

**Professional Tax Preparation and Consulting Engagement Agreement**  
**American Expat Tax Services Pte Ltd**  
(Singapore Reg. No. 201022288K)  
**TAX FILING FOR YEAR 2020 (1040NR Filings)**

**DISCLAIMER:** \_\_\_\_\_

the undersigned taxpayer hereby engages the services of American Expat Tax Services, Pte Limited (referred to hereinafter as AETS) as a U.S. tax preparation service.

**SCOPE OF ENGAGEMENT:** The engagement will be complete upon the delivery of your completed returns. Thereafter, you will be solely responsible to file the returns with the appropriate taxing authorities if you are ineligible for mandatory IRS E-Filing. If AETS discovers information that affects your prior-year U.S. income tax returns, it will make you aware of the facts. However, AETS is not responsible for identifying items or amending prior year returns unless specifically engaged to do so. Representation in the event of a tax audit by the IRS or any relevant state or foreign government's taxing authority *is outside the scope* of this engagement. If AETS is available, you will be provided with a new estimate and engagement letter, but AETS is under *no* obligation to provide audit representation.

**DISCLOSURE:** By U.S. law, AETS is prohibited from disseminating or sharing your information with any third party for a use *not* intended by this engagement. If you request AETS share your information with a third party for any purpose AETS is required to obtain a signed instruction letter from you. This consent is not necessary if the disclosure is to an attorney or the IRS or state taxing authorities. AETS is also prohibited by law from disclosing your information to third parties who wish to use the information for commercial purposes.

**BURDEN OF REPORTING:** In connection with this engagement it is the responsibility of the tax payer to provide *complete and accurate* information on all items of income and deductions for the relevant tax years. You have receipts and other written documentation to support all of the information provided. You, the taxpayer, will retain your records for a period of at least seven years after the date the returns are filed in the event of a tax audit. Records in support of any item with a tax basis (real estate, stocks, retirement reporting) should be retained for seven years beyond the sale/liquidation of the asset. AETS does not maintain copies of the documentation given in connection with the preparation of returns. Further, you understand that AETS has no responsibility to verify or confirm the information provided and you, as the taxpayer are, at all times, responsible for its completeness and accuracy. AETS is however, subject to preparer penalties for taking unreasonable positions and aiding in the underreporting of income. As such, the staff of AETS will act in "good faith" in representing your information and may request supporting documentation to support information provided in your Client Checklist or sent via email communication. AETS does have a responsibility under Section 6694 of the Internal Revenue Code to seek further information if such information appears incorrect or incomplete. In some cases a disclosure statement may be required.

AETS reserves the right to withdraw from representation at any time if there is unsubstantiated information or an untenable position (one with no substantial authority) in the opinion of AETS that you, the taxpayer, wish to pursue.

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**ELECTRONIC COMMUNICATION:** Emails can be intercepted, read, disclosed, or otherwise used or communicated by an unintended third party. AETS does not guarantee or warrant that emails will be properly delivered and read only by the addressee. AETS specifically disclaims and waives any liability or responsibility whatsoever for interception or unintentional disclosures of emails transmitted during the performance of this engagement. By your signature below you release AETS from liability for interceptions and unintentional disclosures.

**PRIVACY POLICY:** We value your privacy and hold your personal data for the purposes of completing your tax filings only. We may contact you from time to time with general information of interest such as upcoming filing deadlines and changes to the tax code. You may unsubscribe from these emails at any time by following the directions in the email itself. At no point will AETS sell information that is provided to us. At any time, you may request to see the data we hold on your behalf and where appropriate you may request to have the data erased or amended. A full copy of our privacy policy can be found on our website.

**ACCURACY OF ESTIMATE:** You understand that the cost of preparing your tax return(s) is based upon you providing the information with regard to each of your items of income and expenses and deductions in a summary format. The estimate is also dependent on the completeness of data supplied and the complexity and number of forms, calculations, schedules, and number, if any, of state returns required by law. The cost of the services provided will increase above the fee originally quoted if data received is incomplete or inconsistent or if the information is not compiled properly and requires "source data" computations. If you desire these additional services, you must so indicate at the time of the engagement as this is a separate chargeable service. You, the taxpayer, will provide summary documentation as opposed to "source data" of information pertaining to rental properties and self-employment activities. Do not send receipts.

You understand that meetings with AETS staff beyond the scope of the current income tax return and research questions posed to AETS may be charged at an hourly rate of S\$500. An estimate will be provided prior to the execution of the work or at the time of scheduling the meeting.

**STATE RETURNS:** It is not always easily discernible if a taxpayer residing overseas has a state filing obligation as some states base the determination on a set of subjective factors such as physical presence and some states follow a more objective approach. "Domicile" and "residency" are legally distinct concepts and do not always determine filing obligations. Some states have safe harbor provisions and some states specifically recognize the federal income exclusions (IRS Sec 911) while others do not. Still other states have no income tax or tax investment income only. Additionally, a state filing requirement may change from year to year based on your personal activities, such as presence in a state, the purchase of real estate, partnership activities (K1s), etc. As this is not often apparent at the time the estimate is given, research related to whether a state return is required and the preparation of state returns is separately chargeable. Some state returns require separate extensions and do not follow the special rules afforded to U.S. persons residing abroad. *AETS is not responsible for penalties associated with the late filing & late payment to state authorities.* This is applicable to new and returning AETS clients. If in the opinion of AETS staff, you have a state filing requirement you will be so advised after the necessary information is disclosed to AETS.

