Authorization to Begin Work

Simple, Effective, Affordable Solutions!

ONE STOP
CONSULTING SHOP, LLC
Accounting • QuickBooks • Tax Services

We believe in transparency and there is never an obligation to continue services.
Your continued satisfaction is what binds our relationship!

This form confirms your understanding and agreement with all terms. Work will not begin until this form is signed and the first payment is processed. To cancel services, simply email us a request. Collected fees are non-refundable and disagreement with results/work product does not permit failure to pay for services rendered.

Please complete the information below:

I ____ authorize One Stop Consulting Shop, LLC to charge my Credit Card or Bank Account indicated below for the above indicated service and payment frequency.

Billing Address: ____

City, State, Zip Code _________________________________ Cell Phone #: _______________________

Email: ____

SERVICES & FEES *(subject to change by notice in writing through email)*

Tax Preparation:

Tax preparation fees include our software fee of $55 (individual returns) or $75 (business returns). For new clients, the total fee must be collected prior to the time a return is started. For all clients, if an extension is needed, the non-refundable software fee will be collected at the time of submittal (and applied to balance due).

Recurring Monthly Bookkeeping Fee:

Monthly bookkeeping fees include a $10 online fee for clients NOT using QBO. The monthly fee includes reconciliation, review and reporting plus payroll management and sales tax remittance for current year.

Project Work: *Project Work is billed separately and may be recommended/required after initial discovery phase (and can be added to a payment plan if needed).* ***Project Work Includes:*** *File Conversions to QBO; 3+ Months or Prior Year Catch Up & Clean Up; Chart of Accounts Customization; System and CRM Integrations; Audit Support & Reporting; QBO Training by the Hour; Tax Agency Assistance and Abatement*

Payment failure for more than 30 days may cause pause or termination of services. NSF ACH payments may require only future credit card use.

Checking / Savings Account:

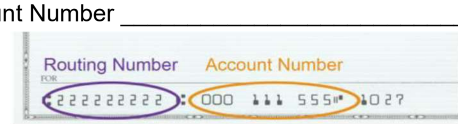
_____ Checking _____ Savings

Name on Account ______________________________

Bank Name ___________________________________

Routing Number _______________________________

Account Number _______________________________



Credit Card:

_____ Visa _____ M/C

_____ Amex _____ Discover

Cardholder Name ________________________________

Account Number _________________________________

Exp. Date _____________________________________

CVV (3 or 4 digit number on back of card) ____________

Signature ____ **Date** ______________

www.onestopconsultingshop.com | info@onestopconsultingshop.com | 407-922-0918 | Fax: 407-641-9602

PAYMENT TERMS

Our team believes in transparency in all our communications and operations. Please read ALL POINTS on the following pages that outline and clarify our Fees and Terms of Engagement. Your signature (on page 1) confirms you have thoroughly read, understand and agree to all fees and terms of engagement with One Stop Consulting Shop LLC and approve the payments outlined, giving us permission to immediately begin work. Your signature also confirms understanding and agreement to all terms listed on the following pages.

Recurring monthly bookkeeping payments may post any time between the 1st and 8th of the month. It is understood that for recurring fees, the person signing this form is authorizing regularly scheduled charges to the checking/savings account or credit card listed and will be charged the agreed upon amount as indicated by email for each billing period. For ACH debits to a checking/savings account, it is understand that because these are electronic transactions, these funds may be withdrawn from the account as soon as the above noted periodic transaction dates.

Should a return charge due to Non Sufficient Funds (NSF) occur, One Stop Consulting Shop, LLC may at its discretion attempt to process the charge again within 30 days, and agree to an additional $25 fee for each attempted returned NSF. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. My signature and completion of this form certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form. More than one NSF from a bank account may result in required use of a credit card.

Dispute due to disagreement of end product may result in further fees or legal action and does not in any way or time negate or eliminate the invoice due for services rendered. This authorization will remain in effect until cancelled in writing through email. Any changes to or additional fees communicated through email **will be considered approved** unless disagreed upon in writing by email within 3 business days. Disagreement of end product includes but is not limited to tax return preparation, bookkeeping, payroll processing and sales tax submittals.

