

Deana G. Stirewalt, CPA

Date: _____

Name and Address:

Deana G. Stirewalt, CPA is pleased to provide you with the professional services described below. This letter, (collectively, "Agreement"), confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services I will provide. The engagement between you and my firm will be governed by the terms of this Agreement.

Engagement Objective and Scope

I will prepare the following federal and state tax returns for the year ended December 31, 2023:

Form 1040	U.S. Individual Income Tax Return
Form D-400	North Carolina Income Tax Return

I will not prepare any tax returns other than those identified above, without your written request, and my written consent to do so. I will rely upon the completeness and accuracy of the information and representations you provide to me to prepare your tax returns. I will not prepare financial statements or perform valuations of any kind. I will not audit or otherwise verify the data you submit to me, although I may ask you to clarify certain information.

I will prepare the above-referenced tax returns solely to assist you with your tax filing obligations with the Internal Revenue Service ("IRS") and applicable state and local tax authorities. My work is not intended to benefit or influence any third party, including any entity or investment which may seek to evaluate your creditworthiness or financial strength. You agree to indemnify and hold me harmless from any and all claims arising from the use of the tax returns for any purpose other than complying with your tax filing obligations regardless of the nature of the claim, excepting claims arising from my gross negligence or intentional wrongful acts.

My engagement does not include any procedures designed to detect errors, fraud, theft, or other wrongdoing. Therefore, my engagement cannot be relied upon to disclose such matters. In addition, I am not responsible for identifying or communicating deficiencies in your internal controls. You are responsible for developing and implementing internal controls applicable to your operations.

Assisting you with your compliance with the Corporate Transparency Act ("CTA"), including beneficial ownership information ("BOI") reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. I shall have no liability resulting from your failure to comply with CTA. Information regarding the BOI reporting requirements can be found at <https://www.fincen.gov/boi>. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA's reporting requirements and issues surrounding the collection of relevant ownership information.

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You may request that I perform additional services not contemplated in this engagement letter. If this occurs, I will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services may necessitate that I amend the Agreement or issue a separate agreement to reflect the obligations of all parties. In the absence of any other written communications from me documenting additional services, my services will be limited to and governed by the terms of this Agreement.

CPA Firm Responsibilities

It is my duty to prepare your returns based on the same standard of care that a reasonable tax return preparer would exercise in this type of engagement. Unless otherwise noted, the applicable standard of care for a “reasonable tax return preparer” shall be based upon the following pronouncements:

- the Statements on Standards for Tax Services (“SSTS”) issued by the American Institute of Certified Public Accountants (“AICPA”);
- U.S. Treasury Department Circular 230 (“Circular 230”); and
- the Internal Revenue Code, Treasury Regulations, and any applicable state/local corollaries (collectively, “the Code”).

As a tax return preparer, these pronouncements also prohibit me from signing a tax return unless I have a reasonable belief that there is substantial authority for tax positions taken on the tax return, or I have a reasonable basis for tax return positions taken on the return which are disclosed as required by the Code. If you request that I report a tax position on your return which I feel is contrary to published guidance, frivolous, or a willful attempt to evade tax, I will be unable to proceed. If you are unwilling to disclose a position where required or I conclude that your failure to disclose does not permit me to sign your tax return, I will be unable to proceed.

It is your responsibility to safeguard your assets and maintain accurate records pertaining to transactions. I will not hold your property in trust for you, or otherwise accept fiduciary duties in the performance of the engagement.

I will prepare your tax returns based upon your filing status (single, married filing jointly, married filing separately, head of household or qualifying widow[er] with dependent child) as reflected in your income tax returns for last year. ***If your filing status has changed, you wish to change your filing status, or you have questions about your filing status, please contact me immediately.***

Deana G. Stirewalt, CPA will not make any management decisions or perform management functions on your behalf.

Arguable positions

If there are conflicting interpretations of tax law, or if tax law is unclear, I will explain the possible positions that may be taken in order for me to sign your return. I will follow the position you request, provided it is consistent with my understanding of tax reference materials and my professional standards. Tax reference materials include, but are not limited to, the Code, Revenue Rulings, Revenue Procedures, court cases, and similar state and local guidance. If the IRS, state or local tax authorities later contest the position you select, additional tax, penalties, and interest may be assessed. You will be responsible for these amounts, as well as any related professional fees you may incur, to respond to the tax authority.

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Confidentiality for filers of joint tax returns

If the tax returns prepared in connection with this engagement are filed using the married filing jointly filing status, both spouses are deemed to be clients of my firm under the terms of this Agreement. Both spouses acknowledge that any tax return information, including supporting documents provided to me, used in the preparation of your joint return, and any communications made to me by either of you in connection with the preparation of your joint return, may ultimately be shared with either spouse, without prior consent of the other.

