

RE: Stock Option Transaction Consultation Engagement

Please provide the following information so that I can conduct the analysis of your transaction:

- Documentation related to the transaction: should include information on the company, the exercise price on the stock options, the date of exercise, and the details of a vesting schedule if relevant.
- Please note that I will conduct a cursory review of the company's performance where information is accessible from a stock exchange and or other public sources, as expected future performance is relevant to the analysis and the ensuing recommendation.
- Information as to whether there is any risk of forfeiture of the stock based on internal policies or vesting.
- Disclose whether you have the ability to pay taxes on the transaction currently should it be recommended. Please note that we can discuss this issue further once the analysis has been completed.
- Include the first two pages of your tax year 20XX, Form 1040, individual income tax return.
- List any specific questions you have regarding the transactions.

Please note that I will follow-up to seek clarification or to secure additional documentation if deemed necessary upon the initial review of your documentation and information.