The first Bookkeeping & Subscription fee is non-refundable, considered a set-up charge and will be drawn on the date of signature. The next payment will be on the 1st of the next month (regardless of which date the initial set up charge is made) and will cover bookkeeping from the previous month. Monthly fees include current bookkeeping (from the prior month), payroll management, sales tax submission and any other regular communications. Monthly fees do not cover: Catch Up/Clean Up work (from a previous year); more than 3 months of catch up for a current year; Action or Reponses needed for letters, amounts due or requests from Tax Authorities from issues that did not occur during this current engagement. Time spent to assist with prior tax and accounting issues, payments, challenges, letters, file organization, etc. may be billed on a separate invoice based on time spent on the specific situation. Your signature authorizing us to begin work on this engagement confirmed your understanding that if after initial discovery there are issues that require correction, communication, abatement, or other actions, that this will be billed at an hourly rate.

ONE STOP
CONSULTING SHOP, LLC
Accounting • QuickBooks • Tax Services

GENERAL UNDERSTANDING

- The client affirms that all communications with One Stop Consulting Shop will be accurate and truthful.
- We never charge our recurring bookkeeping and tax clients for consultation or conversation!
- The data provided to us by the client (which includes downloaded transactions from bank and/or credit card statements, Paypal and other 3rd party software transaction detail and emails) is used to prepare monthly reports and will not be relied upon to disclose errors, fraud, or other illegal acts. It is the client's responsibility to adopt a sound accounting system for the safeguarding of assets, for authorizing transactions, for retaining supporting documentation if audited, and for maintaining internal controls.
- It is assumed that all transactions made by a business owner have the purpose of business use and that if asked, the business owner could provide substantiation if required. We will attempt to categorize transactions under $75 specifically, however if no information is obtained, these amounts will be placed in an "Other Business Expense" account and it will be the client's responsibility to substantiate what the specific purpose is, if ever asked in the future by the IRS or other taxing authority or prior to annual tax preparation. It is the client's responsibility to check and ensure no personal transactions are included in bookkeeping prior to tax preparation.
- One Stop Consulting Shop LLC is a paperless office and is under no obligation to keep and preserve documents for you. You agree that any documents in our possession upon conclusion of your engagement or project may be destroyed or otherwise disposed of. It is the clients' responsibility to retain all original documents and make a scheduled appointment for pick-up within 30 days of project completion. The client agrees to waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by One Stop in connection with the performance of any engagement.
- It is the client's responsibility to be familiar with state laws and insurance requirements including workers compensation, annual LLC reporting requirements, BOIR requirements and other local licenses and permits needed for their specific industry.
- Only special projects are billed on a per hour basis. Catch up bookkeeping from the first of the year is considered a catch up project after three (3) months.
- Our primary source of communication is email. You must frequently check for notices, questions, updates and communications. Any requests must be made via email.
- Sensitive information should be uploaded to our portal and never emailed. When using the portal, a follow up email should be sent to lfivey@onestopconsultingshop.com to ensure we are notified of the upload. Do not assume the system automatically notified us of your upload.
- One Stop has the right to suspend services or to withdraw from this or any engagement in the event that any invoices are deemed delinquent at any time. In the event that any collection action is required to collect unpaid balances, the client agrees to reimburse One Stop for the costs of collection, including attorneys' fees. If clients have a payment plan for a service already rendered and choose to leave One Stop, the client is still required and responsible to pay the balance due in full and any payment plan will cease.
- Clients must compensate One Stop for any involvement and related fees for responding to subpoena, court order or other legal process requiring testimony or the production of documents. Any client with a payment plan must pay the balance due in full should services be terminated at the time of termination.
- Clients must provide notices from any Taxing Authority to One Stop within 72 hours of receipt via email or upload to client portal (text is unacceptable). An untimely delay of forwarding information may result in a client's accrual of IRS penalties and interest. One Stop Consulting Shop was created to help our clients understand and improve their accounting and tax situation.
- One Stop Consulting Shop LLC does not perform CFO or legal services for its clients, nor does it provide financial investment advice. Any financial or legal question will be directed, as a referral, to a trusted firm

that is licensed and insured for these specific types of questions and services. One Stop Consulting Shop LLC will not be held responsible for any liability or issue arising from any referrals that we make.

