ENGAGEMENT LETTER

Client Name (First, M.I., Last):	
Street, Post, City	
State, Country:	
Tax Return:	Czech Individual Income Tax Return
Tax Year(s)(separated by commas):	2012

Dear Client,

This letter is written to confirm our understanding of the terms of my engagement and the nature and extent of the income tax preparation services I will provide. This engagement shall include the preparation of forms for the years indicated above up to the date of submission. I need a complete, signed engagement letter before I can begin working on your behalf. If the return is a joint return, both parties need to sign and date it.

All tax returns are subject to review by taxing authorities. This engagement does not include any assistance Client may need in connection with inquiries, examinations, or any subsequent assessments by such authorities.

This letter should be signed by each taxpayer, regardless of marriage status.

Responsibility of the Client

I will not audit or verify the data you submit to me; however, I may ask you to clarify some of the information. I will be available to assist and guide you in gathering the necessary information by furnishing you with questionnaires and/or worksheets, and by answering your questions.

It is Client's responsibility to provide all the information necessary to complete his (her) tax returns. Client is responsible to provide to me all documents, receipts, and canceled checks and other records to substantiate the items of income and deductible expenses that are claimed on the return. Client is responsible to provide to me copies of the return and all correspondence received from the relevant taxing authority with respect to the prior year submission of the return that is the subject of this engagement. I will rely on the information Client provides to prepare the return(s). Since Client has the final responsibility for the information on the income tax returns, I highly recommend that you review the tax returns carefully before signing and filing them.

Client accepts all responsibility, implied and explicit, for the correctness of the information contained within the return without exception or qualification.

Responsibility of Preparer

The work completed represents my best efforts and professional judgment. Tax return preparation often involves interpreting conflicts in the intent, word, application and enforcement of laws, regulations and rules. If a question of interpretation presents multiple supportable positions, I will use my professional judgment to resolve these questions in accordance with the authorities available to me and, whenever possible, in your favor.

Should Client seek to override my conclusions with respect to the representation or inclusion of a information in the Client's return, I will notify Client that such a representation, inclusion or exclusion is subject to challenge. I am not liable either explicitly, nor implicitly, for errors resulting from the representation, inclusion or exclusion of information I identify as being subject to challenge. I will not sign a return where I believe an alternative representation preferred by Client is incorrect or misleading.

Fees

Fees for this engagement are based upon my current fee schedule or as otherwise explicitly agreed with the Client. Accounting, audit, representation, planning, phone conversations, or meetings may be billed with the return or throughout the year as a separate charge at the current hourly rates and terms. If this document is signed by an owner, partner, officer, or member of a business entity (sole proprietorship, partnership, corporation, limited liability company, limited liability partnership, or nonstock/nonprofit organization), signer accepts all conditions of this agreement for the entity and assumes all personal liability for conditions, billing, and payments for services provided as set forth above.

Should an examination occur, I, or a qualified affiliated preparer I select, will be available to represent you at an additional fee. If any interest or penalties are assessed, they will be your responsibility.

We mutually limit my liability to the tax preparation fee charged or the amount of any penalty resulting from an error in preparation, whichever is less. Client explicitly acknowledges this limitation of liability by signing this Engagement letter. An error is a miscalculation or representation of information that occurs despite the availability of required information. I am not liable either explicitly, nor implicitly, for errors caused by relying on incorrect or insufficient information provided by the Client.

Any tax liability and interest assessment remain the responsibility of Client.

EU Protection of Personal Data

By signing this Engagement Letter, Client gives in accordance with the EU Directive on Data Protection (95/46/EC) and in particularly, the Czech Law 101/2000 Sb, On the Protection of Personal Data, his permission to utilize his personal data necessary for the fulfillment of the subject of the Engagement and for a duration necessary for the assessment of rights and obligations arising out of this Engagement, for a duration not to exceed 10 years from the end of the latest contractual relationship between the parties.

Personal data may be processed by automated tools, tools connected to an information system, and manually by employees or contractors of Preparer. Should Client learn that Preparer and/or another person to whom was entrusted Client's data, violated the terms of the Law, he is authorized to request from the authorities correction of the violation. Client agrees by signature of this engagement letter to the processing of his personal data in the countries of the United States and Czech Republic.

I thank you for choosing us.

Sincerely,

	Read and accepted by:
John W. Mohr	
John W Mohr ________________________	________________________
Preparer: P00989059	Title: Taxpayer
Date: 15 / 01 / 2013	Date: / / 2013

2013 Taxpayer Data

Your information:
Name (First, Middle, Last):
Date of birth:
Nationality/ies:
CR birth id (Rodne cislo):
CR Tax id (if self-employed):
Marriage status [M]arried, [D]ivorced, [S]eparated,[W]idowed, [SI]ngle:

Spouse information, if applicable:
Name (First, Middle, Last):
Date of birth:
Nationality/ies:
CR birth id (Rodne cislo):
CR Tax id (if self-employed):

Dependent information, if applicable.
Name (First, Middle, Last):
Date of birth:
Nationality/ies:
CR birth id (Rodne cislo):

Name (First, Middle, Last):
Date of birth:
Nationality/ies:
CR birth id (Rodne cislo):

Name (First, Middle, Last):
Date of birth:
Nationality/ies:
CR birth id (Rodne cislo):

2013 US Tax Questionnaire

YES NO Did you spent more than 183 days in the calendar year in the Czech Republic and/or have a Czech residence available to you on a permanent basis?

