September 15, 2023

Business Contact

Business Name

Street Address
City, State Zip

We are pleased to confirm our acceptance and understanding of the services we are to provide for the year ended December 31, 2023.

You have requested that we compile the financial statements of **Company Name** which comprise the annual statement of assets, liabilities, and equity – tax basis, and the related statement of revenues and expenses – tax basis, for the year ended December 31, 2023, and perform a compilation engagement with respect to those financial statements. These financial statements will not include related notes to the financial statements as required for financial statements prepared in accordance with the tax basis of accounting.

**Our Responsibilities**

The objective of our engagement is to –

1. Compile financial statements in accordance with the tax basis of accounting based on information provided by you, and
2. Apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the tax basis of accounting.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA’s Code of Professional Conduct and its ethical principles of integrity, objectivity, professional competence, and due care, when performing agreed upon services and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Company or noncompliance with laws and regulations.

We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

**Your Responsibilities**

The financial statement compilation portion of the engagement is to be performed is conducted on the basis that you acknowledge and understand that our role is to compile the financial statements in accordance with the tax basis of accounting and assist you in the presentation of the financial statements in accordance with the tax basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the tax basis of accounting as the financial reporting framework to be applied in the compilation of the financial statements.
2. The preparation and fair presentation of financial statements in accordance with the tax basis of accounting and the inclusion of the description of the tax basis of accounting.
3. The design, implementation, and maintenance of internal control relevant to the compilation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure the Company complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgements, you provide us for the engagement.
7. To provide us with –
	1. Access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
	2. Additional information that we may request from you for the purpose of the compilation engagement.
	3. Unrestricted access to persons within the company of whom we determine it necessary to make inquiries

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our agreed upon services and compilation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

**Our Report**

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. Our report will also disclose that the Company’s management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user’s conclusions about the Company’s assets, liabilities, equity, revenues, and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

Our report will disclose that the financial statements are prepared in accordance with the tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

You agree to include our accountants’ compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to inclusion of our report, to obtain permission to do so.

**Additional Services -** We will also perform the services indicated on the attached Schedule of Services. This engagement does not cover any service not indicated on the attached list.

The objective of our tax services portion of the engagement is to prepare the tax returns in accordance with the Statements on Standards for Tax Services issued by the AICPA and comply with the AICPA’s Code of Professional Conduct, including ethical principles of integrity, objectivity, professional competence, and due care.

You are responsible for the safeguarding of assets, the proper recording of transactions in the books of accounts, the substantial accuracy of the financial records, and the full and accurate disclosures to us all relevant facts affecting the return(s). You also have final responsibility for the tax return and, therefore, the appropriate company officials should review the return carefully before an authorized officer signs and files it.

Your responsibilities also include, but are not limited to, understanding, the compliance with and maintenance of adequate substantiation, records, disclosure and reporting requirements, as are applicable, with respect to these reports, returns or an item from a pass-through entity for which you have invested in the following tax matters: tax credits, estimated tax payments, entertainment, business gifts, charitable contributions, listed property, household employees, Subchapter S elections, TEFRA reporting, independent contractor issues, employee vs. contractor status, reasonableness of compensation of shareholder employees, reporting cash transactions and employee benefits, reporting property and services exchanges (bartering), Specified Foreign Financial Assets, FinCEN/ FBAR, investments/holdings/bank accounts/income/etc., payroll tax liability deposit and payment requirements, Trust Fund Recovery Penalty (TFRP) issues, accountable expense reimbursement plan obligations for any business, documenting vehicle expense mileage records, nexus issues, interstate business registrations and interstate income allocations, sales tax, excise tax, intangible tax, tangible personal property tax, business licensing and, any other reportable transaction, among others and, as such, agree to hold harmless and indemnify the preparer and our firm for any costs, including attorney fees, in the event any state or Federal IRC section 6692 or 6694, or any comparable code sections, penalties and related interest that may be associated with these matters are assessed. Should any of these or other tax issues exist or arise we will be pleased to discuss them with you during our scheduled appointment or in a separate engagement.