Bookkeeping assistance

I may deem it necessary to provide you with accounting and bookkeeping assistance solely for the purpose of preparing the tax returns. These services will be performed solely in accordance with the AICPA Code of Professional Conduct. In the event I conclude that such services are necessary to prepare your tax returns, I will advise you in writing before services are performed and bill you for the required services. These services will be billed at my standard hourly rate and will be subject to the terms of this Agreement.

Tax planning services

My engagement does not include tax advice which would impact future tax years. However, I may communicate potential tax strategies to you, and you may ask high-level questions of me. It is your responsibility to communicate to me, in writing, any interest in pursuing a tax strategy identified, or if you require more than a cursory response to your question. If I determine that assisting you with the implementation of any proposed tax strategy, or responding to your question requires additional research, analysis, discussion, or documentation, I will confirm my understanding with you in writing prior to proceeding.

I shall not be liable for any forgone tax or other benefits if you fail to advise me of your desire to investigate or pursue any tax strategy communicated to or by me. Any tax advice described in this paragraph and provided to you shall be governed by this Agreement and billed at my standard hourly rate.

Government inquiries

This engagement does not include responding to inquiries by any governmental agency or tax authority. If you are contacted by a tax authority, either for an examination or other inquiry, you may request my assistance in responding.

Third party requests

I will not respond to any request from banks, mortgage brokers or others for verification of any information reported on these tax returns. I do not communicate with third parties or provide them with copies of tax returns.

Tax advice

Any advice I may provide is based upon tax reference materials, facts, assumptions, and representations that are subject to change. I will not update my advice after the conclusion of the engagement for subsequent legislative or administrative changes or future judicial interpretations. To the extent I provide written advice concerning federal tax matters, I will follow the applicable guidance contained in the SSTS.

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Reliance on others

There may be times when you engage another advisor to assist you. If you wish to take a tax position based upon the advice of another advisor, before I am able to sign your tax return, I must comply with the applicable provisions of the Code and the SSTS.

I will review the other advisor's work, including a written statement from the advisor describing the statutory basis for the position and the suggested disclosure standard to appropriately report the position. If additional research or disclosure is required, you agree to pay for the additional charges necessary to complete the disclosure or research.

Moreover, you understand that the IRS, state or local tax authority may disagree with the position taken on the return. If this occurs, you will be responsible for any additional tax, penalties and interest, as well as any related professional fees, you may incur.

If, after review of the work prepared by your other advisor, I determine that I am unable to sign the tax return, I will be unable to proceed.

Aggressive tax strategies

Certain tax positions or strategies, while not currently identified as a reportable transaction by the IRS, may ultimately be determined to be so in the future. Consequently, you agree to advise me of any transaction you enter into that entitles you to disproportionate tax benefits (deductions, credits, or refunds), that generates significant income deferral or non-recognition, or that generates significant tax losses without corresponding cash impacts ("aggressive tax strategy"). If you fail to timely notify me, in writing, of any aggressive tax strategy you have entered into, you will be responsible for any liability, including but not limited to, additional tax, penalties, interest and related professional fees.

Client Responsibilities

You acknowledge and agree that your failure to comply with the responsibilities enumerated in this section may result in economic or other loss to you, such as disallowance of tax deductions or credits claimed, additional tax, penalties or interest assessed against you, or loss of administrative rights. You agree to accept responsibility for any consequences of your failure to fulfill your responsibilities.

I will provide you with an income tax organizer to help you compile and document the information necessary to prepare your income tax returns. You are responsible for fully and accurately completing the income tax organizer, including any activities in which you engage outside of the U.S. or your home state.

Documentation

You are responsible for maintaining adequate documentation to substantiate the accuracy and completeness of your tax returns. My records are not a substitute for yours. You should retain all documents that provide evidence and support for reported income, credits, deductions, and other information on your returns, as required under applicable tax laws and regulations. You represent that you have such documentation and can produce it, if necessary, to respond to any examination or inquiry by tax authorities. You will be responsible for any liability, including but not limited to, additional tax, penalties, interest and related professional fees, resulting from the disallowance of tax deductions due to inadequate documentation.

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Gift tax returns

The preparation of gift tax returns is not within the scope of this engagement. The IRS considers a gift to be any transfer to an individual, either directly or indirectly, where full consideration (measured in money or money's worth) is not received in return. Under federal tax law, certain gifts are taxable and subject to an annual gift tax exclusion amount, which for 2023, is \$17,000 per taxpayer. You are responsible for informing me if you have made any transfer of value for which you did not receive full consideration, such as, but not limited to, those made in trust, forgiveness of debt, or the use of property for which no or below-market rent was charged.

