

LETTER OF AGREEMENT

January 1, 2024

Dear :

On January 29, 2024, we came to a mutual agreement concerning CONSENT TO PREPARE AND FILE FEDERAL AND STATE INCOME TAX RETURNS.. The purpose of this letter of agreement (the "**LOA**") is to summarize the terms of the agreement we reached. If you find anything in this LOA to be incorrect, please let me know as soon as possible. If you agree that all the terms stated in this LOA are correct, please sign this LOA and return it to me and I will move forward with having a formal agreement drafted (the "**Formal Agreement**"). Per our conversation, we mutually agreed upon the following:

TOPIC OF AGREEMENT

CONSENT TO PREPARE AND FILE FEDERAL AND STATE INCOME TAX RETURNS.

- THE CLIENT WILL PROVIDE ALL REQUIRED DOCUMENTS TO LEGACY CONSULTATIONS TO PREPARE INCOME TAX RETURNS WITHIN 10 DAYS OF AGREEING TO TERMS OF THE AGREEMENT.
- LEGACY CONSULTATIONS WILL PREPARE FEDERAL AND/OR STATE INCOME TAX RETURNS AS REQUIRED BY LAW AND WILL RETURN THE INCOME TAX RETURNS IN THE AGREED UPON TIME FRAME THAT WILL BE DETERMINED AT THE TIME OF SERVICES.
- CLIENT WILL ENSURE THAT ALL INFORMATION PROVIDED TO LEGACY CONSULTATIONS WILL BE TRUE AND ACCURATE, AS LEGACY CONSULTATIONS WILL NOT BE RESPONSIBLE FOR ANY FINES OR PENALTIES THAT MAY OCCUR DUE TO CLIENT NOT PROVIDING ALL DOCUMENTS OR GIVING FALSE INFORMATION
- CLIENT WILL PAY THE DISCUSSED FEE FOR PREPARATION FEE UPON REVIEW OF PRELIMINARY RETURNS.AND PRIOR TO RETURNS BEING FILED ELECTRONICALLY OR MAILED OFF.
- LEGACY CONSULTATIONS WILL PROVIDE AN ELECTRONIC COPY OF THE INCOME TAX RETURNS AND WILL PROVIDE A HARD COPY UPON CLIENTS REQUEST.

TERM AND TERMINATION

The Formal Agreement will become effective on January 29, 2024 (the "**Effective Date**") and shall remain in effect until December 31, 2024 (the "**Termination Date**").

Both parties shall have the right, at any time, upon written notice, to terminate the Formal Agreement. Upon termination, all rights shall immediately return to the originator without prejudice to money that may be due or become due upon the occurrence of any of the following:

- (a) Any violation of the terms of the Formal Agreement, by either party;
- (b) Death or disability of either party during the term of the Formal Agreement, or;
- (c) Either parties' inability to perform in accordance with the Formal Agreement.

FORCE MAJEURE

Neither party shall be considered in default or in breach of the Formal Agreement, when such failure or delay to perform should be triggered by any act or force of nature beyond either party's control. Such acts or force of nature would include, but are not limited to, acts of God (tornado, hurricane, lightning strike, etc.), fire, flood, hostilities, war, striking, or governmental restrictions. Should such performance become interrupted by any such act as mentioned above, every reasonable effort shall be made to resume full performance as promptly as possible.

NOTICE

Both parties agree that any notices provided in connection with the Formal Agreement, shall be made in writing by registered or certified mail, with return receipt requested.

PREVAILING LAW

The Formal Agreement shall be governed in accordance with the prevailing laws of the State of Virginia. Every aspect and provision of the Formal Agreement shall be construed in such a manner that shall render this an effective and valid legal instrument under current applicable law. Should any part of the Formal Agreement be deemed ineffective or unenforceable under applicable, only that specific provision shall be invalid and unenforceable, without affecting or invalidating any of the remaining provisions contained within the Formal Agreement.

LEGAL REMEDIES

Should either party seek legal remedy to enforce or interpret any of the provisions contained in the Formal Agreement, the prevailing party shall be entitled to reasonable attorney fees, in conjunction with any other relief deemed appropriate by the court to which the party may be entitled.

Both parties acknowledge that the terms set forth in this letter accurately reflect the terms being agreed to by the parties and that such terms will appear in the Formal Agreement as they appear in this LOA.

LATRICE DAVIS