

ENGAGEMENT LETTER 2023 Tax Season
*****PLEASE READ THIS ENTIRE DOCUMENT*****

Dear Client:

Thank you for choosing Advantage Tax & Accounting, Inc. This engagement letter serves to confirm a complete understanding between Advantage Tax & Accounting, Inc (herein after in this document referred to as we, our, and us), and you, the Client (herein after in this document referred to as you or your), of the terms and objectives of our engagement and the nature and limitation of the services we will provide you. **It is important that you read this entire engagement letter then sign and return it to us with your tax documents. If we do not have a signed engagement letter from you, the preparation of your tax return will be delayed.**

Client Responsibilities

We will prepare your federal and state (if applicable) individual income tax returns for the tax year ending 2023 from information you furnish us. **You acknowledge that you will provide us with information which, to the best of your knowledge, is complete, true, and correct, and that you have disclosed all relevant facts affecting the return(s). If an extension is required because the client did not provide documents, there will be an extension fee charged.** Most tax liabilities are due no later than April 15, 2024, for individual and businesses. There are exceptions such as estimated taxes. Please call us if you have questions concerning this.

You are responsible for the proper recording of financial activities, for the safeguarding of assets, and for maintaining the accuracy of your financial records. In your records, you should retain all documents necessary to support the data used in completing your tax return. **You have the final responsibility for the information on your income tax returns and, therefore, you should review them carefully before you sign and file them.**

Tax Return Preparation

We must use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. To avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your returns.

Tax Audits & Examinations

The IRS audit procedures will always include questions on bartering transactions. Additionally, evidence for deductions requires strict documentation such as all charitable contributions, shareholder loans, travel and entertainment expenses, and expenses for business usage of autos (i.e., mileage logs), cell phones, and computers. We rely on your documents. Please inform us right away if you receive any letters from the government.

Payment Terms

Fees vary based on the time required to complete an accurate filing. Billable time will vary based on the technical difficulty of your return as well as the organization of your information. We will not e-file any return without the proper signed authorization form. We are not responsible for penalties or interest incurred because of a return not being filed on time because we do not have the proper authorizations.

Direct Deposit: You must include a current voided check or a direct deposit form from your bank in your information or submit it to us before the return is due. There is no additional Fee for this service.

Confirmation of Agreement & Acceptance

If you have any further questions, please do not hesitate to ask, and please keep a copy of this letter with your files. The foregoing is in accordance with your understanding.

I/we have read the Engagement Letter for Advantage Tax & Accounting, Inc and agree to its terms. Please sign below in the spaces provided.

Date: _____, 2024

Taxpayer Signature

Spouse Signature

NOTE: BOTH MUST SIGN THIS DOCUMENT IF MARRIED (EXCEPTION: Surviving Spouse)