Gifts received from foreign persons

The preparation of IRS Form 3520 is not within the scope of this engagement. If you transferred property to or received property from a foreign person or trust, or are a U.S. person who "owns" assets in a foreign trust, you may be required to file a separate IRS Form 3520, *Annual Return To Report Transactions With Foreign Trusts and Receipt of Certain Foreign Gifts* or Form 3520-A, *Annual Information Return of Foreign Trust with a U.S. Owner*. You are responsible for providing me with details of any cash, property, or value exchanged with foreign persons or trusts, or of ownership of foreign assets, including access to foreign bank or investment accounts.

Personal expenses

You are responsible for ensuring that personal expenses, if any, are segregated from business expenses and that expenses such as meals, travel, vehicle use, gifts, and related expenses are supported by documentation and records required by the IRS and other tax authorities.

State and local filing obligations

You are responsible for fulfilling your filing obligations with any state or local tax authorities, including but not limited to, income, franchise, sales, use, and property taxes or abandoned and unclaimed property. The preparation of any state or local tax return not listed above is not within the scope of this engagement. If upon review of the information you have provided to me, including information that comes to my attention, I believe that you may have additional filing obligations, I will notify you. You will be responsible for tax due and penalties associated with the failure to file or untimely filing of any form for which I was not engaged to prepare.

U.S. filing obligations related to foreign investments and activities

U.S. citizens and residents generally must report income and activities related to both domestic and foreign assets (worldwide income). You are responsible for fulfilling your filing obligations related to foreign activity where required. U.S. reporting requirements related to foreign activity are very complex. **Contact me immediately** if you have:

- Ownership of, investment in, or officer responsibilities for a corporation, partnership, or other business entity formed under the laws of another country;
- Fiduciary, grantor, or beneficiary relationships in connection with an entity formed under the laws of another country;
- Ownership of, signature authority over, or control over any financial account held in a financial institution located in another country;

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- Citizenship or government-approved employment/visa status with a country other than the U.S. (including anyone in your immediate household, or your parents who live outside the U.S.);
- Transferred property, including cash, offshore either directly or through the purchase of or investment in an entity formed under the laws of another country;
- Received or have legally-recognizable rights to receive property, including cash, from a trust, business, or investment formed under the laws of another country or individual residing in another country;
- Conducted business with any entity or person physically located in another country, regardless of whether such business is for-profit, not for-profit, or informal/irregular;
- Received property, including cash, or income from a source outside of the U.S. which is not reported on a brokerage statement (such as a 1099-B or similar report); or
- Any other activity or economic arrangement which takes place outside of the U.S.

Based upon the information you provide, I will recommend you find a CPA who specializes in this area to find out any additional filing requirements, which may include FinCEN Form 114, *Report of Foreign Bank and Financial Accounts* (“FBAR”). The FBAR is not a tax return and its preparation is not within the scope of this engagement.

Failure to timely file the required forms may result in substantial civil and/or criminal penalties. By your signature below, you agree to provide me with complete and accurate information regarding any foreign investments in which you have a direct or indirect interest, or over which you have signature authority, during the above referenced tax year.

If you have any questions regarding the application of the reporting requirements for your foreign interests or activities, please seek a CPA who specializes in this area. You will be responsible for tax due, penalties, and interest associated with the failure to file or untimely filing of any of these forms.

Foreign filing obligations

You are responsible for complying with the tax filing requirements of any other country. You acknowledge and agree that I have no responsibility to raise these issues with you and that foreign filing obligations are not within the scope of this engagement.

Digital assets

There are specific tax implications of investing in digital assets (e.g., virtual currencies such as Bitcoin, non-fungible tokens, virtual real estate and similar assets). The IRS considers these to be property for U.S. federal income tax purposes. As such, any transactions in, or transactions that use, digital assets are subject to the same general tax principles that apply to other property transactions.

If you transacted in digital assets during the tax year, you may have tax consequences and/or additional reporting obligations associated with such transactions. Depending on the nature or volume of those transactions, a change to the scope of my services may be required. You are responsible for providing me with complete and accurate information, including basis, regarding any transactions in, or transactions that have used, digital assets during the applicable tax year.

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Ultimate responsibility

You have final responsibility for the accuracy of your tax returns. I will provide you with a copy of your electronic tax returns and accompanying schedules and statements for review prior to filing with the IRS, state and local tax authorities, as applicable. You agree to review and examine them carefully for accuracy and completeness.

