

Murphy & Company, LLC

Certified Public Accountants | Business Advisors

February 1, 2024

This letter is to confirm and specify the terms of OUR ENGAGEMENT WITH YOU and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

Please be advised that the accounting, tax and all other services that you previously engaged and or were performed by Borgida & Company, P.C., will be suspended as of the date of this letter. The new service provider from the date of this letter going forward will now be **Murphy and Company CPA, LLC**. We ask and advise you that by signing this letter and returning it to us, you agree to the terms of this engagement and also with the transfer of your file and other records to Murphy and Company CPA, LLC.

If you do not choose to have us transfer your files to Murphy and Company CPA, LLC, you must notify us within 90 days from the receipt of this letter. Failure to notify us will be considered acceptance of the terms for the transfer of your files.

If applicable to your return there are new requirements of the Corporate Transparency Act that any entity that is registered with the Secretary of State MUST report Beneficial Ownership Information (BOI) to the Financial Crimes Enforcement Network (FINCEN). You will be responsible to report that information and we recommend you seek legal advice on filing the BOI information with FINCEN.

We will prepare your **2023 federal and state income tax returns** from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with our organizer to guide you in gathering the necessary information. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them. The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns. Your returns may be selected for review by the taxing authorities. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon a minimum fee plus any additional time required at our standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of this letter. We want to express our appreciation for this opportunity to work with you.

Work may not commence until this letter is signed and returned to our office.

Very truly yours,
Murphy and Company CPA, LLC

Taxpayer Signature: _____

Date: _____

Branford Office
21 Business Park Drive
Branford, CT 06405
P: 203.208.0572
F: 203.208.2238

Manchester Office
360 East Center Street
Manchester, CT 06040
P: 860.646.2465
F: 860.643.4858

Niantic Office
8 West Main Street
Niantic, CT 06357
P: 860.739.5459
F: 860.739.4880

Storrs Office
1734 Storrs Road
Storrs, CT 06268
P: 860.429.7885
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