

ENGAGEMENT LETTER FOR INDIVIDUAL TAX PREPARATION SERVICES 2019

I am retaining Lotts Tax & Accounting Services, Inc. (Lotts) to prepare my 2019 individual income tax return from the information that I am providing.

I have carefully and completely gathered the information for my tax return. Those facts and materials are hereby forwarded to Lotts.

- I believe that I am reporting all income subject to tax.
- I believe that all of my claims for deductions are valid and can be substantiated.
- I have qualified written acknowledgment for any charitable contributions \geq \$250 being claimed which include the statement such as "no goods or services were provided in return for this donation".
- I am aware that records and documents supporting claims of income and deductions must be retained.
- If applicable, I have contemporaneous daily records for self-employment vehicle use, travel, meals, and for the use of "listed property".
- If total foreign holdings for which I am a signer were valued at \geq \$10,000 at any point during the tax year, I am providing information about those positions.
- I am reporting all cryptocurrency holdings as of 12/31/2019 and all cryptocurrency transactions that occurred in 2019.
- If self-employed, I have satisfied my state's Sales and Use tax reporting requirements. Further, I am filing in other jurisdictions if we have more than 200 transactions or \$100,000 in sales in that area. I will ask Lotts for help if needed to become compliant.
- I understand that, as paid preparer, Lotts is not auditing our information. Lotts does not attest to its completeness or its accuracy. That is my responsibility.
- I know that tax returns are subject to review by tax authorities. Lotts is available to help if there is an inquiry or audit. I understand that additional fees apply for audit replies and representation.

I understand that **the tax return will be prepared for electronic filing with the IRS and any appropriate state tax authority.** Transmittal will not occur until I review the completed tax forms and return the signed **E-file Authorization Form** to Lotts.

I understand that tax services will be provided at the firm's hourly rates as stated on the company's website. Further, I will pay the invoice promptly and in full upon completion of the tax preparation services.

If utilizing the Early Bird Discount, I understand that my Tax Organizer, Engagement Letter, and all of the tax materials that are in my power to produce must be turned in by February 10th to be eligible.

_____ **By initialing here I agree to receive my copy of the 2019 tax return as a PDF data file through SmartVault.** By not initialing, I prefer that a printed copy be provided to me.

_____ / /20	_____ / /20
<i>Taxpayer's Signature</i>	<i>Spouse's Signature</i>
<i>Date</i>	<i>Date</i>

Print Name(s)

Lotts will carefully handle the tax materials that you provide to us for preparation and processing of your tax return. Lotts will process the tax return as quickly, completely, and efficiently as we are able.

Lotts will retain the originals or copies of the Tax Organizer, tax worksheets, and supplemental communications in order to document and support the figures used in preparing the tax return.

Lotts will return other original documents to you. We may retain copies of forms that we believe to be materially important to the assertions in the tax return.

Lotts will comply with the rules of IRS Circular 230 governing ethical conduct of tax practice.

Scott Beers, E.A. CFP[®], President of Lotts

LOTTSA
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