



## Income Tax Preparation Engagement Letter

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **1. SCOPE OF SERVICES**

We will prepare your individual federal and applicable state income tax returns for the tax year(s): \_\_\_\_\_  
This is a one-time engagement for the specified tax year(s) only and provides no ongoing services beyond preparation of these returns.

#### **Included:**

- Preparation of federal and state returns
- Filing extensions when authorized
- 2025 estimated tax vouchers if required
- General recommendations identified during preparation

**NOT included:** Tax planning, year-round consultations, IRS/state correspondence or notices, audit representation, amended returns (see Section 4 for fee policy), prior year returns, foreign account reporting (FBAR, Form 8938, etc.), bookkeeping, financial planning, or advisory services unless separately agreed in writing.

### **2. CLIENT RESPONSIBILITIES**

You represent that information provided is accurate and complete. You agree to: provide all necessary income/deduction information; maintain adequate documentation (especially for meals, entertainment, travel, gifts, vehicles, computers, home office); retain documents for at least 4 years from filing; review returns carefully before signing; notify us of changes or questions about prior years. **You have final responsibility for returns.** We will not audit or verify information provided.

### **3. PROFESSIONAL STANDARDS**

We will prepare returns per professional standards and IRS regulations. Where law is unclear, we use professional judgment to resolve questions in your favor when supportable positions exist. In some cases, we may consult with you about how to proceed when multiple reasonable approaches are available. Federal law imposes penalties for substantial understatement of tax liability. Our work does not include procedures to discover fraud or irregularities.

### **4. IRS EXAMINATION & AMENDED RETURNS**

**Examinations:** IRS/state representation is **not included** and billed separately. **Correspondence:** Responding to IRS/state letters is **not included**. We may handle simple matters free or quote fees for complex responses. **Amended Returns:** If amendment needed due to incomplete/inaccurate information you provided, additional fee applies. Amendments due to our error are free.

### **5. FEES AND PAYMENT**

Fees are based on complexity per our fee schedule. Invoices are payable upon presentation. Returns will not be filed until payment is received. If your account becomes delinquent and is sent to collections, you agree to reimburse collection costs (maximum 33% of debt) and reasonable attorney fees.

### **6. DOCUMENT RETENTION**

We retain records minimum 4 years. We don't keep originals and return them upon completion. You must retain and protect your own copies of all tax documents for at least 4 years (or longer per law). Do not rely on our client portal or systems as your primary document storage. Keep your own backup copies for possible government examination.



## 7. CONFIDENTIALITY & PRIVACY

We're bound by professional confidentiality and won't disclose information except as authorized by you, required by law, or necessary to process returns. We use third-party technology providers and contractors bound by confidentiality obligations.

## 8. EXTENSION AUTHORIZATION & TAX PAYMENTS

By signing, you authorize us to file extensions for the current and following tax year, as needed in our professional judgment, unless otherwise withdrawn. **Important:** Extensions extend the time to file, not the time to pay. If you expect to owe taxes, you should make an extension payment to avoid interest and penalties on any balance due. We may not be able to provide an estimate of extension payment amounts; you should use your best judgment to estimate what you may owe. We are not responsible for penalties or interest resulting from insufficient or late extension payments. You are responsible for making timely estimated tax payments. We will prepare estimated tax vouchers based on information available, but you remain responsible for accuracy and timeliness of payments.

## 9. ELECTRONIC COMMUNICATIONS

We may communicate via email/electronic means. No electronic transmission is completely secure. By providing email, you consent to electronic communication and acknowledge security risks.

## 10. DISPUTE RESOLUTION

Disputes subject to mediation under AAA Rules (costs shared). Fee disputes submitted to binding arbitration. **BY ARBITRATION, BOTH PARTIES WAIVE RIGHT TO COURT/JURY.**

## 11. LIMITATION OF LIABILITY

We exercise due professional care. We assume no liability for: penalties/interest from incomplete/inaccurate client information; IRS disallowance of inadequately documented deductions; tax positions later contested if supportable when filed.

## 12. TERMINATION

Either party may terminate upon written notice. You pay for services rendered through termination.

## 13. FOREIGN ACCOUNT REPORTING

**IMPORTANT:** Foreign account filings are **NOT INCLUDED**. If you have financial interest/signature authority over foreign accounts exceeding \$10,000 aggregate value, you must file FBAR. Additional forms may be required (8938, 5471, 3520/3520-A, 8865). **You must inform us immediately of foreign accounts.** These require separate engagement and fees. By signing, you accept responsibility for informing us. We assume no liability for penalties if you haven't disclosed foreign accounts.

## ACKNOWLEDGMENT

By signing, you acknowledge you've read, understand, and agree to these terms.

Taxpayer Printed Name	Signature	Date
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Spouse/Joint Taxpayer Printed Name	Signature	Date
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