



Per AICPA guidelines, this Engagement (EL) Letter confirms and specifies the terms of our engagement and is the entire agreement for the professional services we will provide. This EL is binding upon all heirs, successors, or assigns, and corporate officers individually, joint, and severally.

We will not audit or verify the data you provide for any services we provide. Our work in connection with this engagement, does not include any procedures designed to discover defalcations or other irregularities, should any exist. Upon request, we provide bookkeeping services for preparation of income tax returns. We will not provide an 'Opinion' on any financial statements we prepare.

It is your responsibility to provide all the information required for the preparation of complete and accurate tax returns or other work products. You should retain canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of tax returns to a taxing authority. *You have final responsibility for your income tax returns and should review them carefully before you approve and submit them.*

You are required to File Form Fin Cen 4, if you or any entity you own/ control has a financial interest in any foreign bank account(s). This is required for all US citizens. Penalties may be imposed if a taxpayer understates/underpays their tax liability. You must inform us of any foreign financial interests. *It is your responsibility to make any required Estimated, Extension, Tax return payments and timely submit your tax returns.* In the event of government tax examination, we are available upon request at our hourly rate to represent you for the time and expenses incurred.

Initial Tax Return due dates are 15 March for some Business and Partnership tax returns. And 15 April for Personal and other income tax returns. *Six (6) month Filing Extensions are common and especially if you have K-1's or PTE elections. We must be notified at least two (2) weeks prior to filing deadlines - if you need an extension tax "estimate".*

We strongly recommend Tax Projections. Safe Harbor Estimates 'may' be sufficient, which is paying more than the prior year total, annual income tax liability. We will use our best judgement, with all known and available information, to provide forward tax "guidance." We are not responsible for underpayment or late-payment, or late filing fees. We do not pay interest on client tax refunds. If late filing or payment fees are imposed upon request, we will represent you at our hourly rate.

We retain an electronic copy of client provided data for three (3) years. We return original client records upon completion of the requested engagement. Privacy laws require that we not produce or discuss your personal information with any third party, *other than pursuant a valid subpoena*, without your written consent.

For your safety and convenience, we made a substantial investment in software and professional staff to communicate with you via a secure Portal. Our Admin Team will gladly assist you in taking advantage of this communication method. You understand and agree that we (you and us) have no control over possible unauthorized interceptions of electronic communications. **Contact Vincent Lucas, CPA President LMM, Inc. if you are aware of a suspected data/security breach.**

8201 Greensboro Drive, Suite 613, McLean, VA 22102 • Phone: 703.893.9320 • Fax: 703.348.6645
www.lmmtax.com



LUCAS, MORELAND
and MASTBROOK, INC.

To begin work, please return your signed and dated EL with the required 'Deposit' via check, credit card, or the LMMTax.Com web site: see payment tab top right page (1) one in the amount of \$375 for Business Personal Property tax returns; \$750 for Personal tax returns; \$950 for Business and Trust tax returns. Larger than standard engagements will require a 50% 'Deposit'.

Final invoices include government mandated: Federal and State electronic filing fees, data retention cost, delivery fees, and administrative/project management time. Upon request, we offer an 'estimated' fee and invoice at \$440/hr. for all tax-related work; and additional charges are made for risk and complexity. Bookkeeping and Administrative time are invoiced at \$160/hr.

Tax Returns are prepared in the order received, after we receive your signed EL, deposit, and all necessary information. Avoid mail delays and use your Portal. We file Extensions whenever necessary. It is your responsibility to retain us for tax projections – well in advance of tax filing deadlines- to avoid/ mitigate possible, government underpayment or late payment charges.

Upon completion of your tax returns, you must return to us your signed and dated Electronic Authorization (EF) Forms and cover any balance due for the requested service. *We submit completed income tax returns only after we receive your signed and dated E-File Forms and payment in full any open invoice(s).* You are solely responsible for any late filing or overdue payment fee(s) that may result from failure to cover open LMM, Inc. invoice(s) and/ or return to us your signed and dated E-File Forms. All invoices are due upon receipt.

The tax law is increasingly complex, and especially for multi-state and PTE returns. We offer tax planning at our regular hourly rate. Tax projections are "estimates." We rely upon the best available information to offer "guidance" on forward tax obligations. We will use professional judgment resolving questions if the tax law is unclear. *In the event of a legal dispute, you agree to jurisdiction and venue in the Circuit Court of Fairfax County, Virginia. You also agree that in the event the Court determines a breach of this contract, the non-breaching party shall be entitled to reasonable attorney fees and costs. In no event shall LMM be liable for damages beyond what was paid by the customer for the services rendered."*

We follow CDC recommendations and appreciate a similar courtesy when you meet with us. Schedule appointments in advance and provide us with your current email address. Read our Weekly Tax Updates for continuing guidance and planning ideas.

We look forward to helping you and appreciate your referrals.

Sincerely,
Vincent Lucas,
CPA President
LMM, Inc.
LBA, LGK, CPA

Accepted By:

Signature

Date

Print Name/Business Name



**LUCAS, MORELAND
and MASTBROOK, INC.**

Spouse/Business Partner Signature

Date