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**Engagement Letter for preparing Beneficial Ownership Information
(BOI) reports of U.S. formed companies**

This engagement letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of the BOI report.

As of Jan. 1, 2024, BOI reports must be filed electronically using FinCEN's secure filing system. FinCEN will store BOI reports in a centralized database and only share this information with authorized users for purposes specified by law. The database will use rigorous information security methods and controls typically used in the federal government to protect non-classified yet sensitive information systems at the highest security level.

Reporting companies created or registered to do business before Jan. 1, 2024, will have additional time (until Jan. 1, 2025) to file their initial BOI reports.

Reporting companies created or registered on or after Jan. 1, 2024, and before Jan. 1, 2025, have 90 calendar days after receiving actual or public notice that their company's creation or registration is effective to file their initial BOI reports. Specifically, this 90-calendar day deadline runs from the time the company receives actual notice that its creation or registration is effective, or after a secretary of state or similar office first provides public notice of its creation or registration, whichever is earlier.

Reporting companies created or registered on or after Jan. 1, 2025, will have 30 calendar days from actual or public notice that the company's creation or registration is effective to file their initial BOI reports.

_____ **Initial** Our fee will be based upon the amount of time expended plus out-of-pocket expenses. However, a minimum fee of **\$200** will be charged for preparation of the BOI Report. Payment of the fee will be due upon receipt.

Any information provided to our office will be treated as confidential and is subject to disclosure by our firm only at your request or when required by law or regulatory matters.

TAXPAYER RESPONSIBILITIES

_____ **Initial** You agree to providing our office with the following information concerning your applicable reporting company, which can include a single member LLC, multi member LLC, S & C corporation and any company created by the filing of a document with a Secretary of State or any similar office under the law of a State or Indian tribe. Filing a document with a government agency to obtain (1) an IRS employer identification number (EIN); (2) a fictitious business name; or (3) a professional or occupational license does not create a new entity and therefore does not make a sole proprietorship filing such a document a reporting company.

• **REPORTING COMPANY**

- Full legal name
- Any and all trade name or "doing business as" (DBA) name
- Complete current U.S. address
- Internal Revenue Service (IRS) Taxpayer Identification Number (TIN)

- **BENEFICIAL OWNER**
 - Full legal name
 - Date of birth
 - Complete current U.S. address (Residential, no PO Boxes)
 - Unique identifying number with image
 - State driver’s license
 - U.S. passport
 - ID document issued by a state, local government or tribe
 - If none of the above, then foreign passport

- **COMPANY APPLICANT (“Reporting Company” formed 1/1/2024 or thereafter)**
 - Full legal name
 - Date of birth
 - Complete current U.S. address (Residential, no PO Boxes)
 - Unique identifying number with image
 - State driver’s license
 - U.S. passport
 - ID document issued by a state, local government or tribe
 - If none of the above, then foreign passport

UPDATES OR CORRECTIONS

 Initial If there is **any change** to the required information about your company or its beneficial owners in a BOI report that your company filed, **your company must file an updated BOI report no later than 30 days after the date on which the change occurred.** The same 30-day timeline applies to changes in information submitted by an individual to obtain a FinCEN identifier. A reporting company is not required to file an updated report for any changes to previously reported personal information about a company applicant.

Furthermore, the following must be reported to our office no later than 10 days after a particular change so we can file the updated report within 30 days to FinCEN. Some likely triggers and or examples (not inclusive) of the changes that would require an updated beneficial ownership information report:

- Any change to the information reported for the reporting company, such as registering a new business name, trade name or DBA.
- A change in beneficial owners, such as a new CEO, or a sale that changes who meets the ownership interest threshold of 25%, or the death of a beneficial owner.
- Note: When a beneficial owner dies (resulting in changes to the reporting company's beneficial owners) report those changes within 30 days of when the deceased beneficial owner's estate is settled. The updated report should, to the extent appropriate, identify any new beneficial owners.
- Any change to a beneficial owner's name, address or unique identifying number previously provided to FinCEN.
- Furthermore, if a beneficial owner obtained a new driver's license or other identifying document that includes a changed name, address, or identifying number, the reporting company also would have to file an updated beneficial ownership information report with FinCEN, including an image of the new identifying document.

- Keep in mind the update requirement related to the special reporting rule for a minor child. When a beneficial owner that was a minor child reaches the age of majority, you must file an updated BOI report, identifying the individual as a beneficial owner and, if warranted, replacing their parent or legal guardian's information with their own.

If an inaccuracy is identified in a BOI report that your company filed, your company must correct it no later than 30 days after the date your company became aware of the inaccuracy or had reason to know of it. This includes any inaccuracy in the required information provided about your company, its beneficial owners, or its company applicants. The same 30-day timeline applies to inaccuracies in information submitted by an individual in order to obtain a FinCEN identifier.

Finally, our firm assumes no liability stemming from your neglect on not providing applicable information as detailed above for filing the BOI report.

SIGNATURES

By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibility in preparing your BOI report as explained above.

Taxpayer Signature

Title

Printed Name

Date

Phone Number

Email Address