You will be required to review and sign a completed Form 8879, *IRS e-file Signature Authorization*, and any similar state and local equivalent authorization forms before your returns can be filed electronically. For joint returns, both spouses must sign the e-file authorization in order to ensure its validity. I shall not be liable for any penalties or interest resulting from your failure to timely sign and return Form 8879 or state equivalents. **I will not file an extension on your behalf if you fail to timely sign and return Form 8879 or state equivalents.**

If I am unable to file your return(s) electronically, I will deliver to you a paper copy suitable for mailing to the taxing authorities. Once delivered to you, you bear full responsibility for reviewing the paper returns for accuracy, and either signing and timely filing them, along with any payments due, or notifying me of any issue which may need to be addressed prior to filing.

You have final responsibility for the payment of your taxes in whatever amount is ultimately determined. If you choose, you may opt to have funds automatically withdrawn from a designated account and transmitted when your tax return is electronically filed. I will not transmit partial payments. It is your responsibility to provide me with correct account and routing numbers, to review this information for accuracy prior to submission of your return, and to ensure that sufficient funds are available at the time of payment. I shall have no liability for any tax due, penalties, interest, or overdraft charges which may result from your failure to ensure sufficient funds are available at the time of payment or for incorrect account or routing numbers.

Once your return is complete (e-file acceptance or provision of a paper copy to you), I shall have no obligation to update your returns for subsequent legislative or administrative changes or future judicial interpretations under this Agreement.

Timing of the Engagement

I expect to begin my services upon receipt of this executed Agreement, the completed 2023 income tax organizer and all documents requested either in the organizer or by my office.

My services will conclude:

- on the later of:
 - the latest date of electronic acceptance of your 2023 tax returns by the relevant tax authority;
 - the date I deliver the paper copy of your returns to you; or
 - December 31, 2024 if, and only if, the actual method is used to calculate estimated tax vouchers for tax year ended December 31, 2024 as noted in the *Engagement Objective and Scope* section of this Agreement
- upon written notification by either party that the Agreement is terminated; or
- one (1) year from the execution date of this Agreement, whichever comes first.

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Extensions of Time to File Tax Returns

The original filing due dates for your tax returns are April 15, 2024, for your federal and state returns. **Due to the high volume of tax returns prepared by my firm, you must provide the information needed to prepare the tax returns no later than March 15, 2024. Failure to do so may result in the inability to complete your returns by the original filing due dates.**

It may become necessary to apply for an extension of the filing due dates if there are unresolved issues or delays in processing, or if I do not receive all of the necessary information from you on a timely basis. Applying for an extension of time to file may limit your ability to make certain elections, extend the time available for a government agency to undertake an examination of your return and/or extend the statute of limitations to file a legal action. If I apply for an extension of time to file because you have not provided me all of the information needed to prepare the tax returns by the original due date, you agree to hold my firm harmless from any consequences arising from any election waived. All taxes owed are due by the original filing due date. Additionally, extensions may affect your liability for penalties and interest or compliance with governmental or other deadlines.

If you wish to engage my firm to apply for extensions of time to file tax returns on your behalf, I will not file these applications unless and until I receive both an executed copy of this Agreement and your express written authorization to file for an extension. In some cases, your signature may be required on such applications prior to filing. Failure to timely request an extension of time to file can result in penalties for failure to file tax returns, which accrue from the original due date of the returns and can be substantial.

Penalties and Interest Charges

Federal, state, and local tax authorities impose various penalties and interest charges for non-compliance with tax laws and regulations, including failure to file or late filing of returns, and underpayment of taxes. You will be responsible for the payment of any additional tax, penalties, and interest charges imposed by tax authorities.

Professional Fee

Payment will be due upon completion of the tax returns and receipt of the billing statement. My professional fee for the services will be at my standard rate plus an additional fee for computer and out-of-pocket expenses. This fee is based upon the complexity of the expected work to be performed, my professional time and out-of-pocket expenses. Circumstances may arise that impact my estimated fee such as, but not limited to, issues encountered with the timely delivery, availability, quality, or completeness of the information you provide to me, changes in your personnel or operations that impact my services or other unanticipated items that arise during this engagement and that require additional time in order to complete the agreed-upon services. You agree that you will deliver all records requested and respond to all inquiries made by me to complete this engagement on a timely basis. You agree to pay all fees and expenses incurred whether or not I prepare the tax returns.

* * * * *

I appreciate the opportunity to be of service to you. Please date and execute this Agreement and return it to me to acknowledge your acceptance. I will not initiate services until I receive the executed Agreement.

Deana G. Stirewalt, CPA

By initialing below, I acknowledge that I received a copy of Deana G. Stirewalt, CPA's Terms and Conditions which are incorporated into and made part of this Agreement.

INITIAL HERE: _____

Very truly yours,



Deana G. Stirewalt, CPA

ACCEPTED:

Mr. Kodali

Mrs. Kodali

Date