

**I have engaged your firm to prepare the following:**

Federal Individual Income Tax Return for the year ended 2016 and \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, State Income Tax Returns.

I understand that it is my responsibility to provide you with all of the information required to complete my tax return. In that regard, I state that, to the best of my knowledge and belief:

- I understand that it is my responsibility to provide all the information necessary to complete the returns. I have provided to you, true, correct and complete information regarding my income as listed on the schedules, computer disks, tax organizers, W-2's, 1099's and/or written summaries. I have provided to you, true, correct and complete information regarding amounts to be claimed as tax deductions.
- I understand that you will not audit or otherwise verify any information, that you may require clarification or additional information, that you are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest.
- I understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to you, especially business travel and entertainment deductions, business use % of autos and other assets, and barter activities. I will retain for 4 years all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on my return, including logbooks and receipts.
- I understand that if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions, that you will use your professional judgment in resolving the issues. In the end, you will adopt, on my behalf, the alternative that I select after having considered all the information provided to me by you.
- I understand that penalties may be imposed on returns that are late, underpaid or incorrect and that I am responsible for reviewing all the information presented to me on my tax returns for correctness.
- I understand that I will be charged an additional fee if you are asked to assist or represent me in a tax examination or inquiry. I understand that in the event of preparer error, I am responsible for the additional tax that may be due, but that the extent of your responsibility is to pay for any penalty that the IRS or the above state revenue department may assess.
- I understand that your bill will be due and payable upon completion of these returns, and that additional services will not be performed until the bill for these services has been paid in full. I understand that your bill will be based upon a number of factors, including but not limited to, the standard per-form billing rates. Additional charges may be assessed for above normal time required to request additional information, summarize or total data or to research complicated tax issues. ***Payment is required when my return is delivered or before it is electronically filed.***
- I understand that you will not file any Federal, State or local tax extensions without my specific written request to do so.
- I will contact you immediately if I discover additional information that will lead to a change in my return

**Privacy Policy of Kaups Financial Advisors, Inc:**

It has always been the policy of Kaup's Financial Advisors, Inc. 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. Unless authorized by law, we cannot use, without your consent, use your tax return information for purposes other than the preparation and filing of your tax return.

We do collect nonpublic personal information about you from the following services:

- Information we receive from you on tax preparation organizers, 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, our affiliates and others, and
- 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 by law 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 disclosed 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 other personal information.

Read, understood and agreed on: \_\_\_\_\_ / \_\_\_\_ /20 \_\_\_\_