

January 14, 2022

RE: 2021 Individual Tax Return Preparation Engagement Letter & Client Questionnaire Attachment

Dear Client:

We are pleased to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide regarding the preparation of your income tax return(s).

We will prepare your 2021 joint (or individual, if applicable) federal income tax return, and income tax returns for the state and local taxing authorities in which you deemed yourself a resident and have notified us of taxable activity in 2021 (collectively, the "returns"). This engagement pertains only to the 2021 tax year, and our responsibilities do not include preparation of any other tax return years that may be due to any taxing authority. We are responsible for preparing only the returns referenced above. If you have taxable activity in a state or local municipality other than that referenced, you are responsible for providing our firm with all the information necessary to prepare any additional applicable state and local income tax returns, as well as informing us of the applicable states and local municipalities. If you have income tax filing requirements in a given state or local municipality but do not file that return, there could be possible adverse ramifications, such as an unlimited statute of limitations, penalties, etc. **State income tax filing requirements are changing rapidly. You may have a filing requirement in a state for which you did not file in prior years because the state's filing requirements have changed.**

As a result of the COVID-19 economic downturn, some taxpayers may have received Paycheck Protection Program (PPP) loans. While PPP borrowers may deduct expenses paid with forgiven PPP loan proceeds, the same expenses may not be taken into account for purposes of the Employee Retention Tax Credit (ERTC). The recently enacted Infrastructure Investment and Jobs Act terminated the ERTC effective September 30, 2021 for all entities other than recovery startup businesses. The ERTC was originally intended to run through December 31, 2021.

The American Rescue Plan Act (ARPA) made sweeping changes to both the Child Tax Credit and Child and Dependent Care Credit for the 2021 tax year.

ARPA made the following changes to the Child Tax Credit for the 2021 tax year:

- Expanded the definition of a qualifying child to include a child who has not turned age 18 by the end of 2021, meaning 17-year-old children are qualifying children for purposes of the Child Tax Credit in the 2021 tax year,
- Increased the Child Tax Credit to up to \$3,000 per qualifying child aged six or older or up to \$3,600 per qualifying child aged six or under at the end of the 2021 tax year; and,
- Provided taxpayers with advanced Child Tax Credit payments throughout the latter half of 2021.

ARPA made the following changes to the Child and Dependent Care Credit for 2021:

- Expanded the Child and Dependent Care Credit to be refundable for taxpayers who have a principal place of abode in the US for more than one half of the tax year (in prior years this credit was nonrefundable); &
- Increased the dollar limitation for qualifying expenses from \$3,000 to \$8,000 for one qualifying individual, and from \$6,000 to \$16,000 for two or more qualifying individuals. ARPA also increases the applicable credit percentage from 35% to 50% for taxpayers whose AGI is \$125,000 or less. Phaseout rules apply to taxpayers with AGI greater than \$125,000.

ARPA instituted the following changes to the Earned Income Tax Credit (EITC) for the 2021 tax year:

- Reduced the applicable minimum age for the credit from 25 years old to 19 years old (certain exceptions apply),
- Increased the childless EITC amount,
- Removed the identification requirement for qualifying children,
- Raised the disqualified investment income requirement amount from \$3,650 to \$10,000,
- Eliminated the requirement that married taxpayers must file a joint return in order to claim the EITC; and,
- Established a temporary special rule for determining earned income for purposes of the EITC by allowing taxpayers to substitute their 2019 earned income for their 2021 earned income for purposes of determining the EITC if their 2021 earned income was less than their 2019 earned income.

Lastly, ARPA modified the affordability percentages used for premium tax credits for 2021 and 2022 to increase credits for individuals eligible for assistance and to provide credits for taxpayers with income over 400% of the Federal Poverty Line (FPL).

There are two taxes in 2021 that are independent of the income tax but are reported on the income tax return. The first, on earned income in excess of certain amounts, is an additional .9 percent tax. The second, on unearned income or net investment income is a 3.8 percent tax. The applicability and calculation of these taxes, if any, is included in the preparation of the federal income tax return.

Section 199A allows a deduction to the owner of a pass-through entity of 20% of the qualified income from a qualified trade or business subject to certain limitations. The deduction is available to a sole proprietor, a partner in a partnership, a shareholder in an S corporation, and certain trusts. The IRS has issued final regulations regarding the deduction. Guidance is particularly vague on when a rental activity qualifies for the deduction. The determination is made by evaluating the facts and circumstances of each business and referring to judicial history related to when an activity is a trade or business. The regulations provide a safe harbor for taxpayers who participate in a rental enterprise for 250 hours or more through their own activity or the activity of agents and employees. For tax years beginning January 1, 2020, taxpayers must maintain contemporaneous records such as time logs to substantiate the 250-hour requirement. These records must include a description of all services performed, hours spent performing such services, the dates on which the services were performed, and personnel who performed the services. If applicable, we will assist you, based on information you provide and guidance available at the time, in determining which of your businesses is a qualified trade or business for the §199A deduction, and we will calculate the amount of the deduction. Upon audit, the IRS may challenge our position. We are not responsible for any additional taxes, penalties, or interest that may be assessed related to the §199A pass-through deduction.

Individuals who hold certain investments within their self-directed retirement plans, such as private equity or leveraged real estate, may require an additional tax return filing by the retirement plan (Form 990-T) as certain types of income recognized by these investments are considered Unrelated Business Taxable Income (UBTI). The most common indication that your self-directed retirement plan has UBTI is the receipt of a K-1 in its name. However, a self-directed retirement plan can generate UBTI in other ways. If your self-directed retirement plan has made any investment which generates UBTI, you need to contact your plan custodian to determine what additional steps, if any, are required to comply with the current tax laws.

To the best of your knowledge and belief, and unless specifically indicated to us that a representation cannot be made, you confirm that your self-directed retirement plan(s) have not recognized any UBTI and therefore do not require additional filings to comply with current federal tax law. This engagement letter does not include the filing of Form 990-T.

The Internal Revenue Code requires taxpayers to report any interest in specified foreign financial assets if the aggregate of such assets exceeds a threshold level and file this report with the federal income tax return. Accordingly, we shall also prepare Form 8938 if you are required to report these assets.

