



Integrated Tax Consultants, LLC

400 US Route 1 • Suite B South • Falmouth, Maine 04105

2020 1099 ENGAGEMENT LETTER

Dear Client:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide:

We will perform the following services:

We will prepare, from information you provide, Federal and State (if applicable) Forms 1099 and Transmittal Form 1096 for the tax year 2020. We will not audit or review any information you provide to us in the preparation of these forms. You are solely responsible for the information reported on the 1099 and 1096 Forms. We will be electronically filing your forms with the IRS.

You are aware that it is your responsibility to determine the recipients of your 1099s from your company's books and records, to gather the recipient's correct information required to issue the 1099s, to retain proper receipts and other documents in your office to be in compliance with 1099 filing and for timely filing of your 1099s. We have no responsibility for any penalty that may arise from our client(s) failure to provide 1099 information to our office, for late filing or failure to file, or for incorrect information reported on these forms.

Failure to file may occur if you do not file the forms by **January 31, 2021**. The penalty per form is \$50 if you file within 30 days of the due date. If you file more than **30 days** late but before August 1st, the penalty is **\$110** per form. The penalty increases to **\$288** for any form filed after August 1st or if not filed at all.

If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to our office with your 1099 recipient information **no later than January 15, 2020**. We will not prepare any 1099 forms without a signed engagement letter.

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 to provide you with services. We will not disclose your personal information to any third party without your expressed permission, except where required by law. Integrated Tax Consultants' failure to secure written client consent prior to transferring tax return information could result in the imposition on us of up to a \$1,000 fine and up to a year in prison for the responsible individuals. As a result, we intend to adhere to this policy without exception. Please contact us with any questions regarding our privacy policy.

Sincerely,

Integrated Tax Consultants, LLC

ACCEPTED BY:

Business Name: _____

Print Name: _____

Signature: _____ Date: _____