



McCormick-Smith Services, LLC

ENGAGEMENT LETTER & PRIVACY POLICY NOTICE

FROM: _____

Print Full Name (Spouse Name, if Applicable)

TO: McCormick-Smith Services, LLC

I or an authorized agent for _____ (hereinafter "Client") have/has engaged McCormick-Smith Services, LLC ("M-S") to prepare income tax returns, including federal, state, local and school district as applicable for the year ended December 31, 2016, except as marked.

Client and M-S have agreed to the following terms:

- Client is to provide all information necessary to complete the returns. Client agrees to retain for five years all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense as claimed on Client's tax returns.
- M-S will not audit or otherwise verify any information that Client has provided to M-S. M-S may seek clarification or additional information from Client, and such act shall not constitute an audit or verification.
- Client is required to provide true, correct, and complete information regarding Client's income as listed on the attached Forms W-2, 1099 and/or attached written summaries. Such information shall include but not limited to all income received during the year, including unemployment compensation, sales of property, withdrawals from investments, jury duty pay, lottery winnings, etc.
- Client is to provide true, correct, and complete information tax deductions, and Client has maintained written documentation supporting all amounts, including logbooks and receipts. Client has fully documented all business travel and entertainment deductions and have maintained logbooks to support the business use percentage of automobiles, cellular phones, and other business assets.
- Client does not have foreign financial accounts, trusts, or businesses, except as indicated in the information as provided to M-S.
- Client has not employed any household help that would be subject to payroll taxes except as reported.
- Client does not wish to designate a portion of its taxes to support the Presidential Election Campaign Fund unless the Client has specifically stated in writing in the attached documents.
- Client has provided M-S with an accurate total of out-of-state purchases made during the year(s) on which it paid no sales tax, including purchases from catalogs, by telephone, and via the internet.
- Client shall contact M-S immediately if it receives any letters from the IRS or other taxing authorities concerning past and present tax returns.
- Client understands that Internal Revenue Service and State, Local and School Districts may impose penalties and interest for late, underpaid, or incorrect returns and Client acknowledges that it is responsible for such penalties and interest.
- Client shall contact M-S immediately if it discovers additional information that will change Client's tax returns and M-S shall not be responsible for the accuracy of such tax return(s) if Client fails or failed to notify M-S of such additional information. Client understands and agrees that additional charges may apply, and Client shall pay such additional charges as more fully expressed herein below.
- Client understands that if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law and other supportable positions, M-S will use its professional judgment in resolving the issues. Client understands that M-S is not responsible for disallowable deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest.

- With written consent of the Client, M-S may provide a digital copy of Client's returns via e-mail to Client.
- The Client agrees and shall pay all invoices upon completion of the Client's tax returns and all additional services as agreed by Client and M-S. Client further agrees additional services will not be performed until all invoices have been paid in full.
- Client understands that it will be charged an additional fee if M-S assists or represent Client in a limited capacity in a tax examination or inquiry including responding to letters from taxing authorities. Client understands that, in the event of preparer error, Client is responsible only for any additional tax that may be due and M-S shall not be responsible for additional tax due from Client.

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It is the policy of McCormick-Smith Services, LLC to keep all information that we collect from Client confidential from all sources. M-S restricts access to all nonpublic personal information about Client to members of M-S who need to know that information to provide services the Client. We maintain physical, electronic, and procedural safeguards to guard the Client's nonpublic personal information. M-S does collect nonpublic personal information about Client from the following sources:

- Information M-S receives from Client on tax preparation organizer, worksheets, Federal and State tax reporting forms, and from other documents M-S uses in tax preparation or other financial and related services.
- Information about Client's transactions with M-S, its affiliates, and others.
- Information M-S may receive from outside agencies such as banks and brokerage houses.

M-S do not disclose any nonpublic personal information about its clients or former clients to anyone, except as instructed by Client in writing or as required by law as listed below:

- Requirements to comply with federal, state, or local law.
- Requirements to comply with national, state, or local licensing rules.
- Requirements to disclose information in response to legal subpoenas.
- Items Client permits or requests M-S to disclose, as authorized by Client in writing.
- Information that Client authorizes M-S to disclose by signing this engagement letter to electronically file Client's tax return, when applicable.
- Information that Client authorizes M-S to disclose by signing this engagement letter.

The Client as identified below or its authorized agent has read the above engagement letter and privacy policy and understands its responsibilities with regard to income tax preparation.

Accepted by:

Taxpayer's Signature

Date

Full Name (Print) _____

Spouse's Signature

Date

Full Name (Print) _____