

Brumley Robinson & Associates CPAs PLLC
14702 Statesville Rd.
Huntersville, NC 28078

Dear Sir or Madam:

This letter confirms our understanding of the terms of our agreement and outlines the nature and extent of services we will provide. Based upon the information you furnished to us, we will prepare your Federal and applicable state income tax returns for 2022.

We will not audit or verify the data you submit to us, although we may ask you for clarification when necessary. All the information you submit to us will, to the best of your knowledge, be correct and complete and include all other information necessary for the completion of your tax return.

We will also prepare 2023 estimated tax vouchers if required, based on your income and withholding taxes for 2022. If you anticipate a substantial change in income or withholding taxes for 2023, please advise us as soon as possible. We will then determine whether an adjustment should be made to your tax estimates.

Your returns are subject to review by the taxing authorities. Any items that may be resolved against you by the examining agent are subject to certain rights or appeal. In the event of an examination, we will be available upon request to represent you, or to review the results of any examination. Billing for these additional services will be at our standard rates.

The charges for our services are based on our fee schedule and the complexity of the returns.

Tax planning services are not within the scope of this engagement. During the course of preparing your returns we may bring to your attention potential tax savings strategies for you to consider as a possible means of reducing your taxes in subsequent tax years. However, we have no responsibility to do so, and will take no action with respect to such recommendations, as the responsibility for implementation remains with you, the

taxpayer. Should you request tax planning services, and we agree to provide them to you, we will confirm this engagement in a separate agreement.

You have the final responsibility for your income tax returns. Please review them carefully before you sign them.

If the tax returns prepared are filed using the married filing jointly status, both spouses are deemed to be clients. Both spouses acknowledge that there is no expectation of privacy for the other concerning our services in connection with this engagement. We are at liberty to share with either of you, without prior consent of the other, documents and other information concerning the preparation of the tax returns.

Our engagement is also subject to the Additional Engagement Terms, which can be found at this link <https://www.brumleyrobinson.com/files/2022Terms.pdf> and are incorporated by reference.

If the above is in accordance with your understanding of the terms and conditions of our agreement, please sign and return a copy of this letter.

Sincerely,



Brumley Robinson & Associates CPAs PLLC

Scott Brumley, CPA
Principal

Confirmation of Terms of Engagement

We agree to engage Brumley Robinson & Associates CPAs PLLC upon the terms set forth herein, and in the Additional Engagement Terms which can be found on our website brumley.com.

Accepted by:

Client Signature



Print Name



Date



Client Signature



Print Name



Date