Our engagement will be complete and payment for the preparation of the tax return is due upon delivery of the completed returns to you. Our engagement includes our e-filing of your returns. We will send you the return for your review together with Form 8879, which you must complete, sign, and return to us. We will not e-file until we have received this Form. In the event that you have an amount due, we will send with the returns a voucher for the amount due. We will neither file any vouchers nor enroll you in an automatic deposit withdrawal program for electronic payment. Therefore, you will be solely responsible to file the voucher with payment due with the appropriate taxing authorities

The law provides various penalties that may be imposed when taxpayers understate their tax liability. You acknowledge that any such understated tax, and any imposed interest and penalty thereon, are your responsibility, and that we have no responsibility in that regard. If you would like information on the amount or the circumstances of these interest and penalties, please contact us. Your returns may be selected for review by the taxing authorities or you may receive a notice requesting a response to certain issues on your tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination or inquiry, we will be available upon request to represent you or respond to such inquiry. At that time, we will provide you a subsequent engagement letter to clarify the nature and extent of services we will provide regarding the tax examination or inquiry response and will render additional invoices for these services and any expenses incurred.

We will prepare the returns from information that you will furnish to us. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. If requested by you, we will furnish you with a more detailed client questionnaire and/or worksheets than the one already attached, to guide you in gathering the necessary information. While these additional worksheets are optional, your use of such forms will assist us in keeping your fee to a minimum. To the extent we render any services, it will be limited to those tasks we deem necessary for the preparation of the returns only. Any accounting and/or bookkeeping services will be considered "out of scope" of this engagement letter. Prior to the commencement of "out of scope" services, we will discuss with you the nature and extent of the work and provide you with a subsequent engagement letter that clarifies these services.

If a payment is due, it is to be paid no later than the due date for **income** taxes and is remitted with the return (or offset any income tax refund, or both).

The timeliness of your cooperation is essential to our ability to complete this engagement. Specifically, we must receive sufficient information from which to prepare your returns within a reasonable period of time prior to the applicable filing deadline. Accordingly, if we do not receive this information from you, as noted above, by **April 1, 2022**, it may be necessary to pursue extensions of the due date of your returns, and we reserve the right to suspend our services or withdraw from this engagement. Various penalties and interest are imposed when taxpayers fail to pay the full amount of taxes owed by the filing due date. Furthermore, additional penalties and interest are imposed when taxpayers fail to remit the proper amount of subsequent year tax estimates. Based on information you have provided to us, we can assist you in determining the correct amount of taxes owed for the current year and subsequent year tax estimates. You acknowledge that any such penalties and interest that arise due to the underestimation of current year taxes owed or subsequent year tax estimates remitted are your responsibility, and that we have no responsibility in that regard. If you would like information on the amounts or the circumstances of these penalties and interest, please contact us.

We will not audit or otherwise verify the data you submit. Accordingly, our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist. However, it may be necessary to ask you for clarification of some of the information you provide, and we will inform you of any material errors, fraud, or other illegal acts that come to our attention.

You are responsible for maintaining an adequate and efficient accounting system, for safeguarding assets, for authorizing transactions, and for retaining supporting documentation for those transactions, all of which will, among other things, help assure the preparation of proper returns. Furthermore, you are responsible to review all of the information presented on your tax return for correctness.

In the last section of this engagement letter, you will find an INDIVIDUAL TAX QUESTIONNAIRE. Please take a moment to complete this document. Doing so will help ensure the most accurate tax filing possible. If any question is left blank or the questionnaire is not returned, the answer is assumed to be "No."

Foreign accounts

If you have a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having a value exceeding \$10,000 in a foreign country, you are required to report such a relationship. Such filing requirements apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s). For example, a corporate-owned foreign account would require filings by the corporations and by the individual corporate officers with signature authority. If you fail to disclose the required information to the U.S. Department of the Treasury, the failure to disclose may result in substantial civil and/or criminal penalties.

If you and/or your entity have a financial interest in any foreign accounts, you are required to file the FinCEN Report 114 that is required by the U.S. Department of the Treasury.

You are responsible for providing our firm with all the information necessary to prepare FinCEN Report 114 required by the U.S. Department of the Treasury. If you do not provide our firm with information regarding any interest you may have in a foreign account, we will not be able to prepare any of the required disclosure statements.

Substantive determinations

We may encounter instances where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. In those instances, we will outline in a written communication each of the reasonable alternative courses of action, including the risks and consequences of each such alternative. In the end, we will adopt, on your behalf, the alternative that you select after having considered the information provided by us.

Pursuant to standards prescribed in IRS Circular 230 and IRC §6694, we are forbidden from signing a tax return unless we have a reasonable belief that there is substantial authority for a tax position taken on the return, or unless we have a reasonable belief that there is a reasonable basis for the tax position taken on the return and we disclose this tax position on a separate attachment to the tax return. Substantial authority is generally viewed by tax professionals as requiring at least a 40% probability that the tax position taken will be sustained on its merits. However, under no circumstances may we sign a tax return with a tax position that has no reasonable basis.

Our fees for this engagement are not contingent on the results of our service. Rather, our fees for this engagement will be based on a number of factors, including but not limited to, the time spent as well as the complexity of the services we will perform. In addition, you agree to reimburse us for any out-of-pocket costs incurred in connection with the performance of our services.

Our fees and costs will be billed periodically and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.5% per month. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are

deemed delinquent. In the event that any collection action is required to collect unpaid balances due us, you agree to reimburse us for the costs of collection including attorneys' fees.

We reserve the right to suspend our services or withdraw from this engagement. If we elect to terminate our services, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed your return. You will be obligated, through the date of termination, to compensate us for all outstanding invoices as well as our final invoice, and to reimburse us for all of our out-of-pocket costs. For these purposes, any nonpayment, inability to sign the tax return, or non-response by you of information requested (among other things) will constitute a basis for our election to terminate our services.

You should retain all the documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

It is our policy to retain engagement documentation for a period of seven years (five years for former clients), after which time we will commence the process of destroying the contents of our engagement files. To the extent we accumulate any of your original records during the engagement, those documents will be returned to you promptly upon completion of the engagement.

