



# Breunig CPA LLC

## Black Earth

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## Sauk City

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## Baraboo

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Baraboo, WI 53913  
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## Confirmation of Terms of Agreement

In order to ensure an understanding of the objectives of our engagement and the nature and limitations of our services, we ask all clients to confirm the following:

We will prepare your 2020 federal and state income tax returns and supporting schedules from the information that you furnish us. We will not audit or otherwise verify this data, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping your fees to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate income tax returns. You should retain all the documents, cancelled checks and other data that form the basis of your income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You are responsible for the proper recording of transactions in the books of accounts, for safeguarding assets and for the substantial accuracy of the financial records. You have the final responsibility for the income tax returns and, therefore, you should review fully before signing them.

We do not disclose any non-public information about our clients or our former clients to anyone, except as instructed to do so by our clients or as required by law. We restrict access to non-public personal information to those necessary to provide accounting, consulting, tax and all other services we render, and we maintain physical, electronic and procedural safeguards to protect your non-public personal information.

Our engagement cannot be relied upon to disclose errors, irregularities or illegal acts, including fraud or defalcations that may exist. However, we will inform you of any material errors that come to our attention.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights and appeal. In the event of such government examination, we will be available to represent you. We will charge additional fees for the time and expense incurred.

All invoices are due upon presentation of your tax returns.

Agreed and accepted by:

\_\_\_\_\_  
**Signature of Client**

\_\_\_\_\_  
**Breunig CPA, LLC representative**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**