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Engagement Letter for Individual Tax Return Preparation

Thank you for choosing The Master's Tax & Financial Services to assist you with your 2011 taxes. This letter is to inform you (our client) of what service we (Janelle and Richard Ogg of The Master's Tax & Financial Services) can provide to you, what responsibilities you have, and what our responsibilities are. It also covers a few legal requirements.

We are trained to prepare taxes, and held accountable for our judgment in tax matters. However, the law clearly holds you accountable for the accuracy of your return. It should be obvious that we cannot act upon information that we do not have. Therefore, we will prepare your tax return(s) based on the information you provided to us without audit (i.e., validation of the information). With your permission, we can obtain certain information from external sources to assist in the completion of your return (see our Privacy Statement).

_____ Yes, we may obtain information as available (default if neither chosen).

_____ No, you will provide documentation of those amounts.

The law imposes penalties when taxpayers underestimate their tax liability. Please contact us if you have concerns about such penalties. 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.

Our fee for tax return preparation does not include bookkeeping or other accounting services, thus our engagement should not be relied upon to disclose errors, fraud, or other illegal acts. You therefore are to provide completed books for any business activity. We will use our judgment to prepare your return to your best overall advantage in a manner consistent with the law. Should a tax authority rule contrary to us in a tax issue, our liability is limited to the fees you paid to us for the tax preparation.

Any information that you provide to us should have documentation to support it. This does not necessarily mean that we must see the documentation, but you must be able to provide it, and in some cases we will ask to review your documentation. We can provide guidance concerning what evidence is acceptable. Estimates of your expenses are not deductible — you must have written records. You must also be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. The State of California requires you to keep records of all tax information for four (4) years after the later of the tax return due date or the last filing of your tax return or amendment(s).

By signing this letter and the materials associated with your return prepared by us, you declare that you have provided to us all income and deductible expense information, and that all expenses or other deductions are accurate and that you have all required supporting written records.

We will endeavor to complete your return by the appropriate deadline. However, we will not guarantee to complete your return by the deadline, and if we are still missing information with less than two weeks remaining, you should file an extension if allowed (which we can do for you). Note that an extension

Richard Ogg is an Investment Advisor Representative and holds California Insurance License #0G48566.

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allows additional time to complete and file your return, but it does not allow for an extension for paying any tax due. Initial here to decline assistance on filing an extension.

_____ Decline this extension service and accept responsibility for filing your own extension.

If you desire, we will still endeavor to complete your return by the deadline if you authorize an additional "Rush Fee." When filing an extension, an estimate of your tax liability is required, and you may need to include a tax payment with the request for extension as appropriate. If you desire us to prepare a preliminary return for estimating your tax liability and we determine that an estimated return is possible, then we will do that as an extra billable tax return (i.e., an extra charge).

If you are filing a joint return, you agree that should you desire separate or individual tax preparation or representation at any time in the future, we can only provide that with full disclosure to both parties. Similarly, if we are preparing a tax return for you and we have previously prepared a joint return for you with a different person, then you agree that we may attempt to obtain or disclose any information we deem appropriate for accurate tax return preparation with the individual you previously filed with or their tax preparer/representative.

If you present your tax return to a third party for any reason, you agree to inform them that we have no responsibility for the accuracy or assurance of the amounts reported. You also agree to indemnify and hold us harmless in the event that any claims are filed against us individually or The Master's Tax & Financial Services.

As a service to our clients, we occasionally mail tax-related or other information that we anticipate will be helpful (e.g., newsletter). To request that we mail to you no more than an annual appointment letter, initial here:

_____ Decline mailing of additional tax information (e.g., newsletters).

Fees charged for tax return preparation do not include audit representation or for preparing materials to respond to audit letters. But these fees do cover limited assistance / consultation (e.g., half hour once or twice outside of tax season) during the year. Fees are to be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion you agree to pay a fee for work completed. A retainer is required for preparation of late returns. To the extent permitted by law, an interest charge may be added to all accounts not paid within thirty (30) days.

This agreement is governed by the laws of California and any dispute shall be resolved in Santa Rosa, CA.

Privacy: We take very seriously your private information. We provide a Privacy Statement (last revised 26 December 2011) and by signing below you assert that you have reviewed that document.

Signatures: By signing below you agree that you have read, understand, and accept your obligations and responsibilities stated above, plus you understand our responsibilities and limit of liabilities as explained above. For a joint return, both the taxpayer and spouse must sign (except for a surviving spouse).

Taxpayer

Spouse

Date

The Master's Tax & Financial Services

Janelle Ogg, EA

Richard Ogg, EA

Date