If, during our work, we discover information that affects prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. Further action may require a separate engagement.

Our work in connection with the preparation of the tax returns does not include any procedures designed to discover defalcations or other irregularities, should they exist. The returns will be prepared solely from information provided to us without any verification by us.

While we may ask for you to clarify some of the information you submit, at no time and under no circumstances is this firm or any of its employees liable for any fraud, misrepresentation or other erroneous paperwork or evidence submitted to us by you or provided by any other person or entity. By signing this engagement letter you agree to hold this firm, its employees, agents and owners harmless and indemnify against any liability or costs, including attorney’s fees, incurred as a result of any fraud, misrepresentations, malfeasance, or other negligence or error in the submittal of information or paperwork provided to us which results in any liability for the return or other work product we produce. In the event that we do discover any material errors, fraud or other illegal acts will us our best efforts to inform you of those, but under no circumstances are you to rely upon this firm, its employees or other agents to uncover errors in your paperwork submitted to us or any work product we produce.

In accordance with federal law, in no case will we disclose your tax return information to any location outside of the United States, to another tax preparer outside of our firm for purposes of a second opinion, or to any other third party for any purpose other than to prepare your return without first receiving your consent.

We will file electronically, as required by the Department of Treasury or your state revenue department, your returns. You will need to sign the requisite authorization forms before your tax information returns may be submitted. In the event they do not meet initial acceptance by the IRS/state for e-filing (due to any reason) paper returns may be required and we will inform you of such requirements as soon as we learn.

We may have provided you with a list of information necessary to aid you in the process of gathering your records and supplying us with information that we rely (relied) on to be used in the financial statements or tax returns. Please complete, review, and return the information to us along with all supporting documentation. For information that you provide us to be sure to make copies of anything that cannot be easily replaced. Or, we may, at your request, copy it for you when you submit the information to us. In the event of an unexpected loss or disaster we will not be responsible for any original documents.

Changes in services – this agreement, along with all its provisions, terms and conditions, will be deemed to be modified (subject to certain conditions listed herein) to include the following types of services as “add-on’s” or a “continuing of services”, whichever the case may be – a.) taxing authority notice communication and resolution, b.) communication or transmitting of work product to third parties (i.e., creditors, mortgage companies, banks, investors, etc.), c.) telephone, e-mail or office conferences, d.) analyses, and similar services, provided that you or your representative supply us with the requisite notice or request and that we accept that request by taking substantial, affirmative action on your behalf. The intent of this provision is to incorporate the sometimes daily, minor ancillary services associated with the more basic services that are listed within this agreement. In any event, no advice may be relied upon unless in written form from this firm and after the review of a CPA. Should you receive a notice from a taxing authority it is your responsibility to ensure that a response to the agency is made in a timely manner before the deadline; this is true even if no or insufficient response is generated from this office. Further, you agree to promptly notify us with the request so that an adequate and reasonable response time is allowed for us to meet any deadline. Inquiries or audits by taxing authorities – under no circumstances does your income tax preparation fee included those services. Inquiries and audits are not included although we may represent you upon written request and under a signed, separate fee arrangement or by modification of this agreement signed separately by you. For this purpose, acceptance ONLY by a Partner (Rogers or Rudisill) by way of written notification to you including electronic means affirming that we will take ‘substantive action’ on the matter will constitute a modification to this agreement with respect to tax inquiries or audits by the government. In other words, say, if we were to make a referral for an attorney or make an inquiry with IRS or another governmental unit that level of action alone is not acceptance of the engagement unless, and until, ‘substantive work’ is performed by this firm. However, should we spend any time prior to official acceptance you agree to pay our standard fees for that time. Due to the complex nature of tax issues, it is often difficult to determine the extent and nature of the problem and whether we would actually be able to accept the issue without first performing some type of inquiry. In doing so we will have spent time for which we must be compensated. This is true even though we may not accept the engagement or find a resolution.

