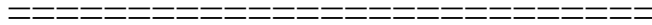


# DiversiTax Associates, LLP



## INDIVIDUAL TAX RETURN PREPARATION SERVICES ENGAGEMENT LETTER

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services to be supplied.

Your 2020 tax returns will be prepared from information that you furnish which will not be audited or verified. You are responsible for providing all the information required for the preparation of complete and accurate returns. The preparation of your return does not include any procedures designed to discover defalcations or other irregularities, should any exist. However, follow-up questions may be required. You have the final responsibility for the income tax returns and therefore should review them carefully before completing the filing process either electronically or by paper return. You should retain all supporting data that forms the basis of your income and deductions.

Fees for the preparation of your returns will be billed based on historical amounts or previously agreed upon figures but you likely will experience an increase due to rising costs of compliance with Internal Revenue Service due diligence requirements and tax software charges. All invoices are due upon presentation. Be aware that the preparation fee for your return may or may not include any time spent assembling and totaling account entries or responding to notices and requests for information from taxing authorities. Such services may be billed separately.

Please sign this letter confirming your understanding of the services to be rendered and return to our office either before or concurrent with providing your tax data.

Print Name(s) \_\_\_\_\_

Accepted  
By: [Sign] \_\_\_\_\_

Capacity (if applicable) \_\_\_\_\_

Date \_\_\_\_\_