- At no time will One Stop Consulting Shop LLC provide "comfort letters" to mortgage companies that make any forecast or promise of future profit. Letters will only include tax return and ownership verification.
- Should audited, reviewed or GAAP Compliant financials be required for banking or other financial institutions, One Stop Consulting Shop will refer the client to a licensed and insured CPA firm that handles these projects which would be independently completed.
- As it relates to business compliance, the client is responsible for all compliance requirements associated with their business. While One Stop Consulting Shop will do its best to send reminders and updates to clients, the sole responsibility for execution is with the client and it is the client's responsibility to review final documents that have been filed by One Stop Consulting Shop LLC for verification and record keeping.
- All paper documents received from clients by One Stop Consulting Shop must be returned to the client by December 31st of the following tax year or they will be destroyed. It is the client's responsibility to request these documents be returned and schedule pick up or delivery services. All delivery services will incur an additional postage fee.
- Digital copies of all documents received by One Stop Consulting Shop will be maintained in an encrypted file system for seven (7) years.
- Any changes to or additional fees communicated to the client through email will be considered approved unless disagreed to in writing by email within 3 business days.
- Your first Bookkeeping and/or Subscription fee is non-refundable, considered a set-up charge and will be drawn on the date of signature of this signed form. Your next payment will be on the 1st of the next month and will cover bookkeeping from the previous month.
- In general, refunds are not provided. For security reasons, refunds will ONLY be issued to credit card authorizations. ACH refunds are not available and if necessary, a credit for services will be provided.
- While we do not charge late payment fees, open invoices for longer than 45 days may cause termination or pause of services. Failure to respond to emails regarding payment issues for longer than 45 days will also cause pause or immediate termination of services. In this case, it is always the client's responsibility for any missed deadlines that occurred or penalties and fees accrued. Because monthly bookkeeping on the first covers work completed from the previous month, if a client terminates services mid-month, a prorated fee may be due.

BOOKKEEPING, PAYROLL MANAGEMENT, SALES TAX AND QUICKBOOKS TRAINING

- The monthly report you receive is for management use only and is not considered "audited" or reviewed according to generally accepted auditing standards. This means monthly reports cannot be used to obtain a loan or provided to a financial institution as "audited financials". Monthly Reports are compiled and considered a draft until such time as you confirm their accuracy and your tax return is finalized.
- The QuickBooks file we use is the property of One Stop Consulting Shop, unless a QBO file (online) is used. Back up files of QB Desktop will not be provided to clients; however, all data will be provided through an exported General Ledger to excel. One Stop Consulting Shop operates under QuickBooks Desktop Accountant Edition, a professional platform licensed for firm use and not transferable. The General Ledger provided includes full underlying transaction data in an accessible format for future accounting needs.
- It is the client's responsibility to fully review all emails/reports and notify us of any changes, errors, personal transactions, cash deposits, loans or personal deposits, and fixed asset purchases.
- One Stop Consulting Shop LLC will assist clients with data entry for payroll services in 3rd party software however it is the client's ultimate responsibility for all payroll, liability, error and tax related matters.

Authorization to Begin Work

Simple, Effective, Affordable Solutions!

ONE STOP CONSULTING SHOP, LLC
Accounting • QuickBooks • Tax Services

- Clients should provide One Stop Consulting Shop LLC with View Only access privileges to each financial institution used. If that is not available and manually entry is required, this could result in inaccuracies and additional required time which may affect your monthly fee.
- Bookkeeping reports are prepared on a cash or modified cash basis. If accrual adjustments are requested, they will be at the direction of the client with information provided by the client. In general, this firm does not support strict accrual based accounting.
- Should your services needed or size / scope of your company changes, the following matrix is our guideline for determining business tier and fee changes. Fee changes are usually communicated in the 4th quarter unless a large change requires an earlier year update.

Business Tier	***Start-Up***	***Growth***	***Enterprise***
Fee Range	***$50-175***	***$200-500***	***$525-1500***
Annual Revenue / Gross Receipts	Under $150,000	B/W $150-700K	Over $700K
Payroll Assistance / Management	1-2 employees	3-5 employees	6+ employees
Number of Vendors	Under 25	25 – 100	100+
Chart of Accounts	Under 50	50 – 150	150+
Number of Bank Accounts	1	2-4	5+
Number of Credit Cards	1	2-3	4+
Sales Tax – Number of Counties/Jurisdictions	1	2-10	10+
Special Deadlines - Reporting (before the 5th/ 10th)		X	X
Trust / Escrow Accounting		X	X
Payroll Company other than GUSTO, QBOP, ADP		X	X
Retirement / Payroll Integration		X	X
Financial Planning/Budgeting Integration		X	X
W/C Audit Assistance		X	X
Indirect Cost Allocation		X	X
Fixed Assets and Depreciation		X	X
Multiple Owners / Shareholders		X	X
Multiple Staff Contacts and Team Members		X	X
Brokerage Account Reconciliation		X	X
Benefits and Retirement Programs		X	X
QBO Collaboration		X	X
QBO Oversight for team and staff accountants		X	X
A/R (Invoicing) and A/P (Bills)		X	X
Tax Status: Partnership/S-Corp/C-Corp		X	X
CRM Integration			X
Job Costing			X
Accrual Based Adjustments			X
Franchise Reporting Requirement			X
Business Sale or Exit Planning Path			X
Business Merger and Acquisition Path			X
Franchise and Territory Expansion Path			X
Monthly Financial Meetings			X
Weekly / Bi-Weekly Reconciliation & Management			X

