

Client Name: _____

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

We will prepare your Federal and applicable State income tax returns for calendar year 2016. Your returns will be prepared in accordance with the appropriate federal and state income tax laws and regulations. However, we want to remind you that you have the ultimate responsibility for your income tax returns and, therefore, you should review them carefully before signing and filing the tax returns. We will not audit or otherwise verify data you submit, although we may ask you to clarify some of the information. 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.

Fees for our tax return preparation services will reflect our standard hourly rates (plus any out of pocket expenses) and will be billed upon completion of your returns. Fees are due and payable upon presentation of our invoice to you. Amounts not paid within thirty days from the invoice date will be subject to a later payment charge of 1.5% per month (18% per year). If, for any reason, the account is turned over to an attorney for collection, an additional charge of 33.3% will be added to the account to cover our collection costs. We reserve the right to stop work on any account that is 30 days past due.

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 documentation to support your charitable contributions. If you have questions as to the type of records required, please ask us for advice in this regard. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties, and interest.

The Affordable Care Act (ACA) added various new health insurance mandates, penalties, and credits beginning in 2014. Our services in connection with this engagement are not designed to address the legal or regulatory aspects of your compliances with the Affordable Care Act. In preparing your individual tax returns, we will rely solely on the information you provide us regarding the ACA mandates and you agree to accept full responsibility for the accuracy and completeness of this information, as well as your compliance with the ACA. As such, we will not be responsible for any taxes, penalties, or interest that may be assessed.

If your return is selected by the IRS or a state taxing authority, we can be available to assist you if you so desire. Fees for such representation or audit assistance would be billed separately at our standard rates and terms are not included in our tax return preparation fees.

It is our policy to keep records related to this engagement for five years. However, we do not keep any original client records, so we will return those to you at the completion of our services rendered under this agreement.

When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government, or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of this five-year period Ironstone Tax & Accounting, LLC shall be free to destroy our records related to this engagement.

Privacy Policy

It has always been the policy of Ironstone Tax & Accounting, LLC to keep all information that we collect from you confidential from all sources. We restrict access to all nonpublic personal information about you to members of our firm who need to know that information to provide services to you. We do collect nonpublic personal information about you from the following sources:

- Information we receive from you on tax preparation organizer, worksheets, Federal and State tax reporting forms, and from other documents we use in tax preparation or other financial and related services.
- Information about your transactions with us, or affiliates, and others.
- Information we may receive from outside agencies such as banks and brokerage houses.

We do not disclose any nonpublic personal information about our clients or former clients, except as permitted, required, or approved by you in writing as listed below:

- Requirements to comply with Federal, State, or Local law
- Requirements to comply with National, State, or Local licensing rules.
- Requirements to disclose information in response to legal subpoenas
- Items you permit or request us to disclose, as authorized by you in writing
- Information, which you authorize us to disclose by signing this engagement letter, to electronically file your tax return, when applicable.
- Information, which you authorize us to disclose by signing this engagement letter, that discloses that you are our client, without disclosure of financial or personal information.

If the above fairly sets forth your understanding, please sign this letter below. Please note that you are affirming to Ironstone Tax & Accounting, LLC your understanding of , and agreement to, the terms and conditions of this Tax 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 a long and mutually satisfying relationship.

I/We have read, understand, and accept the conditions of the Tax Engagement Letter and the Privacy Policy discussed above.

SIGNATURE:

SIGNATURE:

Client Name: _____
Date: _____

Preparer Name: _____
Date: _____