If the income tax returns we are to prepare in connection with this engagement are joint returns, and because you will each sign those returns, then each of you is our client. You each acknowledge that there is no expectation of privacy from the other concerning our services in connection with this engagement, and we are at liberty to share with either of you, without the prior consent of the other, any and all documents and other information concerning preparation of your returns.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us, as set forth above, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we become obligated to pay any judgment under a court proceeding, an award under any mediation proceeding, or penalty assessed by any taxing authority in our capacity as a tax preparer, you agree to pay any amount in settlement, and any costs incurred as a result of any inaccurate or incomplete information that you provided to us during the course of this engagement. You agree to indemnify us, defend us, and hold us harmless against such obligations, agreements, and/or costs.

You agree that any dispute that may arise regarding the meaning, performance, or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation, and that you will engage in the mediation process in good faith once a written request to mediate has been given by either party to the engagement. Any mediation initiated as a result of this engagement shall be administered by a law firm specializing in the mediation process, not associated with either party, and selected by us, according to its mediation rules. Any ensuing litigation shall be conducted within the County of Brown, Wisconsin, according to Wisconsin law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the fee charged by us, and paid by you, for the services set forth in this engagement letter.

This engagement letter is contractual in nature, and includes all of the relevant terms and conditions that will govern the engagement for which it has been prepared. The terms and conditions of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms and conditions set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties. If any provision of the letter is declared invalid or unenforceable, the remaining provisions shall remain in effect.

If, after full consideration and consultation with counsel, if so desired, you agree to authorize us to prepare your personal income tax returns pursuant to the terms set forth above, please execute this letter on the line(s) below designated for your signature(s), and return the executed letter to this office. You should keep a copy of this fully executed letter for your records. If this firm does not receive from you this letter, in fully executed form, but receives from you a completed copy of the client questionnaire and/or supporting documentation, then such

receipt by this office shall be deemed to evidence your acceptance of all of the terms set forth above and we will commence with the tax return preparation process. **HOWEVER, UNDER NO CIRCUMSTANCES SHALL WE SIGN A COMPLETED TAX RETURN OR PREPARE AN EXTENSION UNTIL WE RECEIVE FROM YOU THIS SIGNED ENGAGEMENT LETTER.** If this office receives from you no response to this letter, then this office will not proceed to provide you with any professional services, and will not prepare your income tax returns.

We look forward to providing our services to you in accordance with the terms of the engagement as outlined in this letter. If you have any questions concerning the terms of this engagement, please feel free to ask us. If you agree with the terms of our engagement, please sign below and return it to us. These engagement terms will apply until either you or we cancel them.

Sincerely,

Evans Race & Van Dreel CPAs LLC

ACCEPTED AND AGREED:

Taxpayer

Date

Spouse (if applicable)

Date

Mandatory Questions to be answered:

These are also listed in the questionnaire, but they must be answered somewhere in this engagement letter whether you choose here or in the questionnaire itself.

1. Did your (and/or spouses) Driver's License renew in the past year? If so, we need new issue _____ and expiration dates _____.
2. Did you receive an Economic Income Payment (EIP)? If so, what amount was received _____.
3. Did you receive advance Child Tax Credit payments in 2021? If yes, you must include form 6419.
4. Do you owe sales or use tax on any purchases made from outside of Wisconsin including internet, mail order, or other out of state purchases? YES/NO
5. At any time during 2021, did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency? YES/NO If so, we need full records on every transaction.
6. If you had HSA distributions, did you use the funds for qualified expenses? YES/NO

The questions above MUST BE COMPLETED if you do not fill out the following questionnaire in its entirety.

Personal Information:				Yes	No
Did your tax status change at any time during the year? (married, divorced, or widowed)					
If you are married, do you and your spouse want to file separate returns ?					
Did your address change during year?					
If yes, please provide your new address, home phone number, cell phone number, and email address in the sections below:					
Address:					
Cell phone:		Home phone:		Email:	
Client Driver's License:		Issue Date:		Expiration date:	
Spouse Driver's License:		Issue Date:		Expiration date:	
Dependents:				Yes	No
Can you or your spouse be claimed as a dependent by another taxpayer?					
Were there any changes in dependents from the prior year? (A Dependent Checklist is attached if ?s)					
If yes and adding a dependent, please provide the following information. If more than one addition, please include on a separate attachment.					
Name:				Social Security No.:	
Date of Birth:				No. of Months Living at Residence:	
If yes and removing a dependent, please identify below. If more than one deletion, please include on a separate attachment.					
Name:					
Did you pay for childcare or other qualifying care for a dependent (such as a parent) while you worked or looked for work?					
If yes, please provide the following information:					
Provider's Name:					
Provider's Address:					
Social Security/EIN No.:				Amounts Paid in 2021:	\$
Do you have any children under the age of 18 on 1/1/22 or under the age of 24 on 1/1/22 and were full time students with unearned income over \$1,100, with wages, or who have sold any stock in 2021?					
If yes, do you want us to prepare their return(s)?					
Did you adopt a child or begin adoption proceedings during 2021?					
Did you claim the first-time homebuyer credit in a prior year for a residence that ceased to be your personal residence in 2021?					
If yes, list dates when the home was:		Purchased:		Sold:	
What was the amount of credit claimed?				\$	
Did you receive an Economic Impact Payment during 2021?					
If yes, what amount did you receive?				\$	
Did you receive any Advance Child Tax Credit payments during 2021?					
If yes, what amount did you receive?				\$	
Interest in Specified Service or Business Limitation (SSTB) – S199A				Yes	No
Are you the sole or partial owner of a US trade or business, or owner in US rental or royalty property?					
Is the business discussed above in one of the following fields : Health, Law, Accounting, Actuarial Science, Performing Arts, Consulting, Athletics, Financial Services, Brokerage Services, or any trade or business where the principal asset of the trade/business is the reputation or skill of 1 or more employees?					
If yes, are you the sole owner of the business ?					
Are you a partner in a business or rental property organized as a partnership ?					
Are you a shareholder in a business or rental property organized as an S Corporation ?					
If you own rental property, are you a real estate professional ?					
Schedule B - Interest and Dividend Income:				Yes	No
Did you have any tax-exempt income?					

