

Murphy Financial Services, Inc.

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Subject: Preparation of Your 2020 Tax Returns

Thank you for choosing Murphy Financial Services, Inc. to assist you with your 2020 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2020 federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. An Organizer is enclosed to help you collect the data required for your return. The Organizer will help you avoid overlooking important information. By using it, you will contribute to efficient preparation of your returns.

Our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes substantial penalties when taxpayers underestimate their tax liability.

Our fee will be based on the complexity of the tax returns, the time required to complete the tax returns, plus out-of-pocket expenses. Invoices are due and payable upon presentation. Past due bills are subject to a finance charge of 1 1/2 % per month on the unpaid balance as well as a \$25.00 per month charge for each month the bill is not paid.

You may need or want additional time to file your tax returns. Requests for extensions of time to file your returns must be made by April 15, 2021. The extended due date of the returns will be October 15, 2021. At your request, we will prepare the appropriate extension forms. An extension is for additional time to file the return, not additional time to pay the tax. Substantial penalties will be assessed if your taxes are not paid by April 15, 2021.

Your returns are subject to examinations by the Internal Revenue Service and the State Department of Revenue. In the event of an audit, you may be requested to produce documents, records or other evidence to substantiate items of income and deduction shown on your tax return. If an examination is made, we will represent you if you so desire. These services, along with preparation of correspondence with the taxing authorities, are not included in your fee for preparation of the returns.

IRS regulations require records substantiating all deductions including those for gifts, meals and entertainment expenses as well as expenses for business use of vehicles and computers. Gifts are limited to \$25.00 per person per year. You must have receipts for all charitable contributions. By signing below, you confirm that you have been advised of these requirements and that you have such records.

Our engagement to prepare your 2020 tax returns will conclude with the delivery of the completed returns and any signature pages for e-filing to you. Review all tax-return documents carefully before signing them.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated and return it to us with **your** documents.

We appreciate your confidence in us. Please call (414)453-8655 if you have questions.

Sincerely,

Sharon L Murphy EA
Murphy Financial Services, Inc.

(Both spouses must sign for preparation of joint returns.)

Accepted By:

Taxpayer

Spouse

Date