

TAX PREPARATION SERVICES ENGAGEMENT POLICY

Thank you for selecting Rockland Professional Services, LLC (“Rockland Pros”) to assist you with the preparation of your 2017 income tax returns. The following Engagement Policy outlines the terms and conditions of our engagement with you, and the nature and extent of the services we will provide. When you submit your tax information to us, you acknowledge and agree to the terms and conditions of our Tax Preparation Services. This Engagement Policy is effective as of December 1, 2017.

1. RESPONSIBILITIES

It is the legal responsibility of the taxpayer to prepare and submit an accurate income tax return to the appropriate taxing authority. Tax preparers are responsible for preparing income tax returns under the direction of the taxpayer, in accordance with the applicable tax laws.

Rockland Pros will prepare your income tax returns using the information provided by you, verbally and/or in writing. Although we may ask for explanation or clarification of certain items, we will not audit or otherwise verify your data. You are responsible for the completeness and accuracy of the information used to prepare your income tax returns; you should review your income tax returns carefully prior to the filing of these returns.

If you have taxable activity in a state or local municipality, you are responsible for informing us of these applicable states and local municipalities, and providing our Firm with all of the information necessary to prepare all applicable state and local income tax returns. Additionally, any person or entity subject to the jurisdiction of the United States (including individuals, Corporations, Partnerships, Trusts, and Estates) having a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having an aggregate value exceeding \$10,000 at any time during the calendar year in a foreign country, is required to report such a relationship.

Rockland Pros will use its professional judgment to address instances where the tax law is unclear. When instances where a potentially applicable tax law is unclear, or that there are conflicting interpretations of the law by authorities (e.g., tax agencies, courts), we will explain the possible positions that may be taken. In the end, we will adopt the alternative that you select after having considered the information that we provided to you.

The taxpayer is responsible for maintaining all income tax returns and supporting documentation. This data may be requested by a taxing authority to verify your reported income, deductions and credits. All of your original records will be returned to you at the end of this engagement. Although Rockland Pros may retain a copy of your records, we do not take responsibility for maintaining or producing them for you.

Taxing authorities impose penalties on the taxpayer for substantial understatements of tax, items in the return for which there is not substantial authority, and failure to maintain records required by law. You acknowledge that any such understated tax, and any imposed interest and/or penalty thereon, are your responsibility, and that we assume no responsibility for any such additional assessments.

2. ENGAGEMENT SCOPE

As an Accounting and Consulting firm, Rockland Pros provides a variety of professional services to a wide range of clients. In order to avoid any misunderstanding regarding our Tax Preparation Services, the following scope and limitations have been defined.

- a) Tax Preparation Services: The scope of the Tax Preparation Services performed by Rockland Pros will include the preparation of your income tax returns, including schedules and worksheets (where

applicable). The scope of this engagement does not include other information returns, tax reports or other filing requirements. Clients can engage Rockland Pros to provide other services for an additional fee under a separate contract.

Certain taxing authorities now require tax preparers to electronically file (e-file) income tax returns. Rockland Pros cannot transmit your returns to the taxing authorities until we receive fully signed authorization forms. Therefore, if you have not provided our Firm with your signed authorization forms by the deadline, then your income tax returns will be subject to filing an extension - even though they have been completed. In that event, you will be responsible for ensuring that any payment due with the extension is sent timely. Additional fees will be charged by our firm to prepare and file an extension on your behalf.

- b) Tax Planning & Other Consulting Services: If we observe opportunities for tax savings that require planning and/or changes in the way you handle certain transactions, then we will share any ideas that we have with you. However, the scope of the Tax Preparation Services performed by Rockland Pros does not include significant tax planning or other consulting services. Clients can engage Rockland Pros to provide these services for an additional fee under a separate contract.
- c) Bookkeeping Services: Clients are responsible for summarizing the data necessary for Rockland Pros to prepare your income tax returns. The scope of the Tax Preparation Services performed by Rockland Pros does not include adding receipts, reviewing bank statements, or other bookkeeping activities. Additional fees will be charged by Rockland Pros for time spent performing bookkeeping activities on your behalf.
- d) Audit Assistance Services: Your income tax returns may be selected for inquiry or subject to an audit by a taxing authority. Although we may be able to assist you in addressing inquiries and/or represent you in the event of a tax examination, this effort is not included in the scope of our Tax Preparation Services. Clients can engage Rockland Pros to provide these services for an additional fee under a separate contract.

