



January 27, 2016

Dear New Client:

Thank you for choosing Nienow & Tierney, LLP. We will work on your behalf to maintain the confidence you have in us by selecting our firm.

In order for us to compile a complete file, please provide copies of the following documents, if applicable:

- _____ Nienow & Tierney, LLP Client Information Form
- _____ Nienow & Tierney, LLP signed engagement letter
- _____ From your corporate records book:
 - _____ Articles of Incorporation and By-laws
 - _____ Minutes
 - _____ Stock register
- _____ Partnership or Limited Liability Company agreement
- _____ Depreciation schedules
- _____ Copies of your tax returns for the last three years
- _____ Copies of the company's annual financial statements for the last three years
- _____ Buy/sell agreement(s)
- _____ Employment agreement(s)
- _____ Lease agreement(s)
- _____ Loan agreement(s)
- _____ Tax elections and related approvals
- _____ Copies of taxing authority audit reports
- _____ Will
- _____ Trust agreement

Thank you again for choosing us to service your accounting, tax and related needs. We look forward to a long and mutually satisfying relationship.

Should you have any questions or concerns regarding your account or our services, please contact me.

Very truly yours,

A handwritten signature in cursive script that reads "Nienow & Tierney, LLP".

Nienow & Tierney, LLP