ Do you have any other assets outside of the U.S., such as land?
If so, what country? _____
Description and estimated value of the assets _____

____ ____ At any time during 2020, did you have a financial interest in or signature authority over a financial account (such as a bank account, securities account, or brokerage account) located in a foreign country?
If "Yes," you may be required to file a form FinCen 114 to report that financial interest or signature authority. Enter the name of the foreign country where the financial account is located. _____
Highest value of the financial account during the year \$ _____

____ ____ During 2020, did you receive a distribution from, or were you the grantor of or transferor of a foreign trust? If "Yes," you may have to file Form 3520.

____ ____ At any time during 2020 did you transact/inves in cryptocurrency activities?
If yes, provide full details _____

____ ____ **Income from all sources, both domestic and foreign, have been reported.**

The above information is correct to the best of my knowledge.

Signature _____ Date _____

Signature _____ Date _____

AUDIT PROTECTION PROGRAM

As federal, state, and local budget deficits balloon out of control, the IRS and other taxing authorities are working harder to chase every tax dollar. The IRS is sending out thousands more notices than in past years. Your odds of getting audited or other unwelcomed correspondence are climbing each year. Like it or not, the IRS assumes their conclusions are correct unless you prove otherwise.

Responding to simple written notices can be very expensive and time-consuming, and responding to an actual audit can mean real financial disruption. We have created our Audit Protection Program to help shield you from those unexpected costs. In consideration for a fee of \$168 per year, we will perform the following services:

Services	Audit Protection Plan	No Audit Protection Plan
Resolution (positive or negative) for written notices from federal, state or local authorities	\$168/year	\$250/hr minimum 2 hours plus \$75 Power of Attorney \$575
Audit Representation (up to 8 hours)	Included	\$250/hr minimum 8 hours plus \$75 Power of Attorney \$2075
Up to 2 hours of additional services (phone calls, faxes e-mails)	Included	\$250/hr minimum 4 hours plus \$75 Power of Attorney \$1075
Income verification letters for lenders and other parties	Included	\$250
Additional copies of returns	Included	\$25
Peace of Mind	Priceless	

This Protection becomes effective upon filing your tax return. Protection must be activated before your return is filed.

OPT IN

OPT OUT I UNDERSTAND THAT ANY IRS OR STATE NOTICES HANDLED BY OUR OFFICE WILL BE BILLED AT OUR HOURLY FEE OF \$250.
I UNDERSTAND THAT IN THE EVENT OF AN IRS OR STATE AUDIT WE WILL REQUIRE AN UPFRONT RETAINER OF \$2,500, WITH ADDITIONAL FEES BILLED AS ADDITIONAL TIME IS INCURRED.

THE AUDIT PROTECTION PROGRAM MAY NOT BE OFFERED FOR EVERY TAX RETURN.

Client Signature

Date