

Effective date: January 1, 2019

Additional information – Terms and Conditions to your income tax engagement letter.

“Client” references the named individual or company explicitly stated in the engagement letter issued by Lang Allan & Company, CPAs PC (“us”, “we”). This addendum alone does not infer we have been engaged by Client, rather it is additional information of the tax engagement letter we have explicitly issued to Client for the current year.

Virtual currency

Please note that the Internal Revenue Service (IRS) considers virtual currency (e.g., Bitcoin) as property for U.S. federal tax purposes. As such, any transactions in, or transactions that use, virtual currency are subject to the same general tax principles that apply to other property transactions. If you had virtual currency activity during the tax year, you may be subject to tax consequences associated with such transactions, and may have additional foreign reporting obligations.

You agree to provide us with complete and accurate information regarding any transactions in, or transactions that have used, virtual currency during the applicable tax year. Please ask us for advice if you have any questions regarding the type of records required for virtual currency transactions.

Access to accounting software

For the limited purpose of preparing the tax returns identified in the engagement letter, you may have provided us with your monthly QuickBooks and/or accounting files. By your acceptance of the engagement letter, you understand that we are not responsible for the accuracy and completeness of your company’s books and records. Accordingly, we will not advise you regarding the proper recording or appropriateness of the underlying transactions in your QuickBooks files.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover fraud, defalcations, or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as we find necessary for preparing the income tax returns as noted in the engagement letter.

E-file

To the extent possible, we will file your Returns electronically ("e-file"). If e-filing is not available, we will prepare a paper copy for you to file. When e-filing, we will provide you with a copy of your return for you to review prior to e-filing. You must return the signed e-file forms to us and then we will electronically e-file your returns, as prepared, with the government agencies from our tax software. **We will not e-file your return until the respective forms are signed and returned to us.** Finally, please note that although Lang Allan will use our best efforts to ensure that your returns are successfully transmitted to the appropriate taxing authorities, we will not be financially responsible for electronic transmission or other errors arising after your return has been successfully submitted from our office.

Affordable Care Act

Management of an entity or the individual taxpayer (and their family members) is (are) responsible for the design, implementation, and administration of applicable policies that may be required under the Affordable Care Act. As Lang Allan is not rendering any legal services as part of our engagement, we will not be responsible for advising you with respect to the legal or regulatory aspects of your company's compliance with the Affordable Care Act.

Fees

Payments for services are due when rendered, and interim billings may be submitted as work progresses and expenses are incurred. Billings become delinquent if not paid within 30 days of the invoice date. If billings are past due in excess of 30 days, we will assess late fees at an annual rate of 18% and (i) stop all work until your account is brought current, or (ii) withdraw from this engagement. Client acknowledges and agrees we are not required to continue work in the event of

Client's failure to pay on a timely basis for services rendered as required by this engagement letter. Client further acknowledges and agrees in the event we stop work or withdraw from this engagement as a result of Client's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to Client for any damages that occur as a result of our ceasing to render services. In the event we have to commence collection efforts for payment on our services, reasonable and normal fees (including but not limited to collection agency and legal fees) for collection will be added to your then outstanding balance.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment and you will not receive your check back from your financial institution. We will require a retainer, which is listed in the signature page, will be applied to the last billing as registered.

In addition, in the event our firm or any of its employees or agents is called as a witness or requested to provide any information whether oral, written, or electronic in any judicial, quasi-judicial, or administrative hearing or trial regarding information or communications that you have provided to this firm, or any documents and workpapers prepared by Lang Allan in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses, including fees and costs for our time at the rates then in effect, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

Privileged information

If we are asked to disclose any privileged communication, unless we are required to disclose the communication by law, we will not provide such disclosure until you have had an opportunity to argue that the communication is privileged. You agree to pay any and all reasonable expenses that we incur, including legal fees, that are a result of attempts to protect any communication as privileged.

Because of the importance of oral and written management representations to the effective performance of our services, Client releases and indemnifies Lang Allan and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.

