

## 2015 Engagement Letter

Thank you for selecting Cottage & Associates, Inc. to assist you with your tax affairs. The AICPA requires that all CPA firms obtain an annual engagement letter with their clients. This letter confirms the terms of our engagement with you and the nature and extent of services we will provide.

We will prepare your 2015 federal and state income tax returns you request using information you provide to us. Our services are not intended to determine whether you have filing requirements with other jurisdictions or agencies. Should we detect or believe you have separate or additional filing requirement, or require filing in a different state or with a different agency we will communicate this to you. It is your responsibility to let us know if you wish to engage us to assist you with your filing obligation.

We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. Any other required services, forms, or other actions on our part, unless specifically agreed to in writing, require a separate engagement letter.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks and other data that support your reported income and deductions; we are not responsible for keeping copies of your documents. It may be necessary to provide these documents to confirm the 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 errors or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns.

We must 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. In order to avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your returns.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

Our fee for the service is based on the amount of time required at standard billing rates plus out-of-pocket expenses. Your quoted fee may end up being higher if the level or complexity of the tax return has increased. Payment is expected when services are completed.

In connection with this engagement, we may communicate with you or others electronically including via email transmission. We will take every precaution to protect your electronic information and will conform to the professional standards as set forth by the AICPA and State Board of Accountancy. As electronic communication 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 be responsible for any loss or damage associated with such communications.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work by signing below

We appreciate your confidence in us, and thank you for the opportunity to be of service to you.

Very truly yours,



Jamie J Cottage, CPA  
President

Accepted by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_