TAX RETURN PREPARATION ENGAGEMENT LETTER

Subject: Preparation of Your Individual and/or Business Tax Returns

Dear Client:

Thank you for selecting M&G Tax Services to assist you with your tax affairs. This letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of your tax return.

We will prepare your 2020 federal and state income tax returns you request using information you provide to us. Services for preparation of your return do not include auditing or verification of information provided by you.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully before you sign them.

Our work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns. The tax return preparation fee does not include bookkeeping.

We must use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities’ interpretations of the law and other supportable positions. In order to avoid penalties, we will apply the “more likely than not” reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your returns.

Penalties of as much as $250,000 can be imposed on you for failing to disclose participation in “reportable transactions,” that is, certain arrangement the IRS has identified as potentially abusive. We will insist that all such transactions be properly disclosed.

The law also imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please call us.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you. Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.

All 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 retain copies of records you supplied to us along with our work papers for your engagement for a period of three years. After three years, our work papers and engagement files will be destroyed. All of your original records will be returned to you at the end of this engagement. You should keep the original records in secure storage.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated.

To comply with California regulations, I will show you before this letter the CTEC web page along with my name, address, phone number and bond number. The signature below it is also the agreement of seeing the information.

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

Sincerely,

M & G TAX SERVICES

Luz Elena Mariscal Casillas, EA

Enrolled Agent, CRTP, Notary Public

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations

and responsibilities and that you understand our responsibilities in preparing your tax returns as

explained above. For a joint return, both taxpayers must sign.

• You should keep a copy of your tax return and any related tax documents. You may be assessed a fee if

you request a copy in the future.

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Taxpayer Spouse Date

Privacy Policy. The nature of our work requires us to collect certain nonpublic personal information

about you from various sources. We collect financial and personal information from applications, worksheets,

reporting statements, and other forms, as well as interviews and conversations with our clients

and affiliates. We may also review banking and credit card information about our clients in the performance

of receipt of payment. Under our policy, all information we obtain about you will be provided by

you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access

to your confidential information to those within our firm who need to know in order to provide you

with services. We will not disclose your personal information to any third party without your express

permission, except where required by law. We maintain physical, electronic, and procedural safeguards

in compliance with federal regulations that protect your personal information from unauthorized access.

Please contact us with any questions regarding our privacy policy.