**Discontinued services – should you decide to withdraw, suspend, or delay your request for any product or service you agree to pay for all time and charges incurred to date. This is true even if the work product is incomplete**.

You agree to review your own records, along with any returns, reports or other work product that we prepare, for completeness and accuracy before issuing them or filing them or authorizing us to file on your behalf. Any errors or omissions should be brought to our immediate attention for corrective action if necessary. Any information not supplied to us before final preparation and/or filing may result in a change to your reports or returns or the preparation of an amended return or communication with taxing authorities which, in those circumstances, will result in additional charges incurred.

Progression – we generally process the workflow based upon the ‘first-in first-out’ method. This means that until we receive all the documentation needed to complete your returns, reports or other service, or, if you/your business(s) owe our firm any past due amounts work may stop on your files until the account(s) are brought current without any further notice. Since there are filing deadlines and extensions of time available, you authorize us to file any necessary extensions on your behalf, in the event we deem there is insufficient time to complete an accurate return and/or there is missing information. In the even your account is on-hold for missing information or for unpaid services and we do prepare an extension of time to file you are responsible for setting an appointment to assist with the calculation and assumptions needed to accurately estimate your balance due and make provisions for the payment of those federal and/or state taxes. You agree to and accept responsibility for, indemnify and hold us harmless for any and all penalties, fines and interest, for any extension of time for filing any tax return or report and for ensuring adequate estimated quarterly or extended due date liability payments. **Under no circumstances is this firm or any preparer or employee or agent responsible or liable for any damages, fees or other costs incurred or tax liability which results from said extension or any subsequent late return or report by virtue of this firm filing an extension.**

Work product – all original records supplied to us in tangible form by you or your agent will remain your property, unless they are copies of your originals for which you have supplied us or that we may have copied or secured electronically, and these will remain our property. All computations, analyses, reports, returns, charts, spreadsheets, schedules, or similar work products will remain our property until paid for in full pursuant to U.S. Treasury guidelines and/or official state code at the time of service. This means that, for example, a tax return or information return, along with any other associated services, that has not been paid for in full may not be released pending full payment of the outstanding fees associated with that work product and any product or service linked to that product or service. For example, a current year’s bookkeeping service/report cannot be released without paying for all previous periods’ bookkeeping/reports.

 Further, should this event occur and there is a pending filing due date or other private or governmental deadline about to expire you agree to make alternate arrangements with the requestor and are responsible for any and all liabilities as a result thereof. However, we may agree, under extreme cases, to release information or work product with adequate written promises, notes, guarantees and/or security along with personal guarantees, from one or more principals or responsible parties.

There are provisions in the Code for penalties and interest for non-filing or filing returns, reports, tax payments that are; in-complete, inaccurate, frivolous, filed late, understated income, missing ID numbers or certain payee information, submitted in paper form rather than electronically, etc. Any advice, whether written or verbal, is not intended or written to be used, and it cannot be used, by any taxpayer for the purpose of avoiding penalties that may be imposed on the taxpayer.

Further, you acknowledge that as condition of our agreement to perform these covered services, you agree to the best of your knowledge and belief to be truthful, accurate, and complete in the presentations you make to us during the course of the engagement.

Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, you agree that, notwithstanding the statute of limitations of the State of Georgia, any claims you assert based on this engagement must be filed within twelve months after the performance of the specific service we provided that gives rise to your claim unless you have previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

**Other Relevant Information**

Kenneth D Rogers or Robin M Rudisill is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Fees – will be based upon standard tax form charges which may change from time to time; accounting, consulting, bookkeeping, and research at standard billing rates; out-of-pocket expenses; and additional costs for extra volume transactions as in securities trades or small business expenses, etc. Re-runs, reprints, extra copies, or submissions to third parties (i.e., mortgage companies, etc.) will be charged in addition to your basic fee. Fees for service are due upon completion and notification to you for pickup of the report or return and/or before the return is filed electronically, whichever is earlier. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days. Should you have any objection to any fee set forth you must provide that to us in writing within thirty (30) days of the date of the bill, after thirty (30) days, the charges will be presumed correct. The tax preparation bill will be included with your tax return copy that is either e-filed or paper filed and delivered or provided to you. Other fees may require a retainer up front and progress billings on a monthly or other periodic basis. Estimates are available upon request.