Schedule A - Itemized Deductions Information:		Yes	No
Are you claiming a deduction for mortgage interest expense and real estate taxes paid on your personal residence or second home? (Defined as a dwelling that provides basic living accommodations such as sleeping space, toilet, and cooking facilities.)			
Are you claiming a deduction for mortgage interest paid to a financial institution or individual, for which someone else received the Form 1098 ?			
If yes, please provide the following info:	Individual's/Lender's Name:		
Social Security/EIN No.:		Amounts Paid in 2021:	\$
Did you make any large purchases , such as a motor vehicle, RV, or boat in 2021?			
If yes, please provide the invoice amount and sales tax paid on the transaction.			
Did you incur any casualty or theft losses during the year? Personal casualty losses are only deductible if they occur in a declared Federal disaster area . Business casualty losses are deductible.			
If yes, provide the following details:	Description of Loss:		
Property on Which Loss Occurred:			
Amount of Loss in 2021:	\$	Amount Reimbursed by Insurance in 2021:	\$
Do you have any gambling losses (to the extent of gambling winnings)?			
Gambling losses need to be substantiated with contemporaneous gambling logs or other documentation. Can you substantiate your gambling losses with the required supporting documentation?			
Did you make any charitable contributions in 2021? Please attach documentation in separate document.			
In tax year 2021, taxpayers who do not itemize their deductions on Schedule A are eligible to take an above-the-line deduction of up to \$300 (\$600 for married filing jointly taxpayers) for cash contributions made to qualified charitable organizations. In 2021, itemizers may deduct cash contributions made to qualified charitable organizations up to 100% of AGI (the AGI limitation was 60% prior to the CARES Act and Consolidated Appropriations Act of 2021). Fill out all information below relating to charitable contributions, even if you anticipate taking the standard deduction.			
Schedule C - Self-Employment/Business Income and Expenses:		Yes	No
If you are self-employed, were you unable to perform services as a self-employed individual because of certain coronavirus-related care you required or provided to another individual?			
If yes, provide the following information:			
Number of days you were unable to perform services as a self-employed individual because of certain coronavirus-related care you required :			
Number of days you were unable to perform services as a self-employed individual because of certain coronavirus-related care you provided to another :			
Did you receive a Paycheck Protection Program loan (PPP) in 2020 ?			
If yes, was the loan forgiven in the year received ?			
What was the amount of the 2020 PPP Loan?		\$	
Did you receive a Paycheck Protection Program loan (PPP) in 2021 ?			
If yes, was the loan forgiven in the year received ?			
What was the amount of the 2021 PPP Loan?		\$	
Did you receive any Covid-19 Grants ? If so, please provide details.			
Did you make payments of fees and other non-employee compensation, interest, rents, royalties, real estate transactions, annuities, or pensions?			
If yes, did you file all required Forms 1099 ?			
Did you pay employee wages from a trade or business? If so, please include Forms W2 and W-3 for the calculation of the wage limit for the new pass-through deduction if applicable.			
Did you start, continue or dispose of a business activity during the past year? If yes, please discuss the matter with one of our tax managers.			
If yes, please provide a list of your related business revenue and expenses (including health insurance), any newly acquired business assets, and assets that were disposed of in 2021.			
Were you or your spouse eligible to be covered under an employer's health plan at another job?			
If yes, how many months were you covered?		Months:	
Do you have any entertainment expenses that are non-deductible for Federal but deductible for State taxes?			
If yes, what was the total amount of entertainment expenses		\$	
Do you have any meal expenses? If so, please split out restaurant meals from other meal expenses.			
Did you use any part of your personal residence as a home office ?			

Do you have un-reimbursed business automobile expenses? If yes, please provide the following Vehicle Information for each auto used:					
Automobile expenses need to be substantiated with mileage logs and trip sheets for each trip. Commuting miles between your home and a fixed work location are not considered deductible. Can you substantiate your automobile expenses with the required supporting documentation?					
Date Placed in Service:		Auto Make, Model & Year:			
Mileage From January 1, 2021 to December 31, 2021:					
Total Miles Driven:		Total Business Miles Driven:			
Beginning Mileage:		Ending Mileage:			
Schedule D - Capital Transactions:				Yes	No
Did you sell any type of asset (rental real estate, vacation home(s), land, securities, bonds, privately held corporations or partnerships, collectibles, etc.) and did not receive a Form 1099-B and/or Form 1099-S? If yes, please attach a statement of cost basis, dates of purchase, date of sale, and sales price.					
If you sold a security or bond at a loss, did you buy back the identical security or bond sold within 30 days before or after the sale?					
Did any securities sold this year pay a stock dividend or have a stock split?					
Was the sale of any asset in conjunction with a plan to acquire a like-kind asset in a §1031 exchange?					
Did you receive a note receivable from the buyer as part or all of your proceeds from the sale?					
If you sold any asset at a loss, were you related to the buyer?					
Did you receive grants of stock options from your employer, exercise any stock options granted to you, or dispose of any stock acquired under a qualified employee stock purchase plan? If yes, please provide support (statements/schedules from your employer).					
Did you engage in any put or call transactions?					
Did you invest in a Qualified Opportunity Fund ? If so, please provide documentation					
Did you trade real property for other real property in a like-kind exchange transaction?					
Did you have any debts canceled, forgiven, or refinanced during 2021?					
Schedule D - Principal Residence Transactions:				Yes	No
Have you refinanced a mortgage or taken out a home equity loan on your principal residence this year ? Did you use any of the proceeds for any other purpose than improving your principal residence?					
Did you refinance your principal mortgage in a prior year and use proceeds for any other purpose than improving your principal residence? If so, please provide the supporting documentation & details on the use of proceeds.					
Did you sell your principal residence in 2021? If no, go to the next section. If yes:					
Did you occupy the home as your principal residence for at least 2 years out of the 5 years prior to the sale?					
Did you ever rent out this property?					
Did you ever use any portion of the home for business purposes?					
Are there any years after 2008 for which the house was not your principal residence?					
If the home was acquired prior to May 7, 1997, did you defer the gain from the sale of a prior residence by reinvesting the proceeds within two years?					
Have you or your spouse sold a principal residence within the last 2 years?					
At the time of the sale, the principal residence was owned by:		Taxpayer	Spouse	Both	
Schedule E/F - Rental or Farm Income and Expenses:				Yes	No
Did you purchase, continue or dispose of a rental or farm activity during the past year? If yes, please discuss the matter with one of our tax managers.					
If yes, please provide a list of your related rental or farm revenue and expenses, any newly acquired business assets, and assets that were disposed of in 2021.					

