ENGAGEMENT LETTER FOR BUSINESS ENTITY TAX PREPARATION SERVICES

Tax Year **2022**

We are retaining Lottsa Tax & Accounting Services, Inc. (Lottsa) to prepare our 2022 business entity, trust, or nonprofit tax return from the information that we are providing.

We have carefully and completely gathered the information for this tax return. Those facts and materials are hereby forwarded to Lottsa.

- We believe that we are reporting all income subject to tax.
- We believe that all of our claims for deductions are valid (ordinary and necessary to support our revenue stream) and can be substantiated.
- We are aware that records and documents to support assertions as to Income and Deductions must be retained.
- If applicable, we have kept contemporaneous daily records for business vehicle use, travel, meals, and for the use of "listed property".
- We have qualified written acknowledgments for any claimed charitable contributions ≥ $250 which include a statement to the effect of "no goods or services were provided in return for this donation".
- We understand that, as paid preparer, Lottsa is not auditing our information. Lottsa does not attest to its completeness or accuracy. That is our responsibility.
- We know that tax returns are subject to review by tax authorities. Lottsa is available to help us in the event of an audit. We understand that additional fees apply for audit replies and representation.
- If total foreign holdings for which we have signatory authority were valued at ≥ $10,000 at any point during the tax year, we are providing information about those positions.
- We are reporting all cryptocurrency and Non Fungible Token holdings as of 12/31/2022 and all related transactions that occurred in 2022.
- We know that we may be required to collect, report, and remit sales tax in any jurisdiction in which we do business, subject to each jurisdiction's laws.
- We are reporting any Paycheck Protection Program (PPP) loan activity and/or forgiveness.

We 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 we review the completed tax forms and return the signed E-File Authorization Form to Lottsa.

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

NEW We understand that Lottsa will provide a copy of my final 2022 tax return(s) as a PDF through Lottsa's secure Client Portal (Canopy) and that it will be my responsibility to download and save the file. It is our responsibility to request a paper copy if it is our preference.

/ /

Responsible Party's Signature *Date* *Responsible Party's Printed Name and Title*

Print Entity's Name

- Lottsa will carefully handle the tax materials that you provide to Lottsa for preparation and processing of your tax return. Lottsa will process the tax return as quickly, completely, and efficiently as Lottsa is able.
- Lottsa will retain the originals of tax worksheets and supplemental communications in order to document and support the figures used in preparing the tax return.
- Lottsa will return your original documents to you. Lottsa may retain copies of forms that Lottsa believes to be materially important to the assertions in the tax return.
- Lottsa may retain electronic files containing accounting records of the entity from which figures in the tax report are derived.
- Lottsa will comply with the rules of IRS Circular 230 governing ethical conduct of tax practice.

Scott Beers, E.A. CFP®, President of Lottsa

Lottsa

1820 Riverside Ave
Minneapolis, MN 55454
612-338-7459 • www.LOTTSA.com