



# KWG ADVISORS

## YOUR PERSONAL CFO

### 2019 Income Tax Return Engagement Letter

Dear Client,

We are pleased that you have engaged us to provide you with the below-described accounting services. To ensure the parties understand the scope and terms of the engagement, please review the following agreement and provide us with your signature below.

- Scope of Engagement.** We will prepare your 2019 federal and state individual income or business informational/income tax returns only (unless agreed to separately). Although we will do our best to ensure your tax returns are accurate, we will not review your documents for irregularities or discrepancies.
- Fees and Billing.** Our fee for the above engagement will be dependent on specific work performed. The total fee should be paid upon completion of returns and prior to filing. Unless otherwise agreed upon, failure to pay will result in your return not being filed and will be held, until account is brought current. We are not responsible for the fees charged by the taxing authorities for submitting your returns, and we will not advance such fees.
- Client's Duty to Provide Documentation.** To prepare your tax returns, we need copies of all documents evidencing your income and deductions. If we do not receive your documentation in a reasonable timeframe, we will be unable to prepare your returns in a timely manner, which may subject you to late filing penalties. You should retain the originals of said documents for your own records, as we only keep copies of your records for **5 years**.
- Submission of Returns.** We will submit your returns in accordance with applicable law, which may require electronic filing. If required, we will have your returns submitted electronically unless you notify us otherwise. Regardless of whether your return is electronically filed, your tax payment must be submitted on or before the due date required for your specific return.
- Professional Judgment.** In preparing your returns, we will use our professional judgment to ensure compliance with applicable tax law. We will not prepare your returns in contradiction to applicable tax law, and if you ask us to do so, we reserve the right to disengage you as a client. If applicable tax law is subject to more than one interpretation, we will provide you with a summary of the different positions that may be taken and will abide by your chosen position, so long as it does not violate the law. If the taxing authorities find that you have taken the wrong position, we will not be liable for the additional tax, interest, and penalties imposed.
- Audits.** In the event of an audit by taxing authorities, we are available to assist you. However, any such assistance is not covered by this engagement and must be the subject of a separate written agreement and will be billed accordingly.
- Limitation of Liability.** To the fullest extent permitted by applicable law, we will have no liability of any kind to any person in excess of the fees paid to us for this engagement, and shall have no liability for any consequential, special, incidental, or exemplary damages.
- Arbitration of Fee Disputes.** If a dispute arises between us regarding fees, you agree to submit to final and binding arbitration in a forum selected by us. Venue shall be in the same county as our primary office location.
- Entire Agreement & Modification.** This agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this agreement will be binding on the parties. This agreement may be modified by subsequent agreement of the parties only in writing.
- Effective Date.** This agreement becomes effective upon the date of the last signature.
- Privacy Policy:** As your CPA / Financial Advisor, I collect Information provided by you from your tax organizer, worksheets, documents, discussions, and information that we develop as part of the engagement. It also may include information I receive directly from third parties such as brokerage houses and banks regarding your accounts with them and information about your transactions with me, or my affiliates. As your CPA / Financial Advisor, I am required to keep all information about our engagement confidential so I will not disclose any information about you unless I have your approval or required/permitted by law. This applies even if you are no longer a client. As your CPA / Financial Advisor, I am committed to the safekeeping of your confidential information and maintain physical, electronic, and procedural safeguards to protect your information. I take this obligation to you very seriously and value your trust. When your personal information is no longer needed (after five years), it will be shredded, erased or destroyed before being recycled.

The foregoing is agreed to by:

Edward H Warn  
Edward H Warn, CPA

Nathan W Grochow  
Nathan W Grochow

Linda L Kopsica  
Linda L Kopsica

Dated: 1/2/20

Primary Tax Payer \_\_\_\_\_

Dated: \_\_\_\_\_

