



December 30, 2019

Nancy Dumont
1241 Taber Hill Road
Stowe, VT 05672

Nancy,

As 2019 ends and the new year begins, it's time to start thinking about taxes again. We hope you had a happy and prosperous year.

If you are planning to have your taxes prepared by us, please return this engagement letter signed to assist me in planning this upcoming tax season.

If you would like a tax organizer and have not already requested one, please send a request by email.

This letter is to confirm our understanding of the terms of our agreement and outline the nature and extent of services we will provide. Based upon the information you furnish to us; we will prepare your Federal and applicable state income tax returns for 2018.

I will not audit or verify 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 and complete and include all other information necessary for the completion of your tax return.

I will also prepare 2020 estimated tax vouchers if required, based on your income and withholding taxes for 2019. If you anticipate a substantial change in income or withholding taxes for 2020, please advise us as soon as possible. We will then determine whether an adjustment should be made to your tax estimates.

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 represent you, or to review the results of any examination. Fees

will depend upon the scope of the engagement. My fee does include basic tax letters you may receive during the year.

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

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

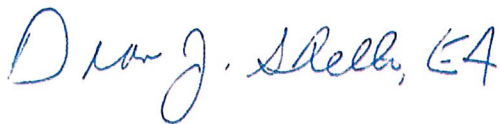
The privacy of your client information has always been important to us, and we have always been bound by professional standards of confidentiality. However, we are now required by law to formally inform you of our privacy policy.

I 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.

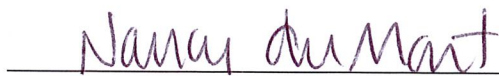
I do not disclose any nonpublic personal information about our clients or former clients to anyone, except as permitted or required by law.

I look forward to hearing from you soon. As always, contact me if you have any questions.

Sincerely,



Diana J. Sheltra, EA



Client Signature

Date



Client Signature

Date