TAX PREPARATION AND OTHER PROJECTS

- Your tax preparation fee will be collected prior to our beginning work on your return. If only a non-refundable deposit is collected, the balance due will automatically be drafted to the account on file when the draft return is sent to you for review. Once you request services, please ensure funds are available in your account at all times. It is understood work could be completed several months after a deposit is initiated depending on scheduling and extensions. Tax return extension fees are applied to the cost of the return unless a return is not completed in that year. Failure to file your return does not negate the balance due. Fees are due for the preparation of the tax return and not final result of the balance due.
- Tax Returns will not be e-filed until paid in full and until a signed authorization is provided. Requests for extensions of time must be submitted with at least 7 days' notice prior to a deadline. One Stop utilizes third-party tax professionals that are either EA or CPA licensed. Each client is responsible for the accuracy of their return including typos or numerical errors. Clients may be asked to show back-up documentation to substantiate deductions and credits. A Tax Return Extension (of time) is NOT an extension for payment. If estimated taxes are not paid and tax is due, penalties and interest will accrue from the original due date. Estimated tax payments are the client's responsibility and must be reported at the time of tax preparation.
- Project work is billed separately and would be considered: File Conversions to QBO / Books Clean Up & Catch Up (3+ months & Prior Years) / Chart of Accounts customization / System & CRM Integrations / Audit Support & Reporting / QBO Training (by the hour)

CLIENT RELEASE OF INFORMATION

- One Stop uses 3rd party, contracted tax professionals who are licensed by the IRS and the State and Federal Law requires this consent form to be provided to you. Unless authorized by law, we cannot disclose, without your consent, your tax return information to third parties for purposes other than the preparation and filing of your tax return. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution. You are not required to complete this form however because our ability to disclose your tax return information to another tax return preparer affects the service we provide you and its cost, we may decline to provide you with service or change the terms of service that we provide you if you do not sign this form. By signing this form you are stating that you do agree to the disclosure of your tax return information, and your consent is valid for the amount of time you specify. You are authorize us to release Income Tax Information and related tax and financial documents for the intended purpose of meeting the taxpayer(s) request to prepare federal and state tax return(s), provide tax planning and ongoing taxing authority monitoring and other services as requested. The information to be released includes all tax return files, accounting files, work papers, files, reports, correspondence, electronica media, and any other documents as required. This consent is valid until revoked UNLESS its expiration is listed here: ______________________________________.
- It is understood that releasing privileged documents to third parties will likely waive any privileged protection that exists with respect to the documents and its content. If you believe your tax return has been disclosed or used improperly in a manner unauthorized by law without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484 or by email to: complaints@tigta.treas.gov
- It is also understand that the person signing this form is the person authorized as representative of the above named entity (if a business return) or personally authorized.
- If using One Stop Consulting Shop LLC for tax preparation services, my signature on this form acknowledges that I have provided my own information or P&L for their use and/or income and expense category totals to be used to compiled a summary Profit and Loss Statement. Because One Stop Consulting Shop, LLC did not provide audited financial statements or review original receipts (source documents), they are solely

relying on client certification that all income and expense numbers used in tax return preparation are correct. I have attempted to the best of my ability to provide the above requested information to ensure an accurate tax return. I have also reviewed and understand all disclosure requirements and have made my best attempt to provide accurate information to One Stop Consulting Shop, LLC and its contractors. I understand and accept the above information, as well as any other communications I have with One Stop Consulting Shop, LLC and their sub-contractors, and assert all information provided to One Stop Consulting Shop, LLC is correct to the best of my knowledge, truthful and accurate. I have provided One Stop Consulting Shop, LLC and their sub-contractors all income, deductions, and other information necessary for the preparation of my income tax return for which I have adequate support.

- If filing an individual tax return that is elected to be filed as a Married Filing Joint Return, I understand that both spouses must sign the efile authorization form individually and must sign using a wet signature (handwritten). Filing a joint return requires an affirmative election indicated by your signing the form with the intent to file jointly with your spouse. If your spouse has not reviewed this authorization, your signature confirms that you have reviewed this information with your spouse and they are fully aware of their choice and obligations. Filing jointly generally results in a lower tax than if you each file separately. Filing a joint return, however, renders each spouse both individually and jointly liable to the IRS for the entire tax liability reported on the return or later determined by an audit. This joint and several liability may be avoided only if you qualify for very restrictive so called "innocent spouse" relief. You may if you choose, file a separate return reporting only your income, deductions, tax-credits and withholding. Thus, you should sign the tax return only if you are certain it is accurate, intend to file a joint return and thereby assume all of the benefits and burdens of the joint return election.

