

Sign Date & Return To MainStreet Tax Advisors

We will prepare your 2016 Form 1040 Individual Federal and State(s) (if applicable) Income Tax Returns for the year ended December 31, 2016, from information you furnished to us. We will not audit or independently verify the data you submit. However, we may ask for clarification of some of the information you provided to us. We will furnish you with appropriate directions, as necessary, to guide you in gathering the required information for us.

For travel and entertainment expenses, or charitable contributions, the law specifically requires that any deductions claimed must be substantiated by records indicating the amount, time, place, and purpose of the expenditure and, for entertainment expenses, the business relationship of the persons entertained. Receipts are required for substantiation of all expenditures. If you claim a deduction for travel, entertainment expenses, or charitable contributions, you are representing that you have the required records and receipts. If you plan to claim a deduction for business use of an automobile used partly for business, you are required to substantiate such deductions by adequate records or sufficient evidence corroborating your own statement. In the case of a vehicle, you will also be required to substantiate your total mileage driven for business use, commuting, and other personal use, percentage of business use, date placed in service, use of other vehicles, and after-work use, whether you have evidence to support the business use claimed, and whether or not the evidence is written. If you claim a deduction for a charitable donation, you must have a written acknowledgement from the donee organization. We are not required to inspect your documentation of deductions you claim on your return. However, it is your responsibility to keep proper substantiation on file in case of an audit. We will rely on your representations in preparing your return.

I give permission for Main Street Tax Advisors and/or office to send me e-mails at any time they deem it appropriate.

Certain communications involving tax advice between you and our firm may be privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you may be waiving this privilege. To protect your rights, please consult with us or an attorney prior to disclosing any information about our tax advice.

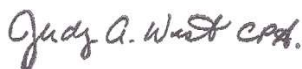
The fee for our services is payable upon receipt of our invoice. Fees for preparation of your returns will be billed at our standard rate, based on the schedules and forms required to report your taxable financial activities, the amount of time spent, and the complexity of the items involved. If you request, we will assist you in compiling your tax information. Such assistance is a separate service that will require additional time on our part, and an additional expense to you. If you fail to provide us with requested information we consider necessary for the completion of your return or if we cannot complete your return due to a dispute as to the reporting of certain income and/or deduction items, you hereby agree to pay us for the time spent working on your return. **Each month the invoice has not been paid, there is a \$30 re-invoicing fee.**

Please contact us if you would like to request an extension of time to file your return. This will be necessary if you do not submit all of your tax information to us in a timely manner. Even if you file an extension request, you may be assessed penalties and interest if you have paid less than 100% of your 2016 tax liability by the initial filing deadline. We do not automatically file extensions as these must be requested to us in writing.

All returns are subject to review by the taxing authorities. In the event of such government tax examination, we will be available, upon request, to represent or assist you. Such additional services are not included in our fee for preparation of the returns.

If any dispute or claim relating to services covered by, or relating to, this engagement letter arises among the parties, we agree to try first in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its Commercial Mediation Rules. All unresolved disputes shall then be decided by final and binding arbitration in accordance with Commercial Arbitration Rules of the AAA. Fees charged by any mediators, arbitrators, or the AAA shall be shared equally by all parties. **IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW. INSTEAD, WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.**

This agreement letter will apply for all future years unless the agreement is terminated or amended in writing by you or Main Street Tax Advisors. If the above fairly sets forth your understanding, please sign and date below where indicated. We are pleased to have you as a client and look forward to a long and mutually satisfying relationship.



Managing Member of MSTTA LLC, General Partner

Taxpayer's Signature

Print Name

Date

Spouse's Signature (if applicable)

Print Name

Date

Privacy Policy: The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipts of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations. These safeguards are set to protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.