**ATTENTION: should you ask a staff person “what do I owe” when picking up your tax return be advised that they may NOT be AWARE of supplemental work that may not have been billed at that time. If you want to make arrangements to pay for ALL fees associated with your engagement, please ask for a partner to look into it. We will do our best to include supplemental charges but cannot guarantee it will happen, especially during Tax Season, as these are accumulated and billed monthly. Your payment of the basic ‘tax preparation fee’ does NOT alleviate you from the responsibility or liability for ancillary services.**

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney’s fees, resulting from management’s misrepresentations or delays in providing requested information to us.

**Also, if you fail to provide us with any necessary paperwork we requested or as described in the Document Request List or if you fail to supply necessary information to us in a timely manner which would allow this firm to timely prepare your financial statements, tax return or other work product, we cannot be held responsible for any fees or liability associated with the delays that result or if the work product or return is incomplete. We will work with you and any third parties to secure the information where necessary, however, you are ultimately responsible for ensuring that our firm has all necessary and complete information to properly prepare your return. Failure to do so in a timely manner may result in additional charges and cause defects and liabilities in your returns or work product which will not be the responsibility of this firm, its employees, or agents. You agree to indemnify and hold this firm and its employees and agents harmless and indemnify us for any costs or delays, including attorney fees, caused by you which result from incomplete or inaccurate information or any information that is not provided in a timely basis.**

If the purpose of this engagement involves the preparation of a tax return or report, you agree that any successive year(s)’ tax filings or reports will be covered by this agreement as well as any prior year returns or other work product that you request in writing for us to prepare and that we accept by taking substantive action on.

Unless otherwise requested by you at the time of the engagement, which may result in increased charges, we will file electronically, as required by the Department of Treasury or other regulatory body, your returns. You will be required to sign the requisite authorization forms before your returns may be submitted. In the event the initial prepared returns do not meet initial acceptance by IRS for e-filing a paper return may be required and, therefore, increased charges may result.

Issues of tax law – We will use professional judgment in resolving questions where the tax law is unclear, or when conflicts exist between taxing authorities’ interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible. However, if requested by you, we will adopt, on your behalf an alternative position that you select if that position is lawful. We do withhold the right to reject any position that we deem unreasonable or unlawful. **Fees will still be timely due by you even if the matter cannot be resolved. If the matter cannot be agreed upon by you and our firm, our employees or agents then we may provide a separate legal directive to you which requires indemnity from you before further action is taken by us. Often, any minor issues can be simply discussed with you verbally and will be documented in our file. If the issue is deemed more complex in nature, however, we will likely formally communicate with you and ask for written verification before any actions are taken.**

**This firm also reserves the right to require a separate written engagement or opinion if other types of tax or business advice is required. As a general rule, you agree not to rely upon any ‘off the cuff’ advice from this firm. If you intend to rely upon general discussions by any employee of this firm in the course of providing any service, tax return, report, or statements, you agree that you will provide us written notification of your intent to do so. This will avoid any miscommunication or misunderstandings of general tax discussions or general business advice that are not otherwise clarified or documented.**

Records – We will return your original records to you at the end of this engagement, or, if periodic and ongoing services are included, then upon completion of the periodic work product. You should securely store these tax returns and records, along with all supporting documents, canceled checks, banks statements, contribution receipts, investment basis records, etc., as these items may later be required to prove accuracy and completeness of the returns. While we may copy certain documents, it is your responsibility for maintaining all the underlying records for at least seven years after the returns are filed. After seven years we may destroy our records. Our engagement will be concluded upon delivery, or after two business days of notifying you for pickup, of the requisite return copy(s) to you and/or e-filing to the government(s) on your behalf. In the event a paper filed returns are required it is your sole responsibility to submit it/them to the appropriate taxing authority. **Unless otherwise specifically agreed to in writing, our firm does not file paper returns unless an exception is allowed per regulations.**

