



CLIENT ENGAGEMENT LETTER

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. To ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your federal and state individual tax returns from information which you will furnish 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.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of these returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred. 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.

As part of the tax preparation process, we are required to ask you the following questions to which you must respond:

- At any time during 2022, did you have an interest in or a signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account (such as a bank debit/credit card)? Yes ___ No ___ If yes which foreign country _____
- Did this balance exceed \$10,000 at any time during 2022? Yes ___ No _____. If yes, please provide account info with your bank account information with your tax documentation.
- At any time in 2022 did you engage in any transaction involving virtual currency? Yes _____ No _____

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of the return copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,
B.A.A.P.

Accepted by: _____

Date: _____



Consent to disclosure of tax return information

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose your tax return information to third parties for purposes other than the preparation and filing of your tax return without your consent. If you consent to the disclosure of your tax return information, federal law may not protect your tax return information from further use or distribution.

You are not required to complete this form to engage our tax return preparation services. Because our ability to disclose and use your tax return information to another tax preparer affects the service we provide to you, and its cost, we may decline to provide you tax preparation service or change the terms of service that we provide to you if you do not sign this form. If you agree to the disclosure of your tax return information, your consent is valid until the date specified below. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

_____ Authorize B.A.A.P. to disclose to Entigrity Offshore Staffing and its employees; information required to prepare their 2022 tax return.

The duration of this consent will continue for up to ten (10) years unless B.A.A.P. is notified in writing to no longer disclose your tax return information to this recipient.

If you approve the disclosure of your tax return information to Entigrity Offshore Staffing for the duration indicated above, please sign below.

If married, both spouses must sign the consent.

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484 or by email at complaints@tigta.treas.gov.