

Our mission is to be your trusted advisor which includes minimizing your taxes and consistently exceeding your expectations. We combine decades of experience and expertise and make all attempts to tailor solutions to your individual needs.

Addendum to Arrangement Letter
Preparation and Filing of 2018 Tax Returns

We will prepare your 2018 federal and state income tax returns from information provided to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification.

We will generate a tax organizer which should be used to guide you in gathering the necessary information in order to file a complete and accurate return. If you have already activated your NetClient account, your organizer will be available by logging into your account at our web site www.teamcpa.net. If you do not have a login name and password for your secure, personal online access, please let us know and we will assist you. Also, you may have received a printed copy or you may request a printed copy.

Please use the organizer and any other gathering method which ensures that you provide us with complete information. Complete, accurate and organized information is critical and will assist us in taking advantage of all deductions and credits available to you. Since there are numerous tax laws, we request that you complete at least the questionnaire part of an organizer for us. Otherwise, you will be at risk of missing out on substantial tax savings.

If you have derived income from a foreign country, we will use the foreign country income information which you provide to calculate any applicable federal or state foreign tax credit or other affected federal or state income tax items. However, you are responsible for meeting any foreign country income tax or other foreign country reporting requirements.

If you have amounts in excess of \$10,000 invested in a foreign country at any time during the year, the IRS requires you disclose this on Form TD F 90-22.1 (an FBAR) by April 30 of the following calendar year. Without your notification of such foreign investments, we will assume you do not have any amounts invested over \$10,000 outside the United States.

Unless you meet a very limited set of exceptions, your Federal returns are mandated by the IRS to be filed electronically. We will also file your returns electronically with the appropriate state(s), when possible.

Ultimate responsibility for your income tax returns is yours. Therefore, all returns should be reviewed carefully prior to signing and filing. You should retain all the documents, cancelled checks, and other data that form the

basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. It is our policy to retain copies of your tax return for seven years.

The preparation of your income tax returns does not include any procedures designed to discover fraud and/or irregularities, should any exist. If it is necessary to provide bookkeeping assistance to better obtain accurate information for the preparation of your income tax returns, we will do so at an additional price. You will be informed of any additional services required before beginning work. We will use our professional judgment to resolve questions where the tax law is unclear or where there may be conflicts between the taxing authorities' interpretations of the law and what seem to be other supportable positions. We will resolve such questions in your favor whenever possible.

Your returns may be selected for review by the taxing authorities or you may receive a notice requesting a response to certain issues on your tax return. In the event of such government tax examination or inquiries, we will be available upon request to represent you at our hourly rates or other pre-determined price. A retainer may be required.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. You acknowledge that any such understated tax, and any imposed interest and penalty thereon, are your responsibility, and that we have no responsibility in that regard. If you would like information on the amount or the circumstances of these interest and penalties, please contact us. Any proposed adjustments by the examining agency are subject to certain rights of appeal. In the event of such government tax examination or inquiry, we will be available upon request to represent you or to respond to such inquiry. At that time, we will provide you a subsequent arrangement letter to clarify the nature and extent of services we will provide regarding the tax examination or inquiry response and will render additional invoices for these services and expenses as incurred.

We will use our judgment to resolve questions in your favor where a tax law is unclear if there is a reasonable justification for doing so. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. In accordance with our professional standards, we will follow whatever position you request, as long as it is consistent with the codes, regulations, and interpretations that have been put forth. If the IRS should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties or assessments. In the event, however, that you ask us to take a tax position that in our professional judgment will not meet the applicable laws and standards, we reserve the right to stop work and shall not be liable to you for any damages that occur as a result of ceasing to render services.

Disclosures

This arrangement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on the heirs, successors, and assigns of you and us. By sending us the information for the preparation of your 2018 tax returns and/or projections, or by using the returns or projections we prepare, you and all parties referenced in this letter will agree to these terms for our engagement.

New privacy laws were established by the IRS effective January 1, 2009. We are now prohibited from providing confidential information or copies to anyone other than you without specific, written authorization. Please expect to provide that written authorization before we can release any of your confidential information.

If we are asked to disclose any privileged communication by law (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 any and 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.

In the interest of facilitating our services to you, we may communicate by fax or email. Such communications may include information that is confidential to you. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent and consent to our use of these devices during this engagement.

In the event that a dispute arises at any time between you and the firm that cannot be resolved through discussion or voluntary mediation, the parties agree to submit the entire dispute to binding, non-public arbitration. The arbitration shall take place in the offices of the arbitrator, or at a mutually agreeable location. The rules under which the arbitration shall take place shall be the rules of the American Arbitration Association or other such alternative dispute resolution procedures as may be agreed upon by the parties. Any statements made in preparation for or the conduct of the actual arbitration shall be confidential, and the parties agree not to use any such statements in any other matter, including any litigation between the parties and other third-parties not a part to this engagement letter. Unless otherwise agreed, the parties agree that no deposition shall proceed in connection with the arbitration and that only request for the production of documents shall be used as a discovery device in the arbitration. Moreover, unless otherwise agreed, the parties agree that an arbitration of the dispute shall take place no later than six (6) months after service of a demand for arbitration on the other party.

We want to express our appreciation for this opportunity to work with you and look forward to seeing you soon.



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