



Carla Manzuk • 170 E. 94th St. #1E - New York, NY 10128 • (212) 831-5670
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PLEASE BRING THIS LETTER WITH YOU TO OUR APPOINTMENT

This letter is to confirm our understanding of the terms of our agreement, and to outline the nature and extent of the services we will provide. Based upon the information you furnish us, we will prepare your Federal and applicable State Income Tax Returns.

We will not audit or verify any of the data you submit to us, although we may ask you for clarification when necessary. All the information you submit to us will, to the best of your knowledge be correct, complete and include all information necessary for the completion of your tax returns.

The charges for our services are based on our fee schedule and the complexity of the returns.

Your returns are subject to review by the taxing authorities. Any items that may be resolved against you by the examining agent are subject to certain rights of appeal. In the event of an examination, we will be available upon request to assist you in preparation for the audit, and to review the results of any examination. If any audit is decided against you, you are responsible for all taxes, penalties and interest charges.

You have the final responsibility for your income tax returns. Please review them carefully before you sign and mail them.

If the above is in accordance with your understanding of the terms and conditions of our agreement, please sign and return a copy of this letter.

Carla Manzuk, Tax Preparer
PTIN: P00550809

Date

Client Signature

Date

Client Name Printed

**OUR PRIVACY POLICY, COMPLIANCE with the GRAMM-LEACH-BLILEY ACT,
PUBLIC LAW 106-102 (FTC 16 CFR Part 313)**

The privacy of your client information has always been important to us, and we have always been bound by professional standards of confidentiality. However, we are now required by law to formally inform you of our privacy policy.

We collect nonpublic personal information about you that is provided by you or obtained by us with your authorization. This information may come from various sources, including information we receive from personal interviews, tax organizers, worksheets and other documents necessary to provide professional services to you.

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as permitted or required by law, or when necessary to process transactions requested by a client.

We restrict access to nonpublic personal information about you to members of our firm who need to know that information in order to provide professional services. We retain records relating to the professional services that we provide you in accordance with accounting and government standards.

We employ physical, electronic and procedural security safeguards to protect your nonpublic personal information.

Your confidence and trust are important to us. If you have any questions or concerns regarding the privacy of your nonpublic personal information, please contact us.

Sincerely,

A handwritten signature in cursive script that reads "Carla Manzuk".

Carla Manzuk, Tax Preparer
PTIN: P00550809