

Nerenberg & Kulawiak, Inc.
4 Waterloo Road
Stanhope, NJ 07874
Phone: (973) 347-3552
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This letter is to confirm our understanding of the terms of our agreement and outline the nature and extent of services we will provide. Based upon the information you furnish to us; we will prepare your Federal and applicable state income tax returns. We may ask for clarification of some items, but we will not audit or otherwise verify the information you give to us.

YOUR RESPONSIBILITIES

It is your responsibility to provide all the information required for the preparation of complete and accurate tax returns. You should retain all documents, cancelled checks, receipts, and other data that support your reported income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. While preparing the return, we may have questions of you, it is your responsibility to answer them timely and completely. You have the final responsibility for your income tax returns, and therefore, you should review them carefully before you sign them.

OUR RESPONSIBILITIES

We are responsible for taking the information given to us by you and ensuring your tax returns are accurate to the best of our knowledge. We are also responsible for the timely electronic filing of your tax returns. We do not have any influence or control over the IRS or State(s) issuing your refunds. These taxing authorities do not guarantee a specific date that a tax refund will be issued.

Your returns are subject to review by the taxing authorities. Any items that may be resolved against you by the examining agent are subject to certain rights of appeal. In the event of an examination of any return prepared by us, we can arrange to assist you with any correspondence or communication that is initiated by the IRS or State.

The charges for our services are based on our fee schedule and the complexity of the returns. Additional charges may include research basis of stocks/bonds or assets sold, NOL's, multi-state returns filed, bookkeeping for your small business, tax consultations for estimated tax payments, amended tax return preparation for prior or current tax years, and Anchor Rebate or Property Tax Reimbursement (PTR) applications.

We will answer general questions regarding the results of your tax return and basic tax planning for the following tax year. Anything more in depth or a comprehensive review of your tax return will require a consultation that is billed with a separate invoice from your tax return. This includes phone calls, video conferences, and extensive e-mail correspondence. Consultations, tax planning, and estimated tax calculations throughout the year will be billed at our standard rates (minimum \$65/consultation).

(OVER)

Unless previous arrangements have been made, all tax return preparation fees are due and payable at the time the tax return is presented to you for your signature. Fee payments not paid within thirty days of preparation are subject to a late charge of 1 1/2 percent per month (18 percent per annum). All client checks returned unpaid for any reason are subject to a \$25.00 returned check fee.

If the above is in accordance with your understanding of the terms and conditions of our agreement, please sign and return a copy of this letter.

Nerenberg & Kulawiak, Inc. is not responsible for providing any of the deductions taken on my (our) tax return(s). I (we) have provided this information from my own records and I (we) have proof of my (our) deductions and income. I (we) give our permission to prepare my (our) tax return(s) and I (we) have read, understood and agree to the terms of this engagement.

Accepted by:

Taxpayer Signature

Date

Taxpayer Print Name

Spouse Signature

Date

Spouse Print Name