

2021 CORPORATE LETTER OF ENGAGEMENT

Dear Corporate Client:

Thank you for choosing Ed O'Neill LTD to assist you with your 2021 taxes for your corporation. This letter confirms the terms of our engagement and outlines the nature and extent of the services we will provide.

We will prepare the 2021 federal and state (if applicable) income tax return(s). We will depend on management to provide the information we need to prepare complete and accurate returns. We may ask management to clarify some items but will not audit or otherwise verify the data you submit.

We will perform accounting services only as needed to prepare your tax return(s). Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for management to clarify some of the information submit. We will, inform management of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties.

The returns will be prepared based on the laws in effect at the time of preparation. We are not responsible for any retroactive law changes made by the federal or state governments after the returns have been prepared. If amended returns are needed from these law changes, you will be required to be charged at the same fees listed below.

If we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on behalf of the corporation, the alternative selected by management.

Our fee will be based on the forms required at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

We will return your records to you at the end of this engagement. These records, along with all supporting documents, canceled checks, etc., should be securely stored, as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your tax returns for seven years, after which these documents will be destroyed.

Our engagement to prepare your 2021 tax returns will conclude with the delivery of the completed returns to management (if paper filing) or the signing by the tax matters partner, and the subsequent submittal, of the tax return (if e-filing). If management has not selected to e-file your returns with our office, management will be solely responsible to file the returns with the appropriate taxing authorities. The tax matters partner should review all tax-return documents carefully before signing them.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please print and sign this letter in the space indicated and return it to us.

We appreciate your confidence in us. Please call if you have questions.

Sincerely,



Edward O'Neill

Officer Signature _____

Name of Corporation _____ Date _____

Please print clearly

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