Scope of service – only the preparation of the aforementioned (per attached schedule) tax, consulting, accounting/bookkeeping and agreed upon ancillary services are covered by this agreement. Even though we may be providing tax services: IRS and state tax inquiry or audit representation, income tax planning, estate tax planning and general business consulting, among other services, these are not part of this engagement and no other service is included in this engagement unless specifically listed. This is true even though we may become aware of current or potential future needs through general discussions with you. When and if we do discuss those matters, we are under no obligation to provide this advice to you or to give such advice to you unless you specifically request it to us in writing. If we do provide those additional services after your request, you will be required to sign a separate engagement agreement. Because of the complexity of the tax laws, it is our policy to put all tax planning advice in writing. You should not rely on any advice that has not been fully reviewed and put in writing by our firm. Any other services will require a separate engagement letter for the specific service as described or requested.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. In the event this document is signed after the date our services begin it is understood and agreed to by both parties that it clearly represents our understanding from the onset of the covered period(s).

Sincerely,

Rogers & Rudisill CPAs, P.C.

Affirmation – I understand the importance and significance of all the terms of this agreement, the limitation and responsibilities listed herein and their application to me and/or the entity I represent and that due the complex nature of taxes, regulations, financial reporting, etc. I have been given the opportunity to thoroughly read, review and seek counsel before agreeing to its provisions as indicated by my signature below.

Signed Date Printed name:

Check one: \_\_\_\_ Officer, \_\_\_\_ Mng. Mbr., \_\_\_Partner, \_\_\_Executor, \_\_\_Trustee, \_\_\_Proprietor, \_\_\_Individual

Note 1 – These form and/or time fees are subject to change from time to time and will be made available to you upon request. All listed services may not be required and would depend upon the complexity of the return, report, financials, and issues involved. Due to the complexity of income taxes and required forms we will be pleased to provide an individual estimate upon request. Any extensive research or use of outside services will be discussed in advance.

Note 2 – Any specific provision of this agreement that is or becomes illegal will not apply. With regard to a governmental body, commission or other regulatory body that the client is or becomes subject to (as in: Securities and Exchange Commission, etc.) and their rules on the limitation of liability and indemnification agreements restrict the application of a provision herein, that provision shall not apply.

Note 3 – Any specific provision herein that is proved illegal or contrary to the regulatory bodies and not applicable (as referenced in Note 2) shall not affect the overall terms and conditions or applicability of any other provision listed herein or made a part of this written agreement.

Ver 9.13.20

**Schedule of Services**

The following is a partial list of services available from our firm. In order to provide you with better service we have clearly identified the particular services to be provided and their frequency as indicated by the appropriate check mark. This attachment (a part of the engagement letter), the indicated services and all terms and conditions will apply to any cases where services have been provided previously or to services for prior and delinquent periods.

You are responsible for making management decisions and performing management functions, and for designating an individual with suitable skill, knowledge, or experience to oversee any bookkeeping, tax, or other services we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities. We have no responsibility to identify and communicate deficiencies in your internal controls as part of this engagement.

**X**\_ **Small Business Set Up**

X\_ To include Registration with Secretary of State (Articles of Organization & registering the company as an LLC), registering the company as an LLC, filing for EIN,

getting a corporate kit

\_\_\_ **Bookkeeping Services** (note – 1)

\_\_\_ Record transactions into journals; post general ledger; reconcile bank statements; post employee earnings records/or record payroll journal; reconcile credit card statements; maintain fixed assets register; propose standard, adjusting, correcting journal entries or other changes to your financials that you approve.

