<u>TAX PREPARATION ENGAGEMENT AGREEMENT & PRIVACY POLICY</u>

Dear Client and Friend:

This letter confirms the arrangement for our tax return preparation services. We will prepare your individual federal and state tax returns for the year ending December 31, 2020. Your returns will be prepared solely from information provided by you without verification and will be completed in accordance with the appropriate federal and state income tax laws and regulations. However, the tax authorities hold you ultimately responsible for your returns. Thus, you should review them carefully upon completion and notify us of any discrepancies.

As you may know, your returns are subject to examination by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. If an examination occurs, we will represent you if you desire; however, these additional services are not included in our fee for preparation of your returns.

We will use our judgement in resolving questions where the tax law is unclear, or where there are conflicts between taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions <u>in your favor</u> whenever possible.

When you receive your completed tax return(s), please review all social security numbers and bank account information for accuracy. Report any discrepancies to this office immediately.

Like all providers of personal financial services, tax professionals are required by law to inform clients of their policies regarding privacy of client information. Our firm continues to adhere to professional standards of confidentiality that are even more stringent than those required by law. We have always protected the security and privacy of your personal and financial information.

Types of Non-Public Personal Information We Collect
The only non-public personal information we collect is provided to us by you or obtained with your authorization.

Parties to Whom We Disclose Information
We do not disclose any non-public, personal information obtained in the course of our practice about our clients or former clients to anyone, except as instructed to do so by such clients or, as required by law. Permitted disclosures may include providing information to our employees, or, in limited situations, to unrelated third parties who need that information to assist us in serving you. We restrict access to non-public, personal information to those professionals necessary to provide tax planning, tax return preparation, accounting or bookkeeping services, and other financial services for which we are engaged by our clients. We maintain physical, electronic and procedural safeguards to protect your non-public, personal information. In all situations, we stress the confidential nature of the information being shared.

Protecting the Confidentiality and Security of Clients' Information
We retain records relating to our professional services to better serve your professional needs and, in some cases, to comply with professional guidelines. In order to protect your non-public personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

In order that we may properly advise you of tax consideration, please keep us informed of any significant changes to your financial affairs or of any correspondence received from taxing agencies.

If this letter correctly explains your understanding of our engagement to provide tax preparation services, please sign below.

Thank you for the opportunity to serve you.

Sincerely,

W. Travis Mangum, EA, ABA
Mangum & Associates, Inc.

ACCEPTED BY: ______________________________ ______________
Taxpayer Signature **Date**

______________________________ ______________
Spouse Signature (If married, Filing Joint) **Date**