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**PAYMENT:** Prior to the start of work on your return/s you will be required to pay a retainer of half of the estimate, but not less than SGD \$700. The balance is payable upon presentation of your returns or prior to E-Filing. An invoice will be provided by email. Any amount not paid within 20 days of completion of the return will be subject to a carrying charge of 1.5% per month. Disputes are subject to arbitration and the costs borne by the signee/s as permitted under Singaporean law. If multiple year returns are being prepared, please pay **half of your quoted estimate**. Acceptable methods of payment include Singapore Dollar Cheques, PayNow, Bank Transfer or Cash.

All cheques should be payable to **AETS PTE LTD**, double crossed and posted to:

**AETS PTE LTD**  
**1 Scotts Road,**  
**#23-11 Shaw Centre,**  
**Singapore, 228208**

PayNow ID: 201022288K

Or by banking transfer to:

**OCBC Bank account number: 654- 817725-001.**

**Katong Branch (Bank Code: 7339, Branch Code: 654, Swift Code for OCBC Bank: OCBCSGSG).**

Please note, when setting up your transfer you may need to omit the 654 from the account number if you have already entered a branch number. For bank transfers please use the full company name **AMERICAN EXPAT TAX SERVICES PRIVATE LIMITED**. If you have limited space, we find that transfers will still execute if you enter as many letters in our name as allowable (i.e. American Expat Tax Ser). If you use an abbreviated name, the transfer will get rejected. In some circumstances, payment can be arranged via PayPal. Convenience charges will be applied to such payments.

**RECORD RETENTION:**

AETS will retain an electronic copy of your return and supporting records provided for 3 years post filing date. IRS E-file confirmation will be provided along with an encrypted PDF of your tax return/s within ten days of successful transmission. In the event of a billing dispute, AETS is required to promptly return all client records but not the actual return or supporting files created by AETS. (Cir 230 Sec. 10.28)

As a paperless office, AETS does not retain original client documents. Please do not provide original documents. You understand that you are responsible for retaining your own supporting documentation for *seven* years, including proof of mailing or IRS e-file confirmation. Information in support of basis determination (i.e. investments, retirement contributions, real estate) should be maintained for seven years beyond the sale/liquidation of the asset.

**CONFLICT OF INTEREST:**

AETS may not represent one client when an interest is directly adverse to another client; or there is significant risk that the representation by both would materially limit the responsibilities of AETS professional staff. However, if it is determined that competent and diligent representation can be afforded to each affected client and fully disclosed within 30 days of the conflict being made known to AETS professional staff, written consent can be provided by both parties and maintained in the electronic client file by AETS for 36 months. (Cir. 230 Sec.10.29)

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**RELIANCE OPINIONS:**

At no time should advice provided by AETS staff be construed as *covered opinions or reliance opinions* as defined by IRS Circular 230. *Advice provided is NOT intended or written by AETS staff for the purpose of avoiding penalties that may be imposed on the taxpayer by any tax authority.*

**CONTRACT:**

This letter is contractual in nature and supersedes any prior oral or written representations by or between parties. **You have fully reviewed this document and by signature below agree.**

**TAXPAYER CONTACT DETAILS:**

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

<b>Taxpayer Signature:</b>    	<b>Date:</b>    
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**American Expat Tax Services Pte Ltd**

**Schedule of Fees**

<b>Form</b>	<b>Fees per filing:</b>	<b>Notes</b>
Federal Form 1040	S\$1200	This includes Schedules A to D subject to the limitations below. It also includes Federal Form 2555
Federal Form 8938	S\$400 (1-4 accounts), S\$50 (per account over 4)	If we are required to go through statements to identify maximum balances, we will charge S\$500 per hour
Schedule B	S\$10 for each dividend or interest payment received after the first 10 lines	Clients with more than 10 entries for interest and dividends combined will be charged S\$10 for each additional entry
Schedule C	S\$400 for each additional Schedule C	Clients with more than 1 business will be charged S\$400 for each additional business
Schedule D	S\$50 for each additional trade after the first 10	Clients with more than 10 entries for trades (short plus long term) will be charged S\$50 for each additional entry
Schedule E	S\$200 for each additional K1/Rental Property.	Clients with more than 1 K1/rental property will be charged S\$200 for each additional K1/rental property
FBAR also known as Fincen Form 114, previously known as TD F 90.22-1	S\$400 (1-4 accounts), S\$50 (per account over 4)	If we are required to go through statements to identify maximum balances, we will charge S\$500 per hour
Federal Form 5471 (non CFCs), Form 8865, Form 1120 Series, Form 1065, Form 1041, Form 8858	S\$1,500-S\$3,000	Should additional translation work be required to convert to US GAAP, an hourly charge of S\$500 will apply
Federal Form 5471 (CFCs)	from S\$2,000	
Federal Form 3520/3520A	from S\$800	
Federal Form 926	S\$250 per hour. Minimum 1 hour	
Federal Form 8621	S\$250 per hour. Minimum 1 hour	
State Returns	S\$500	
Federal Form 8854	S\$1800 min. S\$250 per hour for additional work required	
Targeted Estimated Payment Calculation	S\$800	
Federal Form 1040NR	S\$1,000	
ITIN Interview & Processing	S\$1,100	
EIN Applications	S\$800	
Dual Status Returns	S\$2,500	
December Extension (only available to taxpayers overseas)	S\$500	
Power of Attorney and IRS Correspondence/Phone Calls	S\$800	Includes filing of Form 2848 and initial phone call to the IRS. Additional time chargeable at S\$500 hourly
Singapore Returns	from S\$800	The final charge depends on the amount of time incurred
UK Returns	from S\$800	The final charge depends on the amount of time incurred
Hourly Rate for accounting outside the scope of the current income tax return/research questions posed to AETS (in excess of one hour):	S\$500/hour	
Hourly Rate for Consultations	S\$500/hour	
FedEx Fee	S\$100 per shipment	For packages weighing 0.5kg or less