

INCOME TAX PREPARATION SERVICES

Terms and Conditions

Thank you for selecting Morgan & Associates to assist you with the preparation of your income tax returns. The following Terms and Conditions outline the nature and scope 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 Income Tax Preparation Services.

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 consultants are responsible for preparing income tax returns under the direction of the taxpayer, in accordance with the applicable tax laws. Morgan & Associates 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. Morgan & Associates 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 Morgan & Associates 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 a tax preparation and consulting firm, Morgan & Associates provides a variety of professional services to a wide range of clients. In order to avoid any misunderstanding regarding our Income Tax Preparation Services, the following scope and limitations have been defined. Income Tax Preparation Services: The scope of the Income Tax Preparation Services performed by Morgan & Associates will include the preparation of your income tax returns, the scope of this engagement does not include other information returns, tax reports or other filing requirements. Morgan & Associates 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. Clients are responsible for summarizing the data necessary for Morgan & Associates to prepare your income tax returns. The scope of the Income Tax Preparation Services performed

by Morgan & Associates does not include adding receipts, reviewing bank statements, or other bookkeeping activities. Additional fees will be charged by Morgan & Associates for time spent performing bookkeeping activities on your behalf. 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 Income Tax Preparation Services.

3. PAYMENT TERMS Refer to our services outlined on our website and above in engagement scope. Income Tax Preparation Services: Our Tax Preparation Service fees are based on the complexity of the income tax returns prepared – i.e. 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. Other Professional Services: Client will be billed based on time charges for services rendered by professionals of the Firm, or in accordance with specific service agreements, for additional time incurred outside the engagement of our Income Tax Preparation Services as outlined above. Your tax return will only be filed once payment in full has been made in accordance with the invoice. You will be provided with a quote of the final price of your return as well as an estimated amount of your return before you are required to make a payment. Note: the quote on your tax return is based on information you've provided. If the actual return is either higher or lower than quoted due to omission of documentation or taxes owing to the CRA, Morgan & Associates has no control over those factors. In this case you are liable to provide accurate and truthful information, thus liable for the deviation in return quote. The client is still responsible for payment in full if there is a deviation in the quoted return due situations started. If you do not wish to proceed with filing your return with Morgan & Associates once you've received a quote and preparation of your tax return has been completed and the estimate has been given to you; you will only be responsible for payment of the flat fee of a Tax Return outlined under services as per our website.

PRINT: _____

SIGN: _____

DATE: _____

