Telephone: 949-272-6709 Fax: 949-480-1654 Address: 17880 Skypark Circle, Suite 125 Irvine, CA 92614 Website: www.startaxsolutions.com
<a href="mailto:E

Dear Client:

Thank you for selecting me to assist you with your tax returns. This letter confirms the terms of my engagement with you and the nature and extent of services I will provide.

I will prepare your ITIN application and 2018 Federal and all state income tax returns you request using information you provide to me. I may ask for clarification of some items, but I will not audit or otherwise verify the data you submit. I've enclosed an "Organizer" to help you gather the information required for a complete return. It will help you avoid overlooking important information and contribute to efficient preparation of your returns. That helps keep the cost of my services as low as possible.

In the interest of facilitating my services to you, I may communicate by facsimile transmission or send electronic mail over the internet. Such communications may include information that is confidential to you. While I will use my best efforts to keep such communications secure in accordance with my obligations under applicable laws and professional standards, you recognize and accept that I have no control over the unauthorized interception of these communications once they have been sent and consent to my use of these electronic devices during this engagement.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks, and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully before you sign them.

My work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work I will do is that which is necessary for preparation of your income tax returns.

I must use my judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. In order to avoid penalties, I will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor my decisions regarding the need to make protective disclosures in your returns.

The law also imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please call me. Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, I can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

My fee for preparation of your tax returns will be \$	My fee is based on the amount of time required at standard billing
rates plus out-of-pocket expenses. All invoices are due and	payable upon presentation. To the extent permitted by state law, an
interest charge may be added to all accounts not paid within	n thirty (30) days.

I will retain copies of records you supplied to me along with my work papers for your engagement for a period of seven years. After seven years, my work papers and engagement files will be destroyed. All of your original records will be returned to you at the end of this engagement. You should keep the original records in secure storage.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign on the last page of the tax organizer in the space indicated and send it to me via email or you may even fax it to me.

I appreciate your confidence in me. Please call if you have questions.

Sincerely,

Harshita Pujara

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Email: startaxsolutions@gmail.com

Irvine, CA 92614

- Please complete this questionnaire and mail, fax or email it to us.
- If you answer "yes" to any questions on Page 3, please include documentation to properly support and explain (e.g., W-2, K-1, 1098, 1099, list of educational expenses, home closing statement, etc.)
- Please enclose a copy of your prior year federal and state return.
- Please attach any additional documentation needed to fully prepare your federal and state tax returns

Personal Information							
F	irst Name	MI	Date	of Birth	Social S	ecurity Number	
		Email Address	dress Contact Phone Number		mber		
			Are you a U. S. Citizen? Yes No Are you legally blind? Yes No				
State					-		
	S	spouse's Inform	ation (if Appli	icable)			
F	irst Name	MI	Date	of Birth	Social S	ecurity Number	
		Email Address	Contact Phone Number				
Are you a U. S. Citizen? Yes No Are you legally blind? Yes No Are you legally blind? Yes No Are you totally and permanently disabled? Yes No Can anyone claim you or your spouse on their tax return? Yes No						ind? ☐ Yes ☐ No led? ☐ Yes ☐ No	
]	Family and Dep	endent Inforn	nation			
u live with y	our spouse during ed: Date of final de	any part of the las	naintenance agree	ement:		-	
	w who haca in an			. J			
	State State State 1, 2018, your ou live with y gally separate of spouse's	State State First Name State 1, 2018, your marital status was at live with your spouse during gally separated: Date of final de of spouse's death:	State Zip Spouse's Inform First Name MI Spouse's Inform Email Address Family and Dep 1, 2018, your marital status was: su live with your spouse during any part of the last gally separated: Date of final decree or separate nof spouse's death:	Email Address State Zip Are Can anyone claim y	Email Address Comparison of the last six months of 2018? \ Yes \ Nate of Birth Email Address Comparison of spouse's Lifety and Detection of Spouse Lifety and Detection of Spouse's Lifety and De	Email Address Contact Phone Nu Are you a U. S. Citi Are you legally by State Zip Are you totally and permanently disab Can anyone claim you or your spouse on their tax ret Spouse's Information (if Applicable) First Name MI Date of Birth Social S Contact Phone Nu Are you a U. S. Citi Are you a U. S. Citi Are you a U. S. Citi Are you legally by Are you totally and permanently disab Can anyone claim you or your spouse on their tax ret Family and Dependent Information 1, 2018, your marital status was: ut live with your spouse during any part of the last six months of 2018? Yes No sally separated: Date of final decree or separate maintenance agreement:	



