

WK TAX ACCOUNTANTS

Certified Public Accountants

72 Riverside Drive
Basking Ridge, NJ 07920

Wayne Folkart
Kristina Folkart
wk@wktaxaccountants.com
Tel: 908.221.1557
wktaxaccountants.com

Dear Client,

We appreciate the opportunity to work with you. To minimize the possibility of a misunderstanding between us, we are setting forth pertinent information about the services we will perform for you.

We will prepare your 2017 federal and state individual and if applicable business income tax returns from information you furnish us. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of the information. We must receive all information to prepare your return by March 31st to ensure that your return will be completed by April 15, 2018. Otherwise an extension may be necessary.

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns, including but not limited to the auto, travel, entertainment, and related expenses and the required documents to support charitable contributions. Please reach out with any questions. It is also your responsibility to carefully examine and approve your completed tax returns before signing. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties and interest. Filing your returns by the due dates is your responsibility. If your returns are later selected for review or audit by taxing authorities, we will be glad to assist you if you desire. Our fees for preparing your returns do not include time that might be necessary to assist you during a taxing authority review. 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 Promulgated.

Fees for our services will be at our standard rates. Payment for service is due when rendered and interim billings may be submitted as work progresses. It is our policy to keep records related to this engagement for three years. 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. By your signature below, you acknowledge and agree that upon the expiration of the three year period WK Tax Accountants shall be free to destroy our records related to this engagement.

If any dispute arises among the parties, they agree to try first in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its Rules for Professional Accounting and Related Services Disputes. All unresolved disputes shall then be decided by final and binding arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the AAA. Fees charged by any mediators, arbitrators, or the AAA shall be shared equally by all parties. In agreeing to arbitration, we both acknowledge that in the event of a dispute each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

If the above fairly sets forth your understanding, please sign the enclosed copy of this letter and return it to us. Please note that you are affirming to WK Tax Accountants your understanding of, and agreement to, the terms and conditions of this engagement letter by any one of the following actions: returning your signed engagement letter to our firm; returning your income tax information to us for use in the preparation of your returns; the submission of the tax returns we have prepared for you to the taxing authorities; or the payment of our return preparation fees.

We are pleased to have you as a client and look forward to working with you this year. We appreciate your business.

Sincerely,

Kristina Folkart, WK Tax Accountants

Approved by:

Sign _____

Print Name _____

Date _____