



# ENGAGEMENT LETTER AND PRIVACY NOTICE

## **Client Engagement Letter & Privacy Notice**

This Engagement Letter and Privacy Notice (the "Agreement") is intended to ensure a clear and mutual understanding of our working relationship and to serve as a single, integrated agreement between you and Stephens Management Corporation ("SMC," "we," "us," or "our").

SMC provides professional services that may include income tax preparation and advisory services, payroll processing and payroll tax reporting, financial statement preparation, accounting support, and general financial or business consulting. The specific services performed are those requested by you and accepted by SMC. Any services outside this scope require separate agreement.

Our services are performed using information you provide. You agree to provide true, correct, complete, and timely information and to maintain documentation supporting the information submitted. We do not audit or otherwise verify data you provide. Delays, missing information, or disorganized records may require additional time and may result in additional fees. To meet filing deadlines, we require complete information at least forty (40) days in advance of applicable due dates.

We will prepare tax returns, financial statements, payroll filings, or other deliverables based solely on the information you supply and will apply professional judgment in resolving questions where tax law or guidance is unclear. You retain final responsibility for all filings, deadlines, and payment of taxes. Our work is not designed to discover errors, fraud, or other irregularities, and we are not responsible for disallowed deductions, underreported income, or resulting taxes, penalties, or interest. You agree to carefully review all documents before filing or distribution and to retain records for at least four (4) years from the filing date.

To the extent financial statements are prepared, they will be prepared using the accounting framework you select, such as cash basis, accrual basis, or generally accepted accounting principles, and in accordance with the Statements on Standards for Accounting and Review Services. No audit, review, or assurance services are provided unless expressly agreed in writing. Returns and filings may be subject to examination by taxing or other authorities. If you request our assistance or representation in connection with such matters, those services will be billed separately. You agree to promptly provide us with copies of any correspondence you receive relating to items with which we were involved.

Fees are based on the time required, complexity of the engagement, and our standard billing rates, plus applicable out-of-pocket expenses. Fees are generally due as a retainer or upon completion of services. Minimum fees may apply for organized tax engagements. Accounts not paid within thirty (30) days may be subject to administrative charges, finance charges, collection efforts, and associated costs, as permitted by law.



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We may retain copies of records provided to us for our files. You are responsible for maintaining original records. We are not required to retain records beyond applicable professional or legal requirements.

As part of this engagement, we collect and maintain nonpublic personal information as necessary to provide services. We protect the confidentiality and security of your information in accordance with applicable law, including Internal Revenue Code Sections 7216 and 6103 and the Gramm-Leach-Bliley Act. Information is disclosed only as required or permitted by law, or as necessary to provide services with your authorization.

You agree to indemnify and hold harmless Stephens Management Corporation from any liability, damages, or costs, including reasonable attorney's fees, arising from knowingly false or misleading information you provide or from failure to meet your responsibilities under this Agreement.

Any matters arising from this engagement that cannot be resolved through direct discussion will first be submitted to mediation and, if necessary, to binding arbitration in accordance with applicable state law. Either party may terminate this engagement upon written notice, subject to payment for services performed through the date of termination.

This Agreement represents the entire understanding between the parties and supersedes all prior discussions or agreements. It is governed by the laws of the state in which Stephens Management Corporation operates.

By signing below, you acknowledge that you have read, understand, and agree to the terms of this Engagement Letter and Privacy Notice pertaining to personal, business, and/or other financial matters.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_