

**CROWE/CNCDA e-COUNSEL**

**Procedures**

June 2011

**Introduction**

As a newly licensed member of CNCDA, Crowe Horwath would like to make itself available to the membership to answer specific tax and accounting related questions. These questions will be answered via e-mail on a 24 hour turnaround basis. Crowe will do its best to provide the proper guidance without violating any regulations. Some questions may need more in depth research. If this is the case, you will be advised and we would also be available to assist you on fee basis

Instructions in the CNCDA system

**To Ask a Question Through e-Counsel**

1. A Member dealership contact sends an “**e-Counsel Question**” via an e-mail which will auto-populate once agreeing to the terms.
2. Remember that **e-Counsel** is designed to answer or provide guidance on general accounting and tax questions. We are not a law firm and will not provide any legal advice. Crowe will not offer any accounting advice that would impair its independence or would be in violation of accounting standards.
3. Remember, too, that **e-Counsel** is not intended to answer questions concerning customer or factory problems, federal or state, state motor vehicle laws.
4. If your question has not been answered within 24 hours, please resend your question as a reminder.
5. Although your question will be answered by an experienced professional, familiar with dealership issues, the response provided should not be considered “legal advice.” The content of the exchange of e-mails will be treated as confidential and will not be shared with CNCDA or any other dealership. However, this exchange of e-mails does not create an “attorney-client” relationship.
6. If you decide that you need more comprehensive advice than is available through e-Counsel, you should contact an advisor of your choice. If you do not have an attorney who deals with employment matters, you may engage the services of Crowe Horwath LLP. Be sure to discuss exactly what work will be necessary and ask for an estimate of the likely charges. Such charges will be the sole responsibility of the dealership.

**DISCLAIMER**

**e-Counsel** is designed to provide fast and accurate answers to tax and accounting related questions of a routine nature. It is not intended to provide legal advice with respect to any particular set of facts. Tax and accounting problems are often complicated and usually require an analysis of a wide range of specific facts. Although the response to your question is provided by an experienced professional, familiar with dealership operations, it should not be considered legal advice. Crowe will not offer any accounting advice that would impair its independence or would be in violation of accounting standards. Your question and our response will be kept confidential. However, no “attorney-client” relationship is created by the exchange of information via **e-Counsel** or the internet. You are encouraged to contact an attorney of your choice to obtain advice concerning any specific legal issue.

**I AGREE**

**I  
DISAGREE**