

## PRIVACY STATEMENT / ENGAGEMENT STATEMENT

In engaging us as your tax preparer, you provide us with information that you entrust to us. Your privacy and maintaining confidentiality of your personal information are the highest priorities and responsibilities at every staff level of our firm. Not only is it good business, but you also expect it and it is required in this day and age of technology.

Thank you for selecting Mangold's Tax Service, Inc to assist you with your tax affairs. This letter confirms the terms of our engagement with you and the nature and extent of the services we will provide.

We will prepare your federal, state, and local income tax returns you request using information you provide to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit.

It is your responsibility to provide information required for preparation of complete and accurate returns, including information related to the Affordable Care Act. You should keep all documents, canceled checks, and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully before you sign them.

Our work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax return. You are responsible for your own liabilities including personal taxes, payroll taxes, sales tax, and hotel taxes.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless you instruct us otherwise, we will apply the "realistic possibility of success" standard to resolve such issues in your favor where possible.

The law imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please call us.

Our fee for preparation of your tax returns will be based on the forms and complexity of the return. All invoices are due and payable upon presentation.

We will retain copies of your tax returns and withholding statements along with your engagement letter for a period of three years. After three years, our files will be destroyed. You should keep the original records in secure storage.

Your signature on your tax return also indicates that this letter correctly summarizes your understanding of the arrangements for this work.

We appreciate your confidence in us. Please call if you have questions.

Thank you for allowing us to serve your tax preparation needs. We value your business and are committed to protecting your privacy.

Sincerely,

Mangold's Tax Service, Inc