

**Dear Client(s) I appreciate the opportunity to work with you in preparing your 2025 individual income tax returns.** The Internal Revenue Service imposes penalties on taxpayers, and on us as return preparers, for failure to observe due care in reporting for income tax returns. To ensure an understanding of our mutual responsibilities, I ask all clients for whom I prepare tax returns to confirm the following arrangements. Please read this letter carefully because it is important to both my firm and you that you understand what you can and cannot expect from my work. If you are confused by this letter or believe I have misunderstood what you need, please call me before you sign it.

I will prepare your **2025** Federal 1040 and **Arizona 140** Individual Income Tax Forms and related tax return schedules from information you furnish us. I will not audit, review, compile or otherwise verify the data you submit although I may ask you to clarify the information. I will provide you with tax organizers and questionnaires to help you gather and organize the necessary information for us, to keep your fee to a minimum. **If you have taxable activity in a state other than that specifically listed, you are responsible for providing my firm with all information necessary to prepare any additional applicable state(s) or local income tax returns as well as informing us of the applicable states.** Additional State(s) needed to be filed: \_\_\_\_\_ . My services are not intended to determine whether you have filing requirements in tax jurisdictions other than the ones you have stated.

### **US Citizens and resident aliens are required to report worldwide income on their US tax returns.**

**I will provide** you with a copy of the tax returns prepared and will return all your original source documentation. It is my policy to keep the required records related to this engagement for three years. It is your responsibility to maintain these returns including all the documents, receipts, canceled checks, and other records to substantiate the items of income and expense claimed on the return for at least five years. I will rely, without further verification, on information you provide to me from third parties including, but not limited to, K-1's, 1099's, 1098's, and receipts or similar items. **If you received, sold, sent, exchanged, or otherwise acquired a financial interest in any virtual currency – you are responsible for informing me of these specific reporting transactions.** You agree that you have reported all income you received including barter, crypto-currency, consumer-to-consumer activity, cash-based revenues, and all other income whether received in-person, in-kind, or electronically. I will do my best to reduce your taxes based on the information you provide, and by applying current tax laws to your situation. If a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions, I will use my professional judgment in resolving the issues. Whenever I am aware that a possibility exists for conflicting interpretations of a tax law in a situation, I will explain the possible positions that may be taken on your return. I will follow whatever position you request if it is consistent with the codes, regulations, and interpretations available. If the IRS or State Department of Revenue later contests the position taken, there may be an assessment of additional tax plus penalties and interest for which I assume no liability. **It is also your responsibility to carefully examine and approve your completed tax returns before signing and mailing them or authorizing them to be electronically filed to the tax authorities.**

**We are required** to obtain a copy of all form W-2s, any 1099-Rs with federal withholding and 1095-C (Health Insurance Marketplace Statement) with premium subsidies before we are permitted to electronically file your return under the rules of IRS Circular 230.

**Additional fee(s)** will be charged for all additional services including but not limited to, additional copies of the returns, financial advice, representation at an audit, assistance with an IRS or state taxing authority inquiry, accounting or bookkeeping services, advice regarding estate planning or college financial aid, and trust or beneficiary deed preparation. If you require these or other services, you will be billed at my current hourly rate for that service. An advanced retainer is required for complex issues. If you have other returns, you would like me to prepare such as corporation, partnership, estate, gift, or fiduciary, there would also be additional fees, and a separate engagement letter will be necessary. **Your fee does not include consultation appointments or inquiries throughout the year.**

### **Deadlines for 2025 tax return filings**

**March 1, 2026**-Deadline to submit your tax information to our office. Information received after this time may cause your return to be placed on extension.

**April 1, 2026**-Deadline to submit income documents, estimates made, and information needed to file an extension  
April 15, 2025, is the tax filing deadline for 1040 personal returns. **All e-file papers must be submitted to our office no later than April 10, 2026,** or the return will be placed on extension.

September 1, 2026, is the deadline to submit your information for personal tax returns on extension. Any information received after this date will incur a \$100 additional fee.