BUSINESS TAX DISCOVERY & OWNER BENEFIT ANALYSIS

- The Business Tax Discovery Analysis is completed prior to a Business Valuation, confirming that specific documents used for the valuation are accurate and consistent. The bulk of time and research is completed during this part. Note that One Stop Consulting Shop LLC does NOT provide the business valuation and that service is referred to an outside provider.
- The scope of this project is limited to the comparison of financial statements compiled by the company in question, tax returns filed, bank and/or credit card statements received from client and direct access to financial software if available (QuickBooks Online or back up of QuickBooks Desktop file).
- This project should not be considered a formal Review or Audit typically completed by a CPA for external lending/banking institutions. This project does not include the following tasks: review of internal controls or audit procedures; cash handling or original receipts, invoices, bills or purchase orders; or on-site review and evaluation of the company.
- The outcome of this project produces a Risk Score of 0 – 1.25 with caution if the score lands between 1.25 – 1.75. A score of 2.0 would be considered a warning not to proceed with a valuation. This scoring is strictly the internal opinion of this compiler and is only meant to summarize data presented in the report.

Fees for these types of services (Due Diligence Support) are collected regardless of outcome but can be paid monthly or as deposit/balance due.

- **Financial & Tax Report Comparison** – prerequisite (3-year history): $500 - $2500
- **QuickBooks Catch Up/Clean Up** – prerequisite: average fee is $500-$1000 per year (fees vary)
- **Due Diligence Support** - Data Gathering, Record Cleaning, Buyer Demands, Proactive Diligence)
    - Small/Clean Business (10 extra hours/month for 2 – 3 months) - $1000 per month
    - Medium/Complex (20-30 extra hours for 3 – 6 months) - $2500 per month

Authorization to Begin Work
Simple, Effective, Affordable Solutions!

ONE STOP CONSULTING SHOP, LLC
Accounting • QuickBooks • Tax Services

ONBOARDING EXPECTATIONS AND TIMEFRAMES
The Bookkeeping Onboarding process takes an average of 30 – 60 days to complete.

The first step is to complete the Authorization to Begin Work which communicates to us that you are ready for us to get started and take action. Your first invoice will be processed upon receipt of your signed Work Authorization form and your set up will begin! You will be entered into our database as an Active Client and added to our email mailing list where you will receive updates and reminders throughout the year from our Company.

After you complete the Onboarding Information Sheet, in the next two weeks we will:
- Confirm log-in credentials for all bank accounts and credit cards
- Ask detailed questions about loans, liabilities and other assets
- Ask for copies of prior tax returns, drivers license copies and any state taxing authority logins and schedules

The estimated time for file completion is based on the amount of Catch-Up vs. Clean-Up required.

Amount of Review Required	Catch-Up (Desktop)	Clean-Up (QBO)
1 to 2 Quarters (January – June)	1 Week	3 Weeks
1 to 4 Quarters (Jan through Q4)	2 Weeks	3 – 6 Weeks
Multiple Years to Date	3 – 4 Weeks	6 – 9 Weeks

- Your first invoice will be processed upon completion of the Work Authorization form.
- Your next invoice will be charged on the 1st of the next month.
- Your monthly bookkeeping schedule with all catch-up or clean-up work completed will be scheduled for the next month following the allocated completion time period.

For Payroll and/or Sales Tax assistance, please make sure we know your last submitted filing and when you expect the next filing to take place so we can plan accordingly. When transferring payroll software subscriptions, historical set up is necessary for accurate year-end w2 processing and can take up to two weeks to complete. Direct Deposit authorization can also take up to 7 days to activate. Historical data entry can take up to 2 weeks so do not cancel any existing service until you are informed your new payroll is active and ready for processing.

Tax Preparation times vary but the typical turn around time is 7 – 10 business days. Please:
- send us an email when you upload files to our portal to ensure our notification.
- check your SPAM filter and JUNK inbox to ensure our emails are not there.
- reply to ALL & copy Ivy Fivey on tax emails (ifivey@onestopconsultingshop.com)
- make sure to submit and/or answer all parts/questions of a tax email request

Following these guidelines will help streamline the tax preparation process for everyone.

Our Mission IS Your Business – From Start-Up To Success!