Schedule E - Income from S-Corporations, Partnerships or Trust/Estates:		Yes	No
Did you purchase, continue or dispose of a privately held business activity during the past year in which you have or are to receive a Schedule K-1?			
If yes, please provide K-1 and discuss the matter with one of our tax managers.			
Are you or did you become a beneficiary of a trust or estate in which you have or are to receive a Schedule K-1?			
If yes, please provide K-1 and discuss the matter with one of our tax managers.			
IRA/Pension Contributions and Distributions:		Yes	No
The CARES Act allows an individual to take a coronavirus-related distribution from a qualified retirement account between January 1, 2020, and December 31, 2020. The 10% early withdrawal penalty was waived for distributions up to \$100,000. Did you make a coronavirus-related distribution ?			
If yes, please provide the following information (attach a separate sheet if necessary):			
Amount of the coronavirus-related distribution :			
The coronavirus-related distribution is generally includible in income ratably over a three-year period, unless the taxpayer elects to include the entire distribution in income for the year of the distribution. Do you elect to recognize the entire distribution in 2020 ?			
The coronavirus-related distribution may be repaid to the retirement plan within three years (the tax year in which the payout is made and the following two years), unless the taxpayer elects not to apply this treatment. If the taxpayer repays a coronavirus-related distribution, the distribution will be treated as though it were repaid in a direct trustee-to-trustee transfer so that he or she does not owe federal income tax on the distribution. The recontributed amounts will not count toward the maximum contribution limit in the year that the funds are recontributed. Did you elect to repay the coronavirus-related distribution to your retirement plan within the next three years ?			
If yes, did you repay any of the coronavirus-related distribution to your retirement plan in 2021 ?			
If yes, indicate amount repaid :			
Did you or your spouse withdraw any amounts from your Individual Retirement Account (IRA), Roth IRA, or pension plan?			
If yes, were any distributions from your IRA and/or Roth IRA distributed directly to a charitable organization?			
Did you make a nondeductible contribution to a traditional IRA?			
If yes, indicate amount contributed:			
If yes, was it to acquire a principal residence or pay for qualified higher education expense?			
Did you retire or change jobs in 2021?			
Did you receive retirement or severance compensation?			
Did you or your spouse turn age 72 (or were older than 72) during 2021 and have money in an IRA or other retirement account without taking your required minimum distribution?			
Did you or your spouse make a contribution to a retirement plan, 401k, SIMPLE, SEP, or IRA that is not reported on your W-2 or K-1?			
If yes, indicate the type of plan and the amount contributed:			
Taxpayer's Retirement Plan and Contribution Amount:	\$	Spouse's Retirement Plan and Contribution Amount:	\$
Did you or your spouse contribute to a Roth IRA ?			
Taxpayer's Contribution Amount:	\$	Spouse's Contribution Amount:	\$
Did you or your spouse convert an existing IRA to a Roth IRA ?			
Taxpayer's Conversion Amount:	\$	Spouse's Conversion Amount:	\$
Energy Credits:		Yes	No
Did you make any energy efficient improvements using solar, geothermal, wind turbine, or fuel cell to your home in 2021? If yes, please provide receipts and tax credit certification statements.			
Gifts:		Yes	No
Did you or your spouse make any gifts , including birthday, holiday, anniversary, graduation, etc., with a total aggregate value in excess of \$15,000 to any individual during the year?			
Did you or your spouse assist in the purchase of any asset (auto, home, etc.) for any individual during the year?			
Did you or your spouse make any gifts to a trust for any amount during the year?			
Do you or your spouse have a life insurance trust?			
Did you or your spouse forgive any indebtedness to any individual, trust, or entity during the year?			

Education:				Yes	No
Did you or your dependents incur any post-secondary education expense, such as tuition ?					
If yes, indicate the dependent, the type of expenses and the amount paid:					
Dependent's name:					
Year of Post Secondary Education:					
Type of Educational Expenses:					
				Amounts Paid in 2021:	\$
Has the dependent student taken less than 1/2 of the normal full-time workload in their course of study?					
Has the dependent student ever had a felony conviction for possessing or distributing a controlled substance?					
Did you pay any student loan interest ? If so, please provide forms received.					
Did you or your spouse withdraw amounts from a Qualified Education Program (Section 529 plan) or Coverdell Education Savings Account that was not used for qualified higher education expenses or for tuition for grades K-12 of a public, private, or religious school? (Grades K-12 are limited to \$10,000 annually?)					
Did you or your spouse make any contributions to a Qualified Education Plan (Section 529 plan) or a Coverdell Educational Savings Account during 2021?					
If yes, please enter the following information:					
Name of Designated Beneficiary:	Social Security No.	State Sponsoring Plan	Account No.	Amount Contributed in 2021	
				\$	
				\$	
				\$	
				\$	
Miscellaneous:				Yes	No
At any time during 2021, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency ?					
Did you move to a different home because of a change in the location of your job ? (Active duty military only)					
Did you have any one household employee to whom you paid cash wages of \$2,200 for the entire year, or with respect to whom you withheld any federal income tax? Did you pay cash wages to all household employees in excess of \$1,000 in any 2021 calendar quarter?					
Did you file employment tax returns for these household employees?					
Did you receive unreported tip income of \$20 or more in any month in 2021?					
Did you engage in any bartering transactions?					
Did you purchase a new " qualified fuel cell " motor vehicle?"					
Did you use gasoline or special fuels for business or farm purposes (other than for a highway vehicle) during the year?					
Did you or your spouse receive distributions from long-term care insurance contracts? If yes, include Form 1099-LTC.					
Did you receive a punitive damage award or damage award other than for physical illness/injury?					
Did you receive any payments from insurance companies , legal settlements, disability payments, or other taxable income?					
Did you or your spouse have any transactions pertaining to a Health Savings Account (HSA) or Medical Savings Account (MSA) during 2021? If you received a distribution from an HSA or MSA, please attach Form 1099-SA.					
With respect to any trust you have created or for which you are the trustee, have any beneficiaries died during 2021?					
Did you create or transfer money or property to a foreign trust ?					
Have you been involved in a reportable transaction ? These are transactions which produce questionable tax shelters, transactions which provide refunds of lost tax benefits, and/or require strict confidentiality of the transaction's tax benefits that result in significant amounts of losses with book to tax differences or provide tax credits with holding periods of less than 45 days. Tax avoidance transactions are included in this category.					

