

Engagement of Services Compliance with Gramm-Leach-Bliley Act

This letter is to confirm the arrangements for our tax return preparation services.

Engagement of Services

We will prepare your individual federal and/or state income tax returns for the current tax year. Your returns will be prepared without verification solely from information provided by you and will be prepared in accordance with the appropriate federal and state income tax laws and regulations. However, we want to remind you that you have the ultimate responsibility for your income tax returns. Therefore, you should review them carefully before signing and filing the returns. If our office needs additional information to complete you tax return(s), we will contact you immediately and will expect a prompt response.

Our fees for tax preparation services will be based upon the number of forms & schedules needed plus our time to complete your particular return(s). All tax preparation fees are due and payable at the time you pick up the completed return(s).

If the IRS or a state taxing authority selects your tax return for audit, we are available to assist you if you so desire. Fees for such representation or audit assistance services would be billed separately at our standard rates and terms, and are not included in our tax return preparation fees.

Privacy Notice

In order to meet the requirement of the **Gramm-Leach-Bliley Act of 1999**, we want to be certain you are aware of the privacy policy of this firm.

It is the policy of V. Bowles & Associates to handle the information you provide with the utmost confidentiality and care. We restrict access to nonpublic personal information about you to members of our firm who need to know this information in order to complete the work you have hired our firm to do. We will not disclose your personal and confidential information to anyone outside this firm without your express permission to do so. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

We appreciate this opportunity to serve you. If you have any questions or need any additional information, please do not hesitate to call. We look forward to serving you.

Signature

Date