\_\_\_ Worker Compensation Ins. Audit (policy F/Y/E - \_\_\_/\_\_\_/\_\_\_)

\_\_\_ Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ **Financial Statements** (note – 1)

\_\_\_ Compiled Financial Statements to include: Balance Sheet; Statement of Income and Retained Earnings (titles may differ depending upon the type of entity pursuant to AICPA); omission of substantially all disclosures ordinarily included in financial statements.

\_\_\_ Full disclosure Compiled Financial Statements – basic F/S’s with: Statement of Cash Flows; Notes to Financial Statements; Supplemental Information (as requested/needed).

\_\_\_ Prepared Financial Statements

Basis of accounting: \_\_\_ GAAP; X Tax; \_\_\_Cash; \_\_\_Accrual; \_\_\_Modified Cash.

**Tax Services – Preparation & Dispute** **Resolution** (note – 1)

\_\_\_ Federal Tax Return – form # \_ \_

\_\_\_ State of Georgia Tax Return – form # \_\_\_\_

Local Tax Return - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ form # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ County Tangible Personal Property Tax Return(s) – county name(s) \_\_Forsyth\_\_\_\_\_

\_\_\_ State \_\_\_\_\_ - Franchise Report

\_\_\_ State \_\_\_\_\_ - Intangible Tax Return

\_\_\_ Information Returns & Summary: \_X\_1099MISC; \_\_X\_\_1099other \**upon written request*

\_\_\_ Tax planning (general) or consultations – specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Tax planning (estate) \_\_\_\_\_\_\_\_\_\_

\_\_\_ Sales/Use Tax Return – State of \_\_\_\_\_\_\_\_\_\_ County of \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Fuel Tax Return – State of \_\_\_\_\_\_\_\_\_\_\_\_\_ County of \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Alcohol Consumption Tax – State of \_\_\_\_\_\_\_\_\_\_\_ County/City \_\_\_\_\_\_\_\_\_

\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Audit or dispute – (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Installment agreement – period(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ OIC – Offer-In-Compromise – period(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ **Payroll Services** (note – 1)

\_\_\_ Generate paychecks or process payroll

\_\_\_ Work with payroll service provider

\_\_\_ Payroll Tax & Returns:

* \_\_\_ W-2/W-3
* \_\_\_ 941 - \_\_\_ deposit calculation
* \_\_\_ 940 - \_\_\_ deposit calculation
* \_\_\_ GA W/H - \_\_\_ deposit calculation
* \_\_\_ GA DOL - \_\_\_ deposit calculation
* Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note 1 – You agree to view any work product return or report as a draft along with any proposed standard or adjusting journal entries, reclassifications, or corrections. You agree to review for accuracy and approve these in conjunction with any written or verbal corrections, etc, that have been communicated to or between us and incorporated into the work product. We will/have made time to discuss these changes to your records and make/made ample opportunity to discuss the nature and impact of the entries/changes to the work product. Only after such understanding has been reached will you view this/these work products as a finished product and accept as ready for filing (tax return) or for further use or dissemination (financial statements, payroll services, bookkeeping, etc). Any questions or concerns on the changes must be communicated to us immediately.

Client: responsible person initials \_\_\_\_\_\_\_\_

**Schedule of Services – Client Responsibilities**

The following is a partial list of services available from our firm and the due dates that correspond. Although we may provide a courtesy reminder it is your responsibility to send the information in a timely fashion. By signing the engagement letter, you agree to and accept responsibility for, and hold us harmless, for any extension of time for filing any tax return or report and for ensuring adequate estimated quarterly or extended due date liability payments.

**Bookkeeping Services** (note – 1)

\_\_\_ Monthly Bookkeeping – Provide bank, credit card, loan, etc. statements, check stubs and check register to our office by the 6th day of the following month.