3. PAYMENT TERMS

All invoices are due upon receipt.

Note: Rockland Pros has elected not to participate in any "Refund Anticipation Loan (RAL)" programs due to the high cost charged to the taxpayer.

- a) Tax Preparation Services: Our Tax Preparation Service fees are based on the complexity of the income tax returns prepared – e.g., less forms may result in lower fees; more forms may result in higher fees. Estimates are not a guarantee of cost for service; estimates are made in good faith based assumptions derived from information provided by the client/prospective client. Deviations from assumptions used to prepare good faith estimates may impact tax preparation fees – higher or lower. All fees are charged based on actual work performed.

Note: Prior year tax returns provide a reasonable baseline for preparing estimates, however, this method assumes that there will not be any significant changes to a client's/prospective client's tax situation from one year to the next. Prior year tax returns also do not take into consideration changes to the tax code, some of which may not have been disclosed by the taxing authorities at the time of the estimate.

- b) Other Professional Services: Rockland Pros will charge a flat rate of \$125 / 30 minutes, or in accordance with existing contract rates, for additional time incurred outside the engagement of our Tax Preparation Services as outlined above.

Clients can engage Rockland Pros to provide additional services for an agreed upon fee under separate contracts (e.g., Tax Planning, Consulting Services, Bookkeeping Services, Audit Assistance Services).

c) Payment Methods: Rockland Pros offers three payment methods...

- Cash
- Check: Checks can be made payable to “Rockland Professional Services, LLC” or “Rockland Pros” – both are accepted by our bank.
- E-Check: We can receive an electronic check (or “e-check”) through an Automated Clearing House (ACH) deposit in one of two ways.
 - Online – Rockland Pros can send you an e-mail through our accounting system, which will contain a link to a secure payment website where you can enter your bank account information (i.e., routing number and account number).
 - Authorization Form – Rockland Pros can provide you with an authorization form, which you can use to enter your bank information (i.e., routing number and account number), together with your signature, authorizing withdrawal of your payment.

d) Surcharges: As an Accounting and Consulting firm, we do not offer personal loans, business loans, lines of credit, payment plans or any other payment deferment options. In the event that you are unable to make a full payment upon the preparation of your income tax returns, surcharges will be imposed in accordance with the schedule below.

- Appointment Changes - In order to keep the professional fees associated with our Tax Preparation Services to a minimum, we strive to be as efficient as possible with the limited amount of time available to file income tax returns by the deadline. Once an appointment has been scheduled, we reserve that day and time on our calendar for you. Therefore, changes made within 48 hours of a scheduled appointment (e.g., cancellations, reschedules) will be subject to surcharge of sixty-five dollars (\$65).
- Late Fees - Full payment is due upon the preparation of your income tax returns, and prior to filing your income tax returns. If you are unable to make a full payment, a late fee of fifty dollars (\$50) will be imposed upon completion of your tax return, and every invoice cycle that your invoice remains outstanding.

Note: If payment is not received by the deadline, then your income tax returns will be subject to filing an extension - even though they have been completed. In that event, you will be responsible for ensuring that any payment due with the extension is sent timely. Additional fees will be charged by our firm to prepare and file an extension on your behalf.

- Interest Charges - Should an invoice remain unpaid for more than thirty (30) days, interest shall be charged at a rate equal to the lower of one and one-half percent (1.5%) per month or the highest rate permitted by applicable law.
- Insufficient Payments – Bank charges and/or other fees incurred by Rockland Pros resulting from insufficient payment will be charged back to you. Insufficient payments do not qualify as a full payment made upon the completion of your income tax returns, therefore they will also result in a late fee of fifty dollars (\$50).

For more information about our Engagement Policy, please contact us as follows:

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