Spouse signature

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of joint returns.

	IIVIIIe, CA 92014						
	Life E	vents					
☐ Yes ☐ No	Were you referred to me by someone? If yes, full name	of person:					
□Yes □ No	If you are due a refund, would you like a direct deposit						
		E	Account Number				
□Yes □ No	If you have a balance due, would you like direct debit?						
During 2018, did	you (or your spouse, if filing a joint return):	Routing Number	Account Number				
Yes No	Buy a home? If yes, closing date:						
☐ Yes ☐ No	Have a foreclosure, or did the bank cancel any part of your mortgage loan?						
☐ Yes ☐ No	Purchase and install energy efficient home items (such as windows, furnace, insulation, etc.)?						
☐ Yes ☐ No	Pay college tuition for yourself, your spouse, or any of						
☐ Yes ☐ No	Have any student loans?						
☐ Yes ☐ No	Have health insurance for you, your spouse, and all dep	pendents for the entire year?					
☐ Yes ☐ No	Have any bank accounts in foreign countries?						
☐ Yes ☐ No	Have balance/(s) greater than \$10,000 in any foreign ba	ank account/(s)?					
☐ Yes ☐ No	Make estimated tax payments or apply last year's refur	nd to your 2018 tax? If yes, amount:					
	Inco	me					
During 2018 did	you (or your spouse, if filing a joint return) receive:						
Yes No	Wages or salary						
☐ Yes ☐ No	Tip income						
☐ Yes ☐ No	Interest/dividends (from checking or savings accounts, CDs, bonds, brokerage accounts, etc.)						
☐ Yes ☐ No	State tax refund. If yes, did you itemize deductions last year? Yes No						
☐ Yes ☐ No	Self employment income (such as small business, contri						
☐ Yes ☐ No	Alimony income						
☐ Yes ☐ No	Proceeds (or loss) from the sale of stocks, bonds, or real estate (including your home)						
☐ Yes ☐ No	Disability income						
☐ Yes ☐ No	Pensions, annuities, and/or IRA distributions						
☐ Yes ☐ No	Social security or railroad retirement benefits						
☐ Yes ☐ No	Income from rental property						
Yes No	Other income: (gambling, jury duty, lottery, prizes, awa	ards, etc.). Identify:					
	Exper	ises					
	you (or your spouse, if filing a joint return) pay:						
☐ Yes ☐ No	Alimony: If yes, what is the recipient's SSN?						
☐ Yes ☐ No	Contributions to IRA, 401(k), or other retirement accounts, including employer retirement account						
☐ Yes ☐ No	Rent for your personal residence?						
☐ Yes ☐ No	Medical expenses						
☐ Yes ☐ No	Home mortgage interest						
☐ Yes ☐ No	Real estate taxes for your home						
☐ Yes ☐ No	Car/Motorcycle License registration fees? If yes, amou	nt?					
Yes No	Charitable contributions						
☐ Yes ☐ No	Child/dependent care expenses that allowed you and you	our spouse to work or to look for wo	rk				
	samined this tax organizer and accompanying documentation, and e documentation necessary to prepare a true and complete federa						
Vour	signature Date		Both husband and wife				
1 Out	Date Date		must sign for preparation				

Date