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[http: www.cfo2goeurope.com](http://www.cfo2goeurope.com)
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TAX FORM ENGAGEMENT LETTER

Client Name:
Address:

City, State, Post Code

Subject(s):

Dear Client,

Scope of the Engagement

CFO2GO, s.r.o. (CFO2GO) is responsible for only the initial return for each period. Changes to the return that are initiated after the return has been processed are subject to an additional fee.

All tax returns are subject to review by taxing authorities. The fee for this engagement does not include any assistance you may need in connection with inquiries, examinations, or any subsequent assessments by such authorities.

Responsibility of the Client

This engagement is subject to your furnishing adequate documentation for the year being reported by 31st day of May of the following year. Returns are prepared on the basis of information supplied by the client with no independent verification of veracity (receipts, records, etc.) by CFO2GO.

Before CFO2GO accepts the engagement, Client must inform CFO2GO of any correspondence Client has received from any taxing authority in respect of this form during the past year. Client shall inform CFO2GO promptly of any correspondence from any taxing authority related to returns prepared by CFO2GO.

As part of the engagement, CFO2GO will rely on the information provided by Client to prepare the return.

Client accepts all responsibility, implied and explicit, for the correctness of the information contained within the return without exception or qualification. Client understands that under U.S. Treasury Regulations governing tax practitioners, any written tax advice from same cannot be used by the taxpayer for the purpose of avoiding certain tax penalties that may be imposed under IRC §6662(d), unless explicitly so identified.

Responsibility of CFO2GO

The work completed represents our best efforts and professional judgment. Tax return preparation often involves application of conflicting authorities and interpretations that present varying possibilities of challenges from the IRS, US Treasury or state taxing authorities. Opinions of various government agencies or personnel and of various courts are often conflicting. Judicial and legislative thought is subject to continual change.

Should Client seek to override the conclusions of CFO2GO with respect to the representation or inclusion of a information in the Client's return, CFO2GO will notify him that such a representation, inclusion or exclusion is subject to challenge. CFO2GO is not liable either explicitly, nor implicitly, for errors resulting from the representation, inclusion or exclusion of information it identifies as being subject to challenge.

CFO2GO limits its liability to the tax preparation fee charged by CFO2GO or the amount of any penalty resulting from an error in preparation by CFO2GO, whichever is less. An error is a miscalculation or representation of

information that occurs despite the availability of required information. CFO2GO is not liable either explicitly, nor implicitly, for errors caused by a reliance on incorrect or insufficient information provided it by the Client.

Any tax liability and interest assessment remain the responsibility of Client.

Fees

Fees are based upon the current fee schedule of CFO2GO or as otherwise explicitly agreed with the client. Accounting, audit, representation, planning, phone conversations, or meetings may be billed with the return or throughout the year as a separate charge at the current hourly rates and terms. If this document is signed by an owner, partner, officer, or member of a business entity (sole proprietorship, partnership, corporation, limited liability company, limited liability partnership, or nonstock/nonprofit organization), signer accepts all conditions of this agreement for the entity and assumes all personal liability for conditions, billing, and payments for services provided as set forth above.

Protection of Personal Data

By signing this Engagement Letter, Client gives in accordance with the EU Directive on Data Protection (95/46/EC) and in particularly, the Czech Law 101/2000 Sb, On the Protection of Personal Data, his permission to utilize his personal data necessary for the fulfillment of the subject of the Engagement and for a duration necessary for the assessment of rights and obligations arising out of this Engagement, for a duration not to exceed 10 years from the end of the latest contractual relationship between the parties.

Personal data may be processed by automated tools, tools connected to an information system, and manually by employees or contractors of CFO2GO. Should Client learn that CFO2GO and/or another person to whom was entrusted Client’s data, violated the terms of the Law, he is authorized to request from the authorities correction of the violation. Client agrees by signature of this engagement letter to the processing of his personal data in the countries of the United States and Czech Republic.

American citizens are required to sign the additional Consent to Disclosure of Tax Return Information, attached to this letter.

I thank you for choosing CFO2GO.

Sincerely,

CFO2GO, s.r.o.

Accepted by:
Client

Accepted by:
Client

Director
Date:

Title:
Date:

Title:
Date:



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CONSENT TO DISCLOSURE OF 2008 TAX RETURN INFORMATION

Federal law requires this consent form be provided to you. Unless authorized by law, CFO2GO cannot disclose, without your consent, your tax return information to third parties for purposes other than the preparation and filing of your tax return and, in certain limited circumstances, for purposes involving tax return preparation. 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. Because CFO2GO's ability to disclose your tax return information to another tax return preparer affects the service that CFO2GO provides to you and its cost, CFO2GO may decline to provide you with service or change the terms of service that it provides to you if you do not sign this form. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year.

This consent to disclose may result in your tax return information being disclosed to a tax return preparer located outside the United States, *including your personally identifiable information such as your Social Security Number ("SSN")*. Both the tax return preparer in the United States that will disclose your SSN and the tax return preparer located outside the United States which will receive your SSN maintain an adequate data protection safeguard (as required by the regulations under 26 U.S.C. Section 7216) to protect privacy and prevent unauthorized access of tax return information. If you consent to the disclosure of your tax return information, Federal agencies may not be able to enforce U.S. laws that protect the privacy of your tax return information against a tax return preparer located outside of the U.S. to which the information is disclosed.

If you agree to allow CFO2GO to disclose your tax return information, including your SSN, to another preparer contracted and bound to the same level of privacy as CFO2GO, for purposes of providing assistance in the preparation of your individual income tax return, please check the box below, indicate the validity duration for your consent, and sign and date your consent to the disclosure of your tax return information. Be advised that this consent may need to be requested again should the consent duration expire prior to the need to share information.

I, _____, authorize CFO2GO to disclose my tax return information including my SSN to third parties within and without the United States for purposes of preparation and filing of my tax return, for a period lasting the shorter of _____ months, or one year from the date of my signature.

Date: 2009

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.

