



Hyde & Company
CPAs PC

7100 N. Classen Blvd., Suite 200
Oklahoma City, OK 73116
Phone: (405) 842-0028
Fax: (405) 842-0056
Website: www.hccpas.net

Dear Valued Client,

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services you have asked our firm to provide.

We will prepare the Federal and State (if applicable) Form(s) W-2 and Transmittal Form W-3 for the tax year_____. 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 W-2 and W-3 Forms. It is also your responsibility to mail the forms to the recipients by the respective due date (unless you have made other arrangements with our firm). We will be electronically filing your forms with the IRS and if eligible to the State Tax Departments.

You are aware that it is your responsibility to determine the recipients of your W-2s from your company's books and records (unless you have made other arrangements with our firm). It is your responsibility to gather the recipient's correct information required to issue the W-2s, to retain proper receipts and other documents in your office to be in compliance with W-2 filing and for timely filing of your W-2s. We have no responsibility for any penalty that may arise from our client(s) failure to provide W-2 information to our office by our requested dates.

It is our policy to keep records related to this engagement for four years, after which they are destroyed. However, we do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Billings become delinquent if not paid within 30 days of the invoice date. If billings are not paid within 60 days of the invoice date, at our election, we may stop all work at our discretion until your account is brought current, or we will withdraw from this engagement. You acknowledge and agree that we are not required to continue work in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. You further acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay our fees on a timely basis we shall not be liable to you for any damages that occur as a result of our ceasing to render services. Our services will conclude upon delivery of the completed services discussed above or upon our suspension of services or resignation from the engagement.

We appreciate the opportunity to serve you. Please sign, date and return all pages of this letter to our office to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement.

Sincerely,

Nancy K. Hyde, CPA, CVA
Hyde & Company CPAs, PC

_____(Entity Name)

I have read the above terms of the engagement letter and agree with the terms of this engagement.

_____(Client Signature) _____(Date)

_____(Print Name & Title)