YES NO Were you tax resident of a country other than the Czech Republic during the tax year? If Yes, which one? COUNTRY:

YES NO Are you required to submit a personal income tax return in other foreign countries (e.g. your home country)? If Yes, which one? COUNTRY:

YES NO Did your spouse receive income during tax year exceeding CZK 68,000?

If "No", please send us affidavit # 1. Ask us if you are not sure how to fill it in.

YES NO Do your children live with you in a common household and/or are they financially supported by you and your spouse from shared resources? If this does not apply to you, cross out BOTH Yes and No.

YES NO Does your spouse claim the tax credit for your children? If "No", please send us affidavit #2 signed by the spouse that is NOT claiming the credit. Ask us if you are not sure how to fill it in. If this does not apply to you, cross out BOTH Yes and No.

YES NO Did you pay interest on any mortgages provided by a bank during the tax year?

If "Yes", please send us:

- copy of the purchase contract for your real estate
- extract from the Real Estate Register
- mortgage interest statement statement from the bank
- number of months you occupied real estate during tax year:

YES NO Do you intend to claim supplementary Czech pension insurance relief?

If "Yes", please send us:

- copy of the insurance contract
- confirmation from pension fund showing contribution amount for tax year.

YES NO Do you intend to claim Czech capital life insurance relief?

If "Yes", please send us:

- copy of the insurance contract
- confirmation from pension fund showing contribution amount for tax year.

YES NO Did you make any qualifying charitable donations during the tax year to any charities or town, scientific, environmental, religious, medical, sports or other organization **based in the Czech Republic, other EU member state, Iceland or Norway**?

If "Yes", please send us:

- copy of original documentation substantiating receipt of the gift

YES NO Did you make any qualifying charitable donations to individuals based in the Czech Republic, other EU member state, Iceland or Norway who:

- operate school or medical facility, facilities for protection of abandoned animals or threatened species,
- is a beneficiary of partial or full disability pension or is minor child with long-term health disability requiring extraordinary care?

If "Yes", please send us copy of original documentation substantiating receipt of the gift

YES NO Did you receive income from sale of company shares held < 6 months?

YES NO Did you acquire > 5% of any company during the tax year? Did you sell that share in the same year?

YES NO Did you receive any other gross income > 20.000 Kc during the year WORLDWIDE not reported elsewhere in this organizer? Such income could include pension distributions, life insurance proceeds, foreign rental income, or the annual sale of apples from your apple trees … Gross income is income before reduction of related expenses.

YES NO Did you make any advance payments of income tax to the Czech Republic or another country during the tax year?

Please provide us any other information below that you feel might be of use or necessary in preparing your returns.

Pro finanční úřad
To the Financial Office

Čestné prohlášení/*Affidavit*

#1

Poplatník/*Taxpayer*:

Jméno, Příjmení/*Name*:	
Datum narození/*Date of birth*:	
Rodné číslo/*Birth ID*:	
Jméno, Příjmení manž./*Name of spouse*:	
Datum narození manž. /*D.O.B. of spouse*:	
Rodné číslo/*Birth ID of spouse*:	
Adresa společné domacnosti/*Residence*:	

Já, poplatník, prohlašuji na svou čest, že

- s manželem/manželkou sdílíme nahoře uvedenou společnou domácnost.
- Moje vlastní příjmy za rok 2012 nepřesáhly částku 68 000,- Kč.*
- Prohlášení je přílohou daňového přiznání manžel(k)a.

I, taxpayer, declare on my honor that¨

- *My spouse and I jointly maintain and share the household at the address given above.*
- *My own income for the year 2012 did not exceed 68 000,- Kč.**
- *This affidavit is an attachment to the tax return of my spouse.*

***Do vlastních příjmů manželky(manžela) se nezahrnuje** zvýšení důchodů pro bezmocnost, dávky státní sociální podpory, dávky a služby sociální péče, státní příspěvky na penzijní připojištění se státním příspěvkem, státní příspěvky podle zákona o stavebním spoření a o státní podpoře stavebnímu spoření a stipendium poskytované studujícím soustavně se připravujícím na budoucí povolání.

Vlastními příjmy manželky (manžela) se rozumí úhrn všech vlastních příjmů dosažených ve zdaňovacím období, nesnížený o výdaje. U příjmů ze závislé činnosti jde o hrubý příjem, u podnikatelky (-le) příjmy nesnížené o výdaje na jejich dosažení. Patří sem příjmy, které podléhají srážkové dani nebo jsou od daně osvobozené, ale i příjmy, které nejsou předmětem této daně (např. předmětem daně darovací a dědické). Dále sem patří jakýkoliv důchod, nemocenské dávky, mateřské dávky, hmotné zabezpečení uchazečů o zaměstnání apod.