Foreign Account Information:				
Were you or your spouse a grantor or transferor for a foreign trust, have an interest in or a signature or other authority over a bank account, securities account, or other financial account in a foreign country? If yes, FinCEN Form 114, <i>Report of Foreign Bank and Financial Accounts</i> must be filed. Failure to file can result in penalties ranging from \$25,000 to \$100,000. (If Yes, See Separate Checklist)				
Do you now, or did you at any time during 2021, have an interest in any financial accounts maintained by a foreign financial institution, stocks and securities with a non-U.S. issuer, an interest in a foreign partnership, trust or estate, or a financial instrument or contract with a non-U.S. issuer or counterparty? Financial accounts include deposit and custodial accounts held at foreign financial institutions, a foreign financial account holding foreign stock or securities, foreign partnership interests, foreign mutual funds, foreign issued life insurance or annuity contracts, and foreign hedge and private equity funds. Financial accounts do NOT include financial accounts held at the foreign branch of a U.S. financial institution or at the U.S. branch of a foreign financial institution, indirect interest in foreign financial assets held through an entity, domestic mutual funds investing in foreign stocks and securities, directly owned foreign real estate, foreign currency, directly owned precious metals, and directly owned personal property such as art, antiques, jewelry, cars, and other collectibles. If so, check the applicable response.				
If you are filing as a single person or as a married person filing separately living in the United States, did the total value of such assets at any time during the year exceed \$50,000?				
If you are filing as a single person or as a married person filing separately and your tax home in 2021 was in a foreign country, did the total value of such assets at any time during the year exceed \$200,000?				
If you are filing as married filing jointly living in the United States, did the total value of such assets at any time during the year exceed \$100,000?				
If you are filing as married filing jointly and your tax home in 2021 was in a foreign country, did the total value of such assets at any time during the year exceed 400,000?				
2021 Federal, State and Local Estimated Tax Payments:				
	Date Paid	Federal Amount	State Amount	Local Amount
2021 1st Qtr. ES – due 4-15-21				
2021 2nd Qtr. ES – due 6-15-21				
2021 3rd Qtr. ES – due 9-15-21				
2021 4th Qtr. ES – due 1-15-22				
Local Earned Income and Business Privilege Tax Returns:			Yes	No
Does your resident jurisdiction require the filing of a local earned income tax/school tax or business privilege tax returns? Note: It is the taxpayer's responsibility to inform us if a local tax return is required within their resident jurisdiction. Please provide the local forms whenever possible.				
Authorization:			Yes	No
With your authorization, the IRS and certain states allow us to verify credits, payments, etc., for your tax account online. If you do NOT want us to have authorization to view this information, please indicate so by marking yes. Checking no helps us to prepare your return more efficiently.				
2022 Tax Planning:			Yes	No
Refund Application: If you have an overpayment of 2021 taxes, do you want the excess:				
Refunded via a check in the mail?				
Refunded via Direct Deposit (attach voided check)?				
Applied to the 2022 estimated tax liability?				
Do you expect any of the following to occur in 2022:				
A change in your marital status				
A change in the number of dependents				
A substantial change in your income				
A substantial change in your withholdings				
A substantial change in your deductions				

THIS QUESTIONNAIRE APPLIES ONLY IF YOU HAVE RECEIVED K-1s OR HAVE A RENTAL REAL ESTATE ACTIVITY. PLEASE ANSWER ALL QUESTIONS. FAILURE TO ANSWER WILL BE TREATED AS A "NO" RESPONSE AND BLANK AMOUNTS WILL BE TREATED AS ZERO AMOUNTS.

S corporation and partnership/LLC:			Yes	No
Did you participate in the operation and management of any business for which you received a K-1?				
If so, which ones?	Name of K-1 issuer	Hours of participation		
	Can you substantiate the hours claimed for each above-named activity?			
S corporation and partnership/LLC: Self-charged interest			Yes	No
Did you receive interest on a loan you made to any business for which you received a K-1?				
If so, which ones and how much?	Name of K-1 issuer	Interest received		
Rental real estate: Self-charged rents			Yes	No
Did you rent real estate for consideration to a partnership, LLC, C corporation, or S corporation in which you participated?				
	If so, how many hours, did you participate in the trade or business of such partnership, LLC, C corporation, or S corporation?			
	Can you substantiate such hours claimed?			
Rental real estate: Real estate professional			Yes	No
Did you perform services in any one or more of the following:	Activity			
	Development and/or redevelopment			
	Construction and/or reconstruction			
	Acquisition			
	Conversion			
	Rental or leasing			
	Operation/Management			
	Brokerage			
	Did the number of hours performing services in all such activities exceed 750?			
	Can you substantiate such hours claimed?			
	Did the number of hours performing services in a rental activity exceed 500?			
	Can you substantiate such hours claimed?			

January 14, 2022

RE: 2021 Individual Tax Return Preparation Engagement Letter; Disclosure Policies

Dear Client:

This letter serves to inform you of this firm's policy of disclosure with respect to tax return information in connection with the above engagement.

We shall not knowingly or recklessly disclose the information you furnish us except as provided by law. We may disclose tax return information to an officer or employee of the Internal Revenue Service.

If the firm provides software to you that is used in connection with the preparation or filing of your tax return, the tax return preparer may use your tax return information to update your software for the purpose of addressing changes in IRS forms, e-file specifications and administrative, regulatory and legislative guidance, or to test and ensure the software's technical capabilities without the taxpayer's consent. In addition, an officer, employee, or member of the firm may use the tax return information, or disclose the tax return information to another officer, employee, or member of the same firm, for the purpose of performing services that assist in the preparation of, or assist in providing auxiliary services in connection with the preparation of, the taxpayer's tax return, except with respect to such individuals who are located outside the United States or any territory or possession of the United States unless you give consent to such use or disclosure.

