**JENSON & COMPANY, CPAs, P.C.**

STANDARD BUSINESS TAX PREPARATION ENGAGEMENT LETTER

CLIENT, BUSINESS NAME

This letter is to confirm and specify the terms of our engagement with you and to clarify the scope, nature, extent and limitations of the services we will provide. We will prepare your 2022 and future Federal and State income, and if applicable, franchise, tax returns, as well as requested business personal property tax returns solely from the information you furnish to us. The following is to inform you of the law and our policies in place regarding this engagement. Your signature below indicates you have read and agree to this engagement letter on behalf of all owners in its entirety, without exception.

Management is responsible for the proper recording of transactions in the books of accounts, for safeguarding of assets, and for the substantial accuracy of the financial statements and records. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. If we prepare, look over or log into your books or bank accounts or if we look over any of your reports, bank statements, financial reports, financial report details, such as general ledger reports, our work does not include any procedures designed to audit, discover personal expenses, defalcations, fraud, embezzlement, foreign transactions or other irregularities, should any exist. Unless otherwise informed by you in writing, we will conclude any transactions by your business are 100% business related. If you or the company presents a point person to us, such as a bookkeeper, assistant or other non-owner, to aid in our services, you are authorizing us to discuss and share company information with this person, and you are inherently indicating we can trust the information they provide to us, whether written or verbal, and without necessarily discussing it with you or the company or seeking your approval of the information before we rely and use such information. If you present us information from a 3rd party whether directly or indirectly, including but not limited to, loan balances, payroll information and related reports, financial reports and related statements, we will assume you have authorized us to use that information without verification, audit or further inquiry of you. If we print, produce or prepare reports that appear to be consistent with financial statements, these are for our use only, for tax purposes only, and you cannot consider or present these as compiled, reviewed, or audit financials.

This is an entity whose tax attributes flow through to its owners, and thus, the company is solely responsible to all owners for any tax from any adjustments, as well as any resulting penalties and interest. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You have final responsibility for the tax returns and, therefore, you should review them carefully before you sign and submit (or authorize us to submit) them to the appropriate taxing authority. It is your responsibility to inform all owners of the provisions of this engagement letter and any other tax matters or positions and provide them with any applicable tax reports or information they will need, including Schedule K-1(s). You authorize us to use our professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities’ interpretations of the law. Unless otherwise instructed by you, we will resolve such matters in the company’s favor, whenever possible. You are responsible for any tax, matters or elections that may favor the company but inadvertently not favor an owner as this is not in our scope of services. The law provides various penalties and interest when taxpayers or businesses understate their income or tax liability, pay late and/or file late (up to approximately 50%), whether at the business level or the individual level, the business is responsible for these amounts. Under IRS Circular 230, any tax advice given by us is not intended for and cannot be used by you or any owner for purposes of avoiding any taxes, interest or penalties that may be imposed under the Internal Revenue Code or any applicable state or local tax law provisions. Your returns may be selected for review by the taxing authorities. You agree any proposed adjustments by the government are your responsibility, including any related tax, interest or penalties at the business or individual level. We will be available upon your written request to represent you and will charge additional fees to do so. It should be assumed our communication is not privileged.

A tax return is not a financial statement.  We are not preparing anything for 3rd party use and are not responsible to 3rd parties to whom you present your information, and you agree to indemnify us against all parties to whom you provided information, reports or tax returns we prepared.

We do not prepare reports, returns or provide services related to any payroll tax, gift tax, estate tax, sales tax, use tax, property tax, intangibles tax or anything related to states outside IL unless such services are engaged in writing, signed by Joshua Jenson, and paid.  If you believe you engaged our firm previously for any such services, you agree now that such services are terminated effective immediately and until you re-engage us in writing, as aforementioned.  We cannot be engaged for any services related to compilations, reviews, audits, forensic accounting, foreign tax, employee reporting to any governmental agency, import/export tax, financial planning, insurance planning or the sale of any financial or insurance products. If the business has anything foreign, such as assets, investments, accounts, or any owner, officer, manager, employee, representative or agent has signature authority on a foreign account, you must inform us, but you will need to separately prepare and file timely FinCen Form 114 as we do not prepare it, and it is NOT included or filed with the tax returns we prepare and/or submit. You may need to inform each owner they may also need to prepare their own FinCen Form 114 at the individual level. We will not inform any owner of the possibility of having to file FinCen Form 114. There are various related penalties up to $500,000 and imprisonment for not filing FinCen Form 114 timely, if you are required to file.

You authorize any preparer employed by our firm that has a PTIN to prepare your tax returns. Our fee for these services may be based upon the time required plus out-of-pocket expenses or the amount we determine appropriate. All invoices are due and payable upon the start of any engagement or when presented, whichever is later. Our complete and total liability for each engagement is limited to our collected fees related to each correlating specific engagement. You understand no tax returns will be filed, e-filed, submitted or otherwise finalized until all services are paid including our services to any of your related entities or owners.  In the event you delay payment for our services, we will be unable to file, e-file, submit or otherwise finalize your tax returns, therefore we are not responsible for any late fees, taxes, penalties or interest. You acknowledge you are aware of the tax deadlines that apply to your business, and you are responsible for timely filing.  If we don't have all of your tax documents or information within 20 days of an applicable tax deadline, we can assume you have terminated our services and we will have no further duty to you as of the last date of paid services. We will only keep hard copies of the original documents you provided until November 1st of the year following the tax return year in which they apply, after which time we will shred such documents unless requested otherwise by you in writing before this date.  We will keep pdf copies of the tax documents you provided, that were used in preparing your tax returns, for 3 years following the applicable tax deadlines, at which time such pdfs will be deleted.  You understand we will not notify you before such documents are shredded, deleted or otherwise destroyed.  Our emails, workpapers, electronic bookkeeping and tax data we create are not considered part of your documents. We do not make copies or backup copies of your books or QuickBooks, and you cannot rely on that we have or will, even if we log in or obtain an accountant’s copy. It is your responsibility to retain copies of all your tax returns, books, bank statements, and all related documents and receipts substantiating assets, liabilities, income and expenses, including all electronic information, which is recommended for 7 years following each tax year. If multiple owners: This will confirm that you discussed with each owner and all owners have agreed to waive any conflict of interest or objection to any potential or actual conflict of interest arising out of our services to each of the owners. Any of you should assume that anything you say to us will not be held in confidence from other owners, as your conversations with us are not privileged between the owners. Although the interests of owners in these matters are generally consistent, you acknowledge on behalf of all owners and understand that differences may exist or become evident during the course of our services. Notwithstanding these possibilities, the owners have determined that it is in the business as well as your individual and mutual best interests to have a single CPA firm serve the company in connection with our engaged tax services. Whether at the business level or the individual level, you agree the statute of limitations will begin to run for any and all prior and future year services on the filing date of each year’s tax return due date, no later than September 15th, which also applies to any and all services. This letter will be effective for future and prior years, and any other work performed, unless it is terminated, amended, or suspended in writing, signed by Joshua Jenson. If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter as indicated and return it to our office. You signature below indicates you have read and agree to this engagement letter on behalf of all owners.

Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

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