***The following income is not included in own earnings:** increase in pension for disability, grants of state social support, grants and services for social care, state contributions to state pension insurance, state contributions in connection with the laws on construction savings and on stipends to students preparing for a future career.

The following income is included in own earnings: total of own income received in the tax period before any reductions of offsetting costs. In case of earnings from employment this includes gross wages; in the case of self-employment this includes income before any reductions for offsetting costs. Also included is income subject to income tax withholding or which are exempt from tax and income which is not the subject of income tax (for example, income subject to gift and inheritance taxes. Also included are income from any sort of pension, disability, parental support, unemployment programs, etc.

Město / *City:*

____

Podpis / *Signature*

Pro finanční úřad
To the Financial Office

Čestné prohlášení/Affidavit
#2

Poplatník/*Taxpayer*:

Jméno, Příjmení/*Name*:	
Datum narození/*Date of birth*:	
Rodné číslo/*Birth ID*:	
Bydliště/*Residence*:	

Já, poplatník, tímto čestně prohlašuji, že jsem v kalendářním roce 2012 neuplatňoval(a) daňové zvýhodnění na vyživované dítě žijící se mnou v domácnosti dle § 35c zákona.*

č. 586/1992 Sb., o daních z příjmů, ve znění pozdějších předpisů.

*Slevu nebo bonus můžete uplatnit na každé dítě žijící s námi v domácnosti, které je nezletilé (až do ukončení povinné školní docházky) nebo je mu maximálně 26 let a soustavně se připravuje na budoucí povolání nebo se díky zdraví připravovat nemůže. Zároveň musí jít o dítě vlastní, osvojené, v náhradní péči, dítě druhého z manželů nebo vnouče, jehož rodiče nemají příjmy, ze kterých by si mohli slevu na dani uplatnit.

Nemůžete uplatnit slevu například na dítě družky.

*I, taxpayer, hereby affirm that during calendar year 2012 I did not claim the tax credit for a dependent child living with me in my household according to § 35c of the Act.**

No. 586/1992 Coll., the Income Tax Act, as amended.

*Credit or bonus can be applied to every child living with taxpayer at home who is a minor (up to the end of compulsory schooling) or is no older than 26 years and has not interrupted educational preparation for a future career or cannot continue educational preparation for health considerations. Child must be taxpayer's own child, adopted, or in foster care, the child of the other spouse or a grandchild, whose parents do not have income from which they could apply the tax credit.

It is not possible to apply the credit in case of the child of a commonlaw partner.

Vyživované děti žijící se mnou v domácnosti:
Dependent children living with me in my household:

Jméno a příjmení dítěte *First, Last Name of child*	Rodné číslo *Date of birth* *Xxxxxx/xxxx*

Město / *City:*

____
Podpis / *Signature*

Materials Required To Prepare Your Czech Return

___ Signed engagement letter – all pages

___ Materials required to Prepare your CR Return

___ Completed Questionnaire – all pages

___ Prior year CR return if you are using our services for the first time

___ Wage income confirmation statement and breakdown of compensation

___ Other occasional, unaccounted for income including amount and description

___ Listing of each stock, bond or mutual fund sold showing name, date bought, date sold, sale price and your cost of other basis.

___ Interest, Dividend income

___ Summary of contributions to/withdrawals from retirement accounts

___ Social security or pension income

___ Gambling winnings, Tax refunds

___ Income from CR and non-CR partnerships or corporations

___ Income from debt cancellation

___ Summary of addresses where resident during current and prior tax year, including begin and end of each

___ Certificate of coverage for social security (self-employed)

___ Summary (Date, amount in original currency) of self-employment health, social and income tax paid to any jurisdiction, if applicable

___ Summary of significant life changes: marital status, school status, children, retirement, death, acquisition/divestment of significant assets, etc.

___ Copies of all communications from government agencies received during the tax year

___ Business/Rental Income WORLDWIDE. If you have a business or rent property, we need you to summarize the information for us in EXCEL or in some organized manner. We suggest:

- Gross Receipts: Rent, Rent on 1099-MISC), advanced rent, deposits, discounts, refunds
- Expenses: Advertising, Auto & Travel, Cleaning & Maint, Management Fees, Empl Bene Prog, Insurance, Legal/Prof, Mortgage Int., Other Interest, Office Expense, Rent, Repairs & Maint, Supplies, Taxes & Licenses, Utilities, Wages paid, improvements, Km/Miles driven, Other (Identify). Record these payments separately from the totals listed above.
- New Rental Clients: If you are working with us for the first time, we will need purchase contract (appraisals for properties owned > 5 years) documentation.

___ Anything else that you believe might be regarded as income, an offshore arrangement or otherwise might impact your taxes.