

## Bell Solution's Recordkeeping Commitment

As your partner in business success, we've made it our business to unlock, translate and take on the big audacious requirements that come along with having big audacious goals; giving you the room to do what you love and do best.

One of those requirements is the obligation to the IRS for Recordkeeping as outlined in IRS Publication 583, (January 2015). In short, the law states that a business holds the "Burden of Proof" or the obligation to substantiate entries, deductions and statements made in its tax returns. The translation of that is that you must have documentation for every entry that goes in to the accounting system, a receipt, an invoice or statement even if it's hand-written.

Like any piece of equipment or system, you only get out of it what you put into it. Our team is no different. In some cases, you and your staff are making the entries, in others, we're providing that service for you. To best uphold our commitment to you, Bell Solutions requires timely and accurate substantiating documentation in either case. Documentation allows us to:

- Make a timely reconciliation of accounts;
- Properly categorize your expenses, sales and deductions;
- Provide an accurate overview and analysis of your profits or losses;
- Provide confident support in the event of an audit.

For these reasons, we ask that you acknowledge the recordkeeping requirement through this Commitment.

If you choose to waive this Commitment and Bell Solutions provides data entry services, we, at a minimum, require signed documentation of the transaction total and explanation of or coding of the expense. Similarly, if you choose to waive this Commitment and Bell Solutions does not provide data entry services for your company, we, at a minimum require your acknowledgement of the IRS Burden of Proof. By waiving this Commitment, Bell Solutions cannot be held responsible for liabilities related to:

- Proper categorization of your expenses, sales and deductions;
- Providing support in the event of an audit;
- Incomplete or inaccurate analysis;
- Timely and accurate of tax return processing; and
- Tax liabilities resulting from State or Federal audit.

As a regular practice we will review this Commitment, together. If at any time, any member of this team feels that the Commitment has not been met, this will trigger a review of services up to and including termination of services.