**Returns placed on extension will not be worked until after July 1, 2026.**

**I DO NOT automatically file tax extensions-you must let me know in writing, email, or fax if you wish my firm to file an extension**, and the notification should include your estimate of any balance due with the extension. Failure to file an extension may make you subject to various penalties and interest. Additionally, if your return is extended it does not relieve you from paying any tax due on the due date or making quarterly estimated tax payments for the current year. Failure to pay any tax due with the extension or failure to pay quarterly estimated tax payments may make you subject to various penalties and interest.

**Business Owners: When a self-employed taxpayer reduces taxable income there is also a reduction in earned income reported to the Social Security Administration, which could reduce current and future benefits for the taxpayer and his or her dependents. You acknowledge and agree to the current tax reduction and the potential negative effects on future social security benefits for you, your spouse, and any dependents. Additionally, new state laws on the collection of sales tax by online sellers require separate registration, collection, filing and payment with many states at extremely low activity levels. We were not engaged to, nor did we determine whether individual state sales tax rules apply to your business. Determination of whether an individual state's sales tax rules apply to your activity is your responsibility unless we have a SEPARATE written engagement letter acknowledging our responsibility to determine or apply sales tax rules for an individual state. Failure to register and file with an appropriate state may expose you to severe penalties.**

**Social Media and Newsletter Correspondence** from us does not constitute tax advice or representation because of its abbreviated nature. We do not retain any such electronic correspondence or postings and have no responsibility to do so. Only written correspondence and advice from us to you, in response to your specific inquiry answered solely by surface mail, email through our [chris@christinezfreelandcpa.com](mailto:chris@christinezfreelandcpa.com) email address and our 480-899-1803 fax number may be relied upon. No other communication from us may be relied upon, nor is it meant to be relied upon.

**Anything you tell me** during the preparation of your tax return is confidential; however, it is not protected by any accountant-client privilege. I am not an attorney and do not give legal advice, so if you need specific legal advice, I will refer you to an attorney. If I am asked to disclose any confidential communication, unless I am required to disclose the communication by law, I will not provide such disclosure until you have had an opportunity to argue that the communication is privileged. You agree to pay all reasonable expenses that I incur, including legal fees, which are a result of attempts to protect any communication as privileged. In addition, your confidentiality privilege can be inadvertently waived if you discuss the contents of any communication with a third party, such as a lending institution, a friend, or a business associate. I recommend that you contact me before releasing information to a third party.

**Occasionally, various third parties** may request that I sign, for you, verification of income, employment, or tax filing status. Because I was engaged only to prepare your income tax return, without examination, review, audit, or verification, my insurance carrier prohibits me from signing such a document and I suggest that they send to IRS Form 4506 to obtain such verification.

Please note that any person or entity subject to the jurisdiction of the United States (includes individuals, corporations, partnerships, trusts, and estates) **having a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having a value exceeding \$10,000 in a foreign country, shall report such a relationship.** Although there are some limited exceptions, filing requirements also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s). For example, a corporate-owned foreign account would require filings by the corporation and by the individual corporate officers with signature authority. Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties.

**Our firm may use reputable artificial intelligence (AI) technologies** to support tax preparation and administrative tasks. These tools are used under professional supervision and do not replace our judgment or responsibility for the accuracy of your return. We will not input identifiable client information into any AI system that stores or uses data for future training unless deployed in a secure environment. All AI use complies with confidentiality obligations and data protection requirements. All AI-assisted work is subject to human review. We remain fully responsible for the services provided under this engagement.

**Regarding Foreign Financial interests**, if you and/or your entity have a financial interest in any foreign accounts, you are responsible for providing my firm with all the information necessary to prepare Form TD-F-90-22.1 required by the U.S. Department of the Treasury on or before June 30th of each tax year. If you do not provide my firm with information regarding any interest you may have in a foreign account, I will not be able to prepare any of the required disclosure statements.

