Engagement Letter for Audit Consultation and Representation Services

Client(s) Name:	
This letter confirms the terms of our tax audi professional services that we will provide.	t engagement and clarifies the nature and extent of the
Audit Consultation and Representation: VCorrespondence:	We will provide services related to the following Audit Issue /
IRS / State Notice(s) Federal - Tax Year(s)	

This engagement pertains only to the listed notices and tax year(s), and our responsibilities do not include any other audit issues that may exist or notices from other government agencies. Our services are not intended to determine whether you have audit issues in other jurisdictions than the one(s) you have informed us of.

You agree to furnish all information that is necessary for the preparation of a response to the above audit notices. We recommended that you provide photocopies or digital copies of all tax documents and audit notices to prevent any loss of data. Fox Valley Tax Solutions will not be responsible for lost originals. Fox Valley Tax Solutions conducts business via the U.S. Postal Service unless you request otherwise, and will not be responsible for any lost or stolen documents. You understand that it may not be possible to avoid additional tax liability without the proper documentation relating to items under audit.

Fees & Payment: Our fees for this work will be based upon the type and complexity of your audit, time required, as well as out-of-pocket costs, travel, and processing and handling fees. Audit consultations and representation are billed at \$150 to \$200 /hr. depending upon the issues involved. If you request an estimate, we will give you a non-binding estimate based upon your specific audit situation. We make every effort to hold fees to the amount of your estimate. Because unforeseen or changed circumstances might affect this original fee estimate, your actual fees may exceed the original fee estimate. It is our policy to notify you as soon as practical when the fees exceed the original fee estimate.

Fox Valley Tax Solutions will normally ask for a retainer before services begin. If the cost of consultation or representation is expected to exceed the retainer, the difference must be paid before any additional services are rendered. Any excess will be refunded. If a retainer or additional fees are required but not paid, services will be terminated. If a retainer is not required, we require payment at the end of the engagement.

<u>Liability:</u> You agree that Fox Valley Tax Solutions' liability hereunder for damages, unless caused by our gross negligence or willful misconduct, shall not exceed the total amount paid for the services described herein. This shall be your exclusive remedy. It is understood that fees for Audit Consultation and Representation in no way guarantee that an audit will be settled or issue resolved in the client's favor or in any predetermined outcome.

<u>Document Retention:</u> It is our policy to retain work papers related to this engagement for seven years. Upon the expiration of the seven-year period, you agree that we shall be free to destroy our work papers. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. You should retain the tax records related to the engagement including any receipts, statements or other supporting documentation, for at least seven years after it was filed, since any additional assessments are usually made during this period. Once your audit is completed, you will be given a copy of all correspondence for your records unless a copy has been send to you from the auditing government agency.

Privacy Notice: As your service provider, we collect information provided by you from your tax organizer, worksheets, documents, computer data files and discussions. It may also include information provided to us at your request by brokerage houses and banks, and information that we develop as part of the engagement. We are committed to the safekeeping of your confidential information and we maintain physical and electronic safeguards to protect your information. We are required to keep all information about our engagement confidential. We will not disclose any information about you unless we have your approval as required by law, even if you are no longer a client. If you would like your records released to a third party you must provide us a signed disclosure statement in a timely manner. A copy of our disclosure statement can be found on our website.

<u>Legal Disclaimer:</u> No documents provided or advice associated with Audit Consultation and Representation Services should be considered practice of law. We recommend you engage Legal Counsel to ensure your interests are protected under the law.

<u>Confidentiality Assurance</u>, <u>But Not Attorney-Client Privilege</u>: Information you provide will be kept confidential. However, our discussions are not protected by any form of attorney-client privilege. We will advise you to consult with an attorney at any time we feel it may be appropriate.

Jurisdiction: Notwithstanding anything contained herein, both Fox Valley Tax Solutions and you agree that regardless of where you are domiciled and regardless of where this Agreement is physically signed, this Agreement shall have been deemed to have been entered into in our office located in Kane County, Illinois, USA, and Kane County, Illinois, USA, shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of Illinois.

Agreement: If the foregoing correctly sets forth your understanding of our engagement, please sign this letter in the space below. We want to express our appreciation for this opportunity to work with you and sincerely appreciate your engagement in this matter.

Date	Date
Client signature	Spouse signature (if required)
	Date
Fox Valley Tax Solutions signature	