In general, an officer, employee, or member of the firm may disclose tax return information to another tax return preparer (who is not an officer, employee, or member of the firm located in the United States (including any territory or possession of the United States) for the purpose of preparing or assisting in preparing a tax return, or obtaining or providing auxiliary services in connection with the preparation of any tax return, so long as the services provided are not substantive determinations or advice affecting the tax liability reported by taxpayers. A substantive determination involves an analysis, interpretation, or application of the law. The authorized disclosures permitted include one tax return preparer disclosing tax return information to another tax return preparer for the purpose of having the second tax return preparer transfer that information to, and compute the tax liability on, your tax return by means of electronic, mechanical, or other form of tax return processing service. The authorized disclosures permitted also include disclosures by a tax return preparer to an Authorized IRS e-file Provider for the purpose of electronically filing the return with the IRS. Authorized disclosures also include disclosures to a second tax return preparer for the purpose of making information concerning the return available to the taxpayer. This would include, for example, whether the return has been accepted or rejected by the IRS, or the status of your refund. The firm may not disclose tax return information to another tax return preparer for the purpose of the second tax return preparer providing substantive determinations without first receiving the taxpayer's consent. The firm may disclose tax return information to a person under contract with the tax return preparer in connection with the programming, maintenance, repair, testing, or procurement of equipment or software used for purposes of tax return preparation only to the extent necessary for the person to provide the contracted services, and only if the tax return preparer ensures that all individuals who are to receive disclosures of tax return information receive a written notice that informs them of the applicability of §§6713 and 7216 to them and describes the requirements and penalties of such sections.

In preparing a tax return of a second taxpayer, the firm may use, and may disclose to the second taxpayer in the form in which it appears on the return, any tax return information that the tax return preparer obtained from you if the second taxpayer is related to you, and your tax interest in the information is not adverse to the second taxpayer's tax interest in the information. However, you may expressly prohibit such disclosure or use. For these purposes, a taxpayer is related to another taxpayer if they have any one of the following relationships: Husband and wife, child and parent, grandchild and grandparent, partner and partnership, trust or estate and beneficiary.

The disclosure limitations do not apply to the order of any court of record, federal, state, or local; a subpoena issued by a grand jury, federal or state; a subpoena issued by the United States Congress; an administrative order, demand, summons or subpoena that is issued in the performance of its duties by any federal agency, or a state agency, body, or commission charged under the laws of the state or a political subdivision of the state with the licensing, registration, or regulation of tax return preparers; a written request from a professional association ethics committee or board investigating the ethical conduct of the tax return preparer; or a written request from the Public Company Accounting Oversight Board in connection with an inspection under §104 of the Sarbanes-Oxley

Act of 2002, or an investigation under §105 of such Act, for use in accordance with such Act. The firm may disclose tax return information to an attorney for purposes of securing legal advice; to an employee of the Treasury Department for use in connection with any investigation of the tax return preparer (including investigations relating to the tax return preparer in its capacity as a practitioner) conducted by the IRS or the Treasury Department; or to any officer of a court for use in connection with proceedings involving the tax return preparer (including proceedings involving the tax return preparer in its capacity as a practitioner), or the return preparer's client, before the court or before any grand jury that may be convened by the court.

The firm may use your tax return information, or disclose the information to another officer, employee or member of the firm, consistent with applicable legal and ethical responsibilities, who may use the tax return information for the purpose of providing other legal or accounting services to you. As an example, an accountant who prepares a tax return for you may use the tax return information, or disclose it to another officer, employee or member of the firm, for use in connection with the preparation of books and records, working papers, or accounting statements or reports for you. In the normal course of rendering the accounting services to you, the accountant may make the tax return information available to third parties, including stockholders, management, suppliers, or lenders, consistent with the applicable legal and ethical responsibilities, unless you direct otherwise.

A tax return preparer's accounting firm does not include any related or affiliated firms. For example, if accounting firm A is affiliated with accounting firm B, officers, employees, and members of accounting firm A must receive a taxpayer's consent before disclosing the taxpayer's tax return information to an officer, employee, or member of accounting firm B.

The firm may, consistent with the applicable legal and ethical responsibilities, take your tax return information into account, and may act upon it, in the course of performing accounting services for another client, or disclose the information to another officer, employee or member of the firm to enable that other officer, employee or member to take the information into account, and act upon it, in the course of performing accounting services for another client. This is permissible when the information is, or may be, relevant to the subject matter of the accounting services for the other client, and consideration of the information by those performing the services is necessary for the proper performance of the services. In no event, however, may the tax return information be disclosed to a person who is not an officer, employee or member of the accounting firm, unless the disclosure is exempt from the disclosure provisions.

If, after furnishing tax return information to the firm, the [trust or estate] becomes incompetent, insolvent, or bankrupt, or its assets are placed in conservatorship or receivership, the firm may disclose the information to the duly appointed fiduciary of such estate, or to the duly authorized agent of such fiduciary.

The uses and disclosures with respect to software preparation, other tax return preparers within the firm, and tax return preparers located outside the United States, as well as the disclosures to other tax return preparers within the United States and the disclosures to programming and maintenance contractors permitted above apply to the disclosure of any tax return information in the preparation of, or in connection with the preparation of, any tax return under the law of any state or political subdivision thereof, of the District of Columbia, of any territory or possession of the United States, or of a country other than the United States. The nondisclosure and non-use provisions do not apply to the use by the firm of any tax return information in the preparation of, or in connection with the preparation of, any tax return of yours under the law of any state or political subdivision thereof, of the District of Columbia, of any territory or possession of the United States, or of a country other than the United States. They also do not apply to the disclosure or use by any tax return preparer of any tax return information in the audit of, or in connection with the audit of, any tax return of yours under the law of any state or political subdivision thereof, the District of Columbia, or any territory or possession of the United States.

The firm may use and disclose tax return information that you provide to us to pay for tax preparation services to the extent necessary to process or collect the payment. For example, if you give us a credit card to pay for tax preparation services, the firm may disclose your name, credit card number, credit card expiration date, and amount due for tax preparation services to the credit card company, as necessary, to process the payment. Any tax return information that you did not give us for the purpose of making payment for tax preparation services may not be used or disclosed by the firm without your prior written consent, unless otherwise permitted under another provision.

