

# Susan E Thomas CPA, Ltd.

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614-771-7700 (phone) 614-771-7774 (fax)

## TAX PREPARATION ENGAGEMENT LETTER

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your **2023** federal and state corporate tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of these returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Under the Internal Revenue Code and state tax laws, taxpayers are required to maintain adequate tax records supporting their returns, including receipts and canceled checks for all income and deductible expenditures. You will be responsible for maintaining all necessary tax records and for the accuracy and completeness of the information submitted to us in connection with the preparation of your returns.

**Your returns are subject to review by the taxing authorities. In the event of an examination, we will be available to represent you and additional fees will apply. Responses to notices from any governmental agencies are billed at standard hourly rates. A fee estimate will be provided, if possible, when responding to such notices.**

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for the preparation of the income tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such a government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

Accounts over 30 days will be charged interest at the rate of 1.5% per month (18% per annum) from the invoice date. In accordance with our company policy, work may be suspended if your account becomes past due 30 days or more after the invoice date and work will not be resumed until your account is brought up to date. If your account goes into suspension, we cannot and will not guarantee that any tax filings due after the date of suspension will be timely. You will incur penalties and interest at your own expense. If we elect to terminate our services for non-payment, conflicts of interest, not providing information timely, refusal to follow our advice or unethical acts, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our engagement. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Our liability for all claims, damages, and costs arising from this engagement will be limited to the fees charged to prepare your returns. Notwithstanding anything to the contrary in this agreement, Susan E Thomas CPA, Ltd. shall not be liable for any lost profits, indirect, special, incidental, punitive, or consequential damages of any nature even if we have been advised by you of the possibility of such damages; or for any claim or demand made against you by any other party. Any legal action may not be brought more than one year after the date services were provided under this engagement letter.

You may request that we perform additional services not contemplated by this engagement. If this occurs, we will communicate with you regarding the scope of the additional services and if determinable, and estimated fee. We will issue an additional engagement letter covering the services.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of the return copy of this letter.

**Privacy Policy**

We do not disclose any non-public personal information about our customers or former customers to anyone, except as instructed to do so by such customers or as required by law. We restrict access to non-public personal information to those professionals necessary to prepare tax returns and financial statements and provide tax advice and we maintain physical, electronic, and procedural safeguards to guard your non-public personal information.

We appreciate the opportunity to be of service to you. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and date below and return it to us.

List all businesses covered by this engagement.

_____	_____	_____
_____	_____	_____
_____	_____	_____

We want to express our appreciation for this opportunity to work with you.

Respectfully yours,

Susan E Thomas CPA, Ltd.

Accepted & Guaranteed by:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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