ROTH FINANCIAL GROUP

Engagement Letter

Dear Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

1. We will prepare your federal income tax return, from information that you will furnish us, for $100. State returns are an additional fee as well as any amended returns. We accept payments by Cash, Checks or Money Orders. We are asking for payment at your first appointment. We will hold your payment until your tax return has been completed and delivered to you.
2. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and /or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked.
3. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a tax authority.
4. You have the final responsibility for the income tax return and, therefore, you should review them carefully before you sign them.
5. Occasionally errors happen. Be courteous and let us know if you receive any correspondence from the government. We will gladly correct our errors for free; however, we are not responsible for paying any penalties, interest or tax liabilities incurred.

We will use professional 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 otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The law provides various penalties that may be imposed when tax payers understate their taxes.

Your return may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available to assist you if possible. This may incur additional charges.

If the foregoing fairly set forth your understanding, please sign the enclosed copy of this letter in the space indicated below and return it to our office at the time of your first appointment.

Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

Very truly yours,

Roth Financial Group

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Client Signature Date Spouse Signature Date