We may from time to time, and depending on the circumstances and nature of the services we are providing, share your confidential information with third-party service providers, some of whom may be cloud-based, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Although we will use our best efforts to make the sharing of your information to such third parties secure from unauthorized access, no completely secure system for electronic data transfer has yet been devised. As such, by your acceptance of the engagement letter, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

Email communications

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting tax returns and other confidential documents. However, as emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

File retention policy

It is our policy to keep records related to this engagement for 5 years. However, Lang Allan does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect them for possible future use, including potential examination by any government or regulatory agencies.

Prior period returns

If, during our work, we discover information that affects prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. We will be happy to prepare appropriate amended returns as a separate engagement.

Foreign financial interest

Please note any person or entity subject to the jurisdiction of the United States (includes individuals, corporations, partnerships, trusts, and estates) having 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, shall report such a relationship. Although there are some limited exceptions, filing requirements also 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 corporation and by the individual corporate officers with signature authority. Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties.

If Client has a financial interest in, or signature authority over, any foreign accounts, Client are responsible for providing our firm with all the information necessary to prepare the Report of Foreign Bank and Financial Accounts (FBAR) required by the U.S. Department of the Treasury in order for the FBAR to be received by the Department on or before the due date. In 2015, a new law was passed that, among other tax deadline changes, also impacted the FBAR due date for the FBARs required to be annually. As such, if Client have an FBAR filing requirement, the new FBAR filing deadline is now April 15th. However, an extension can be requested for a maximum period of 6 months ending on October 15th of each tax year. Therefore, Client will need to provide us with the necessary information if Client would like us to request an extension on Client's behalf. If Client does not provide us with information regarding any interest Client may have in a foreign account, or if we do not timely receive Client's signed authorization to file Client's foreign reporting form, we will not be able to prepare and file any of the required disclosure statements.

In addition, the Internal Revenue Service also requires information reporting under applicable Internal Revenue Code sections and related regulations, and the respective IRS tax forms are due when Client's income tax return is due, including extensions. The IRS reporting requirements are in addition to the U.S. Department of the Treasury reporting requirements stated above. **Therefore, if Client fall into one of the below categories, or if Client has any direct or indirect foreign interests, Client may be required to file applicable IRS forms.**

- Client are an individual or entity with ownership of foreign financial assets and meet the specified criteria (Form 8938);
- Client are an officer, director or shareholder with respect to certain foreign corporations (Form 5471);
- Client are a foreign-owned U.S. corporation or foreign corporation engaged in a U.S. trade or business (Form 5472);
- Client are a U.S. transferor of property to a foreign corporation (Form 926);
- Client are a U.S. person with an interest in a foreign trust (Forms 3520 and 3520-A); or
- Client are a U.S. person with interests in a foreign partnership (Form 8865).

Failure to timely file the appropriate forms with the U.S. Department of the Treasury and the Internal Revenue Service may result in substantial monetary penalties. By Client's agreement of Client's engagement letter, Client accepts responsibility for informing us if Client believes Client may have foreign reporting requirements

with the U.S. Department of the Treasury and/or Internal Revenue Service and Client agree to timely provide us with the information necessary to prepare the appropriate form(s). **We assume no liability for penalties associated with the failure or untimely filing of any of these forms.**

Additional resources available to you:

[Small business tax preparation checklist – NO accounting software used](#) – a checklist for small business with no accounting software in use.

[Small business tax preparation checklist – accounting software in use](#) – a checklist for small business with accounting software in use.

[Rental real estate tax preparation checklist – NO accounting software used](#) – a checklist for landlords with no accounting software in use.

[Rental property workbook](#) – an excel file to help you aggregate your rental property income/expenses.

[Lang Allan tax services web page](#) - Our web page to assist you with other tax matters/resources.

Where's my refund

The links below may have been updated by the related states. If the links below do not work, search google for “where’s my refund – XX” where XX is the state name. Be sure to ONLY go to an actual state government website; do not use any third-party sites/services. All State Agencies within the United States end in a **.GOV and have their state name/abbreviation in their respective domain.**

[IRS](#) [Colorado](#) [California](#) [New Jersey](#) [New York](#)

[Arizona](#) [Georgia](#) [Maryland](#) [Oregon](#)