BEACON TAX SERVICES
TRUSTED ADVICE ALONG THE WAY

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A Division of The Life Financial Group, Inc.

Tax Preparation Agreement & Privacy Disclosure

January, 2020

Dear Client:

This letter serves to confirm our engagement with you, and to clarify the nature and extent of the tax preparation services we will provide. ***Sign and return this Agreement to us*.**

Using the information you provide us, we will prepare your 2019 federal and resident state income tax returns. Please indicate below any other additional returns you would like prepared by checking the boxes. We will NOT prepare your FBAR (US Treasury Form 114) or FATCA (IRS form 8938) filings for foreign accounts/ownerships unless we receive the Tax Preparation agreement for those forms.

- ☐ Local Income Tax Return
- ☐ Non-Resident State Income Tax Return for: ____________________
- ☐ Additional return(s), such as PA Rent Rebate: ____________________

You are responsible for determining filing requirements outside the scope of the engagement, and for preparation of all returns not included in this Tax Preparation Agreement. If this document fairly sets forth your understanding, sign this letter in the space indicated and return to it to our office.

Signature: ________________________________ Date: ______________ 2020

Print Name: ________________________________

Spouse Signature: ________________________________

Spouse Print Name: ________________________________

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. We have worksheets to guide you in gathering information to help keep pertinent information from being overlooked.

You agree that the information you are supplying to us is accurate and complete to the best of your knowledge, and that you have records as required by law to support your information. You should retain all documents pertaining to your income and deductions. These records may be necessary to prove the accuracy of the returns to a taxing authority. You have the final responsibility for the income tax returns; therefore you should review them carefully before you sign them.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. These penalties can be substantial. If you have questions on the amount or the circumstances of these penalties, please contact us.

We will use professional judgment in resolving questions where the tax law is unclear. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

You must review the return and sign it or sign an E-file authorization form before the return can be filed with the government. We are not responsible for the length of time it takes the IRS to process your return.

Our fees for tax services are based on both the number and complexity of the tax forms required, and time spent to summarize your records, research and gather information in phone calls, emails, meetings or other correspondence. This time is billed at $70-$125 per hour. Complete, concise records help keep your invoice to a minimum.

The returns may be selected for review by the taxing authorities. Any proposed adjustments are subject to certain rights of appeal. In the event of such tax notices or government tax examination, we will be available upon request to represent you at an additional cost. Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

Sincerely,

Beacon Tax Services

PRIVACY DISCLOSURE

Under the Gramm-Leach-Bliley Act of 1999, financial institutions must provide customers with a "clear and conspicuous" notice about their privacy policies and practices; the conditions under which they disclose nonpublic personal information about consumers to non-affiliated third parties; and how consumers can prevent the disclosure of their information. You already may have received such notices from the banks and brokerage firms with which you do business.

Following the passage of this legislation, the Federal Trade Commission (FTC) issued details rules on these privacy notices, including to whom they should apply. In those roles, the FTC defined "financial institutions" to include all those who provide "financial or investment advisory services." In turn, the FTC rules chose to broadly interpret "financial or investment advisory activities" to cover "tax planning and tax preparation."

In compliance with the FTC rules, printed below is our firm's current Privacy Disclosure Statement. Be assured that this firm has always considered our professional relationship with you to be one requiring the utmost trust and confidence. Please do not hesitate to call us if you have any questions whatsoever above this notice.

Beacon Tax Services does not disclose any nonpublic personal information about our clients, without permission, to anyone except (1) as absolutely required by law or (2) as needed by our employees to provide services or products to you or (3) if you choose to utilize our secure email (NeoCertified), the emails may be viewed by Geneos Wealth Management. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

If you have any concerns about the disclosure of your personal information to third parties, or wish to stop any disclosure that has been noted above, you may call the following number (610) 385-4500 or write to: Beacon Tax Services, 978 Ben Franklin Highway, Douglassville, PA 19518.