The firm may retain your tax return information, including copies of tax returns, in paper or electronic format, prepared on the basis of the tax return information, and may use the information in connection with the preparation of another of your tax returns or in connection with an examination by the Internal Revenue Service of any tax return or subsequent tax litigation relating to the tax return. The firm may compile and maintain a separate list containing solely the names, addresses, email addresses, and phone numbers of taxpayers whose tax returns the firm has prepared or processed. This list may be used by the compiler solely to contact the taxpayers on the list for the purpose of providing tax information (and general business or economic information or analysis for educational purposes), or soliciting additional tax return preparation services. The list may not be used to solicit any service or product other than tax return preparation services. The compiler of the list may not transfer the taxpayer list, or any part thereof, to any other person unless the transfer takes place in conjunction with the sale or other disposition of the compiler's tax return preparation business.

Due diligence conducted prior to a proposed sale of a compiler's tax return preparation business is in conjunction with the sale or other disposition of a compiler's tax return preparation business, and will not constitute a transfer of the list if conducted pursuant to a written agreement that requires confidentiality of the tax return information disclosed and expressly prohibits the further use or disclosure of the tax return information for any purpose other than that related to the purchase of the tax return preparation business. The tax return information submitted for the purpose of due diligence as authorized in this paragraph is a disclosure of tax return information subject to the provisions of this section.

A person who acquires a taxpayer list, or a part thereof, in conjunction with a sale or other disposition of a tax return preparation business is subject to the provisions of this paragraph with respect to the list. The term 'list' includes any record or system whereby the names and addresses of taxpayers are retained.

The firm may use, for the limited purpose specified, tax return information to produce a statistical compilation of data. The purpose and use of the statistical compilation must relate directly to the internal management or support of the firm's tax return preparation business, or to bona fide research or public policy discussions concerning state or federal taxation or requiring data acquired during the tax return preparation process. The firm will not disclose the compilation, or any part thereof, to any other person unless disclosure of the statistical compilation is anonymous as to taxpayer identity, does not disclose cells containing data from fewer than ten tax returns, and is in direct support of the firm's tax return preparation business or of bona fide research or public policy discussions concerning state or federal taxation or requiring data acquired during the tax return preparation process. A statistical compilation is anonymous as to taxpayer identity if it is in a form which cannot be associated with, or otherwise identify, directly or indirectly, a particular taxpayer. For these purposes, marketing and advertising is in direct support of the tax return preparer's tax return preparation business provided the marketing and advertising is not false, misleading, or unduly influential. This does not authorize the use or disclosure in marketing or advertising of any statistical compilations, or part thereof, that identify dollar amounts of refunds, credits, or deductions associated with tax returns, or percentages relating thereto, whether or not the data are statistical, averaged, aggregated, or anonymous. Disclosures made in support of fundraising activities conducted by Volunteer Return Preparation programs and other 501(c) organizations in direct support of their tax return preparation businesses are not marketing and advertising under this paragraph. The firm may disclose the compilation in order to comply with financial accounting or regulatory reporting requirements whether or not the statistical compilation is anonymous as to taxpayer identity or discloses cells containing data from fewer than ten tax returns.

The tax return preparer may not sell or exchange for value a statistical compilation of data, in whole or in part, except in conjunction with the transfer of assets made pursuant to the sale or other disposition of the tax return preparer's tax return preparation business. The provisions regarding the transfer of a taxpayer list also apply to the transfer of any statistical compilations of data. A person who acquires a statistical compilation, or a part thereof, in conjunction with a sale or other disposition of the firm's tax return preparation business, is subject to these limitations with respect to the compilation.

The firm may disclose your tax return information for the purpose of a quality or peer review to the extent necessary to accomplish the review. A quality or peer review is a review that is undertaken to evaluate, monitor, and improve the quality and accuracy of a tax return preparer's tax preparation, accounting, or auditing services. A quality or peer review may be conducted only by attorneys, certified public accountants, enrolled agents, and enrolled actuaries who are eligible to practice before the Internal Revenue Service. Tax return information may

also be disclosed to persons who provide administrative or support services to an individual who is conducting a quality or peer review, but only to the extent necessary for the reviewer to conduct the review. Tax return information gathered in conducting a review may be used only for purposes of a review. No tax return information identifying a taxpayer will be disclosed in any evaluative reports or recommendations that may be accessible to any person other than the reviewer or the tax return preparer being reviewed. The tax return preparer being reviewed will maintain a record of the review, including the information reviewed and the identity of the persons conducting the review. After completion of the review, no documents containing information that may identify any taxpayer by name or identification number may be retained by a reviewer or by the reviewer's administrative or support personnel.

These limitations do not apply to any disclosure necessary to accomplish a conflict review. A conflict review is a review undertaken to comply with requirements established by any federal, state, or local law, agency, board or commission, or by a professional association ethics committee or board, to either identify, evaluate, and monitor actual or potential legal and ethical conflicts of interest that may arise when a tax return preparer is employed or acquired by another tax return preparer, or to identify, evaluate, and monitor actual or potential legal and ethical conflicts of interest that may arise when a tax return preparer is considering engaging a new client. Tax return information gathered in conducting a conflict review may be used only for purposes of a conflict review. No tax return information identifying a taxpayer may be disclosed in any evaluative reports or recommendations that may be accessible to any person other than those responsible for identifying, evaluating, and monitoring legal and ethical conflicts of interest. No tax return information identifying a taxpayer may be disclosed outside of the United States or a territory or possession of the United States unless the disclosing and receiving tax return preparers have procedures in place that are consistent with good business practices and designed to maintain the confidentiality of the disclosed return information.

The firm is not prohibited from the disclosure of any tax return information to the proper federal, state, or local official in order, and to the extent necessary, to inform the official of activities that may constitute, or may have constituted, a violation of any criminal law or to assist the official in investigating or prosecuting a violation of criminal law. A disclosure made in the bona fide but mistaken belief that the activities constituted a violation of criminal law is not subject to the nondisclosure and non-use rules.

In the event of incapacity or death of the tax return preparer, disclosure of tax return information may be made for the purpose of assisting the tax return preparer or his legal representative (or the representative of a deceased tax return preparer's estate) in operating the tax return preparer's business.

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

We trust this policy is informative, and you may contact us with any questions that you may have.

Sincerely,

Evans Race & Van Dreel CPAs