

DEAN

Certified Public Accountant, P.C.

JOHNSON

ENGAGEMENT LETTER

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Phone 480-821-2246
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We appreciate the opportunity to work with you this year in preparing your federal and state tax returns. To ensure a good understanding between us, the following information is provided regarding the services you will be receiving.

Your federal and state tax returns will be prepared from the information you provide to us. We will not be auditing or verifying the data you submit, although we will ask questions to ensure it receives proper tax treatment. You may use a client organizer or your own documentation to sort the information needed. In addition, we may need to prepare and maintain other schedules necessary to support the deductibility of expenses, tax treatment for various items of income, or basis in investments you have made.

You are responsible for your tax returns, and therefore, we strongly urge you to review them carefully prior to signing and remitting them. We guarantee to you that the returns will be completed accurately, in your best interest, and in accordance with the applicable taxing laws and regulations. If you find any errors that we have made, we will correct or amend the return at no charge. In addition, if you are assessed any penalties due to a mistake we made on your return, we will reimburse you for these penalties. This guarantee does not include a reimbursement for any interest that has accrued on such an assessment. If you receive any notices or correspondence from a taxing authority, please contact us immediately. We will assist you in determining if any proposed assessment is correct and/or prepare a response on your behalf.

Privacy Policy:

It has always been the policy of Dean Johnson, CPA-PC to keep all information that we collect from you confidential from all sources. We restrict access to all nonpublic personal information about you to members of our firm who need to know that information to provide services to you. We do collect nonpublic personal information about you from the following sources:

- Information we received from you on tax preparation organizers, worksheets, Federal and State tax reporting forms, and from other documents we use in tax preparation or other financial and related services.
- Information about your transactions with us, our affiliates, and others, and
- Information we may receive from outside agencies such as banks and brokerage houses.

We do not disclose any nonpublic personal information about our clients or former clients, except as permitted, required by law or approved by you in writing as listed below:

- Requirements to comply with Federal, state, or local law,
- Requirements to comply with National, State or local licensing rules,
- Requirements to disclose information in response to legal subpoenas,
- Items you permit or request us to disclose, as authorized by you in writing,
- Information, which you authorize us to disclose by signing this engagement letter, to electronically file your tax return, when applicable,
- Information, which you authorize us to disclose by signing this engagement letter, that discloses that you are our client, without disclosure of financial or other personal information.

Our tax preparation fee will be based upon the complexity and time needed to complete your returns, which may include the preparation of supporting worksheets and follow-up correspondence with you, your investment advisor, employer, attorney, etc. The tax preparation fee does not cover other services that may be requested, such as: tax audit representation, handling of tax notices or correspondence (that we did not create), tax planning or consulting, amended returns, bookkeeping services, or other non-tax return related services. *The fee is due at the time of service and prior to e-filing and/or being picked up.* If you have any questions regarding this engagement letter or our services, please don't hesitate to call. We sincerely look forward to working with you this year.

Dean Johnson, CPA

I have read this engagement letter and have provided to you the information needed for the preparation of my tax returns. The information is true, accurate and complete to the best of my knowledge.

(Please Sign) _____ Date _____

Please submit this copy with your tax return information