\_\_\_ Worker Compensation Ins. Audit (policy F/Y/E - \_\_\_/\_\_\_/\_\_\_) Provide all needed information to our office within 10 days after the policy end date

**Financial Statements** (note – 1) Will be provided as soon as bookkeeping or tax return is completed.

**Tax Services – Preparation & Dispute** **Resolution** (note – 1)

\_\_\_ Federal Tax Return – 1st Due Date 3/15; Ext 9/15 – Provide answers to questions/remaining information to our office by 1/15

\_\_\_ State of Georgia Tax Return – 1st Due Date 3/15; Ext 9/15

\_\_\_ County Tangible Personal Property Tax Return(s) Due 4/1 – Provide updated fixed asset list (new assets and disposed assets) to our office by 1/15

\_\_\_ Information Returns & Summary: 1099 series due 1/31 – Provide W9s for new vendors to our office with monthly statements

\_\_\_ Tax planning (general) or consultations – Monthly bookkeeping must be provided on time for accurate tax planning. Call our office to schedule appointment for July or November unless unusual circumstance arises.

\_\_\_ Sales/Use Tax Return – Due the 20th of the following month – provide sales information to our office by the 6th

\_\_\_ **Payroll Services** (note – 1)

\_\_\_ Generate paychecks or process payroll – Due to our office 3 days prior to check date

\_\_\_ Payroll Tax & Returns: Due to our office 3 weeks before due date

* \_\_\_ W-2/W-3 – Due 1/31
* \_\_\_ 941 – Due 4/30; 7/31; 10/31; 1/31 – Monthly deposit schedule varies
* \_\_\_ 940 – Due 1/31
* \_\_\_ GA W/H - Due 4/30; 7/31; 10/31; 1/31 – Monthly deposit schedule varies
* \_\_\_ GA DOL - Due 4/30; 7/31; 10/31; 1/31

Note 1 – see note on **Schedule of Services – Attachment to Engagement Letter**

Client: responsible person initials \_\_\_\_\_\_\_\_

**Failure to provide information by the dates on this form may result in late filing.**

**Standard Fees & Billing Rates as of January 01, 2023**

(Time is tracked to nearest 1/10th hour)

CPA Partner

* Accounting, consulting, tax planning, tax inquiries - $200
* Litigation support, expert witness, subpoenas, depositions, mediation, arbitration, hearings, etc. - $250
* IRS or state tax audits, disputes, resolutions, representations, settlements - $200
* Research $225

CPA staff

* Manager - All services - $175

Non-CPA staff

* Manager - All services - $145
* Senior Accountant - $125
* Junior Accountant/Full-Charge Bookkeeping/Support - $100
* Administrative/Set-up Support Services - $90

Tax Preparation

* Individual income tax return form 1040 - varies, depending upon the schedules required and state return(s) along with volume adj's - per/form charge - estimates available upon request
* Business returns, base price - 1120,1120S, 1065 - $1,000 with 1 state & e-fiIe. Higher fees may apply due to complexity or if additional forms are required. Lower fees may apply for idle entities or initial filings
* Fiduciary or Estate income tax - 1041 - minimum base price $650 plus state.
* Estate Tax 706 - $1850 plus
* Gift Tax 709 - $450 plus
* Non-profit – 990 - $850 plus 990EZ - $500 plus 990N - $50
* Charitable Trusts - $850 plus
* Pension plans – 5500 - $850 plus 5500EZ - $450 plus 5500SF - $650 plus
* Payroll tax returns - depends upon volume - 4 basic quarterly returns - $120
* Sales tax - depends upon the state and volume
* Information return - depends upon volume & type
* Tangible Personal Property Returns – Georgia - $125 plus volume
* Intangible Property Tax Returns - depends upon the state and volume
* Corporate Set Up & initial incorporation - $595
* Registered Agent Services - $150

These prices are subject to change without notice. Unless disclosed all time is billable. Travel time = ½ standard rate plus mileage. Phone calls of a short duration (under three minutes) may not be billed. E-mails, faxes, long distance, copying, file maintenance, mailings, file set-ups, account receivable collection time and any other time spent on your behalf as well as for services provided either directly or indirectly through a court order, subpoena or regulatory body is billable. Outside services or out-of-pocket expenses will be billed at cost.