



This letter and the attached Terms, Conditions & Limitations for Tax Services confirm and specify our understanding concerning the tax preparation services that The Lichter Group, LLC (“we” or “us”) will perform for you individually (“you”) for the year ending December 31, 2019. By sending us information for the preparation of your returns, you and all parties referenced herein will be agreeing to these terms for our engagement.

We will prepare your 2019 Federal income tax returns and the appropriate state income tax returns according to the information you provide to us. You are responsible for providing us all information necessary to identify all states and foreign countries in which you derive income. Our engagement will be complete upon delivery of the completed returns to you, except as noted in the following paragraph concerning electronic filing. You are responsible for providing us all information necessary to identify all states in which you derive income.

Professional standards now require us to electronically file all federal and applicable state individual income tax returns. Please note that although e-filing will require both you and our firm to complete additional steps, the same filing deadlines will apply. After you have reviewed the returns, you must provide us with signed authorizations indicating that you have reviewed the return(s) and that, to the best of your knowledge, they are correct. We cannot transmit the return(s) to the tax authorities until we have your signed authorizations.

We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of the information. Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist.

We are not investment counselors or brokers. Our advice concerning a particular investment shall be limited to advising you with regard to the tax ramifications of the investment. It shall not include advising you regarding the economic viability or consequences of the investment or whether or not you should make the investment. Our advice regarding the tax ramifications of the investment shall be based on documents and information that you provide us regarding the investment.

We are responsible for preparing only the returns listed above. Our fee does not include responding to inquiries or examination by taxing authorities. However, we are available to represent you and our fees for such services will be billed at our standard rates and would be covered under a separate engagement letter. In connection with your federal and state tax returns, or in response to your request(s), we may also provide you with tax advice that is beyond the scope of tax preparation and is not included in the fees for tax return preparation. Our fees for this advice will be based on the time required for work performed, plus out-of-pocket expenses.

Please note that any person or entity subject to the jurisdiction of the United States (includes individuals, corporations, partnerships, trusts, and estates) having a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having a value exceeding \$10,000 in a foreign country, shall report such a relationship. Although there are some limited exceptions, filing requirements also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s). For example, a corporate-owned foreign account would require filings by the corporation and by the individual corporate officers with signature authority. Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties.



In addition, the Internal Revenue Service also requires information reporting under applicable Internal Revenue Code sections and related regulations, and the respective IRS tax forms are due when your income tax return is due, including extensions. The IRS reporting requirements are in addition to the U.S. Department of the Treasury reporting requirements stated above. Therefore, if you fall into one of the below categories, or if you have any direct or indirect foreign interests, you may be required to file applicable IRS forms.

- You are an individual or entity with ownership of foreign financial assets and meet the specified criteria (Form 8938) and/or FinCEN Form 114;
- You are an officer, director, or shareholder with respect to certain foreign corporations (Form 5471);
- You are a foreign-owned U.S. corporation or foreign corporation engaged in a U.S. trade or business (Form 5472);
- You are a U.S. transferor of property to a foreign corporation (Form 926);
- You are a U.S. person with an interest in a foreign trust (Forms 3520 and 3520-A); or
- You are a U.S. person with interests in a foreign partnership (Form 8865).
- Other items as necessary

Failure to timely file the appropriate forms with the U.S. Department of the Treasury and the Internal Revenue Service may result in substantial monetary penalties. By engaging us you accept responsibility for informing us if you believe that you may have foreign reporting requirements with the U.S. Department of the Treasury and/or Internal Revenue Service and you agree to timely provide us with the information necessary to prepare the appropriate form(s). We assume no liability for penalties associated with the failure or untimely filing of any of these forms.

Fees for our services will be at our standard rates, e-filing charges and any other out-of-pocket expenses.. Payment for service is due upon submission of our bill. We reserve the right to stop work on any account that is 30 days past due.

Unless you tell us otherwise, we will check the box on your tax return that authorizes your consent for the IRS to discuss your tax return with us. This authorization does not allow us to represent you before the IRS; it is for responding to the IRS concerning any potential missing information, mathematical errors, return preparation questions, and/or obtaining return processing information from the IRS. By your signature, you authorize us to transmit, update and store information electronically and to transmit your information over the Internet.

Pursuant to Internal Revenue Service Circular 230, we are required to advise you that any federal tax advice contained herein or in any communication resulting from this engagement, is not intended or written to be used, and cannot be used, by the addressee or any taxpayer, for the purpose of avoiding penalties that may be imposed under the Internal Revenue Code, or promoting, marketing, or recommending to another party any plan or arrangement addressed in the communication.

We appreciate your trust and confidence in our professional services. If we can answer any questions regarding this engagement letter, please do not hesitate to contact us.

Very truly yours,

THE LICHTER GROUP, LLC

Caren Lichter, CPA and Jill Dunn, CPA  
Principals

Taxpayer Signature Line \_\_\_\_\_

Date: \_\_\_\_\_