

**Professional Tax Preparation and Consulting Engagement Agreement**  
**American Expat Tax Services Pte Ltd**  
(Singapore Reg. No. 201022288K)

**FOR INCOME TAX YEAR 2022**  
**FORM 1120 & Other Entity Tax Returns**

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

the undersigned taxpayer (corporation, entity or agent of the corporation or agent of the entity) 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 you choose to have us file your returns on your behalf, you must duly execute the returns by signing all appropriate tax forms. Charges for mailing the returns to the taxing authorities will apply. If AETS discovers information that affects your prior year U.S. entity income tax returns, AETS 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 entity or agent of the entity to provide *complete and accurate* information on all items of income and deductions for the relevant tax years. If such filing is applicable to you, you acknowledge that certain types of foreign accounts may require special reporting and are prepared to provide all the necessary details. You have receipts and other written documentation to support all of the information provided. You, the entity or agent of the entity, 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 asset with a tax basis (i.e., real estate, inventory) 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 entity or agent of the entity 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 to the authorities 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 services provided will increase if we find during the course of preparation that you trigger the requirement for certain disclosure forms. The disclosure forms are mandatory and will be included in your return for tax compliance. The cost of the services provided may also increase 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\$525. 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 the entity has a state filing obligation. Additionally, a state filing requirement may change from year to year based on your activities. 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. *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.

**PAYMENT:**

Prior to the start of work on your returns you will be required to pay a retainer **of half of the quoted estimate**, but not less than SGD \$1000. The balance is payable upon presentation of your first draft of returns. An invoice will be provided by email and must be paid prior to E-filing. If you paper file your return, the invoice must be settled prior to receiving the final return. 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. Acceptable methods of payment include Singapore Dollar Cheques, PayNow, Bank Transfer, or Cash.

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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

Bank Transfer:

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

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

If you choose bank transfer, please remember to absorb the related wire transfer fees in your payment. 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. If applicable, an IRS E-file confirmation will be provided along with an encrypted PDF of your tax return 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)

Since we operate a paperless office, please upload your tax documents to our secured client portal. If you send original hard copies of your tax documents, you are solely responsible for picking up your documents within 30 days after your filing has been completed. For security purposes, we will shred any documents that have not been picked up after 30 days. 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, CPF 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)

**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.*

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**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/s below agree.**

**TAXPAYER/ENTITY CONTACT DETAILS:**

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

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

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

Taxpayer/Representative Signature:

Date:

American Expat Tax Services Pte Ltd

Schedule of Fees

All fees are subject to standard GST rates for those clients residing in Singapore.

<b>Form</b>	<b>Fees Per Filing (excl GST):</b>	<b>Notes</b>
Federal Form 1040	S\$1,300	This includes Schedules A to D subject to the limitations below. It also includes Federal Forms 1116 and 2555
Federal Form 8938	S\$425 (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\$525 per hour
Schedule B	S\$12 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\$12 for each additional entry
Schedule C	S\$425 for each additional Schedule C	Clients with more than 1 business will be charged S\$425 for each additional business
Schedule D	S\$25 for each additional trade after the first 10	Clients with more than 10 entries for trades (short plus long term) will be charged S\$25 for each additional entry
Schedule E	S\$215 for each additional K1/Rental Property	Clients with more than 1 K1/rental property will be charged S\$215 for each additional K1/rental property
State Returns	S\$525 per State	
Home Sale Calculation	From S\$700 per home sale	
Income or Stock Reconciliation	From \$700	
FBAR also known as Fincen Form 114	S\$425 (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\$525 per hour
Federal Form 5471 (non-CFCs), Form 8865, Form 1120 Series, Form 1065, Form 1041, Form 8858, Form 5472	S\$1,600-S\$3,200	Should additional translation work be required to convert to US GAAP, an hourly charge of S\$525 will apply
Federal Form 5471 (CFCs)	From S\$2,100	
Federal Form 3520/3520A/709	From S\$850	
Federal Form 926	From S\$600	
Federal Form 8621	S\$250 per hour. Minimum 1 hour	
Federal Form 8854	From S\$2,000	
Review of Life Insurance Disclosures	From S\$525	
Targeted Estimated Payment Calculation	S\$850	
Federal Form 1040NR	S\$1,100	
ITIN Interview & Processing	S\$1,400	
EIN Applications	S\$1,000	
Dual Status Returns	S\$2,700	
December Extension (only available to taxpayers overseas)	S\$525	
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\$525 hourly
Singapore Returns	From S\$850	
UK Returns	From S\$880	
Hourly Rate for Consultations, Research and Any Work Outside the Scope of the Current Tax Return Filing	S\$525/hour	
FedEx Fee	S\$200 per shipment	For packages weighing 0.5kg or less