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***NOTE: Signed Acknowledgement of the Personal Engagement Contract below is required from all clients prior to the preparation of all Personal Professional Services***

**RE: Personal Engagement Contract**

Dear Client:

Thank you for choosing JPT Financial Solutions Inc., a customer-service driven provider of Eldercare Financial Services, Consultation & Advisory Services, Tax Return Preparation, and General Accounting Services. This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the professional personal services we will provide.

In order to ensure the understanding of our mutual responsibilities, we ask that you confirm the arrangements listed below. Acknowledgement of this information is required from all clients prior to the preparation of all services by our firm. Please sign and date as requested below and return this form to our office with your supporting financial and/or tax documentation, and keep the attached client copy for your records.

Thank you for your assistance. We are pleased to have this opportunity to provide you with our firm's services and sincerely appreciate your confidence in us. Please contact our office if you have questions on the attached documentation.

Very truly yours,

JPT Financial Solutions Inc.

PERSONAL ENGAGEMENT CONTRACT

PLEASE SIGN, DATE AND RETURN TO OUR OFFICE

- 1.) You agree to engage JPT Financial Solutions Inc. to provide you with one or more nonattest services under our umbrella of professional services including Eldercare Financial Services, Consultation & Advisory Services, Tax Return Preparation and General Accounting Services.
- 2.) Under our umbrella of professional services, we will prepare your personal financial reports, schedules and/or tax returns based solely on information that you provide to us. 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. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions on all reports, schedules and/or tax returns we prepare. These may be necessary to prove the accuracy and completeness of tax returns to a taxing authority.
- 3.) You agree to assume all management responsibilities for all nonattest services we provide; oversee the services, evaluate the adequacy and results of the services; and accept responsibility for them.
- 4.) You represent that the information you are supplying to us for any of our professional services is accurate and complete to the best of your knowledge and that you have disclosed to us all relevant facts affecting the analysis reports, schedules and/or tax returns we prepare. The accuracy of the information and completeness of the representations reflected in the analysis, reports, schedules and/or tax returns we prepare is your responsibility. You confirm that all income and deduction items included are correct and complete. You confirm that all sources of income have been disclosed, all deductions were incurred to earn income, and all credits claimed are supported by receipts.
- 5.) Regarding tax returns that we may prepare, you have the final responsibility for the data that is presented and therefore, you should review them carefully before you sign them.
- 6.) Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover. In addition, we will advise on recommended changes to improve internal accounting controls as identified. Regarding tax preparation, should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.
- 7.) Although we may rely in good faith on the information that you provide to us, as accountants and tax practitioners we are not permitted by the IRS to ignore the implications of the information furnished to us or actually known by us. Although our work in connection with the preparation of your personal financial reports, schedules and/or tax returns does not directly include any procedures designed to discover defalcations or other irregularities, we are required by the IRS when preparing tax returns to make reasonable inquiries if the information that is provided to us appears to be incorrect, inconsistent with an important fact or another factual assumption, or incomplete. Additional disclosures may be required from the client to substantiate any tax data presented if deemed necessary.
- 8.) Specifically regarding tax return preparation, should your returns be selected for examination, or other inquiry is made of your returns by the Internal Revenue Service or any other tax authority, we will be pleased to represent you before these authorities and prepare any refund claims or protests that may be necessary to obtain a final determination of your income tax liability. You will receive additional invoices for these services.
- 9.) Specifically regarding eldercare financial services, we will organize financial records to identify all assets, liabilities, revenue sources and expense commitments, set up a process to establish necessary internal controls, review and pay household bills, review budgeting, establish record keeping, reconcile bank accounts, and monitor and track cash receipts, investments and real estate transactions. In order for us to complete this engagement in a timely and efficient manner we require unrestricted access to all documents concerning your financial transactions including but not limited to bank

**Personal Engagement Contract**

statements, canceled checks, summaries of deposits and sales, a listing of accounts payable and accounts receivable, leases, loans and any other financial information necessary that impacts your accounting records.

- 10.) We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a report, schedule or tax return that is prepared.
- 11.) Under our umbrella of professional services, we will perform supplemental analysis, consultation and/or advisory services as needed to complete our service engagement with you. All of these additional services will be itemized and included in our invoices for services.
- 12.) Under our umbrella of professional services, we will render any required accounting and/or bookkeeping services as determined to be necessary to complete all professional services provided to you by our firm. All of these services likewise will be itemized and included in our invoices for services.
- 13.) In general, our professional service fees are based on time required at our regular rates for the type of services provided, personnel assigned, plus out-of-pocket costs. We also give consideration to the difficulty and size of the assignment, the degree of skill required, time limitations imposed on us by others, the experience and ability of the personnel assigned, the nature of the project, the level of cooperation by the client and his or her staff, and the value of the services to the client.
- 14.) Our professional service fees for tax return preparation are calculated in proportion to the amount of work necessary to complete your return. This includes time spent assembling and reconciling documentation supplied by the client, as well as follow-up discussions with the client (verbal and/or written e-mails) for supplemental data or clarification of information received from the client.
- 15.) Our fees are payable **within 15 days after completion of any professional services** that are provided to you by this firm. A 1.5% monthly interest late fee will be reflected on all past due accounts over 15 days. For tax return preparation, you understand that in order for JPT Financial Solutions to satisfy IRS requirements to sign-off on your tax return as a "paid preparer", it is required that clients remit payment to JPT Financial Solutions for services **prior** to the electronic filing of your return. As such, payment to JPT Financial Solutions for your tax return is due **upon receipt or notification of the completed tax return.**

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**Acknowledgement By Client**

CLIENT

SPOUSE

Accepted by (Please Print) \_\_\_\_\_

\_\_\_\_\_

Signature of Client \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

PERSONAL ENGAGEMENT CONTRACT

PLEASE RETAIN THIS COPY FOR YOUR RECORDS

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- 3.) You agree to assume all management responsibilities for all nonattest services we provide; oversee the services, evaluate the adequacy and results of the services; and accept responsibility for them.
- 4.) You represent that the information you are supplying to us for any of our professional services is accurate and complete to the best of your knowledge and that you have disclosed to us all relevant facts affecting the analysis reports, schedules and/or tax returns we prepare. The accuracy of the information and completeness of the representations reflected in the analysis, reports, schedules and/or tax returns we prepare is your responsibility. You confirm that all income and deduction items included are correct and complete. You confirm that all sources of income have been disclosed, all deductions were incurred to earn income, and all credits claimed are supported by receipts.
- 5.) Regarding tax returns that we may prepare, you have the final responsibility for the data that is presented and therefore, you should review them carefully before you sign them.
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