

Thank you for entrusting LB Taxes & Consulting Group with your tax preparation needs. This engagement letter will serve as an agreement between LB Taxes and you (the client) allowing us to prepare your federal and state income taxes. To ensure there are no misunderstandings regarding the nature and extent of the services that we will provide, this contract outlines the scope of services rendered.

#### **TERMS OF CONTRACT**

We will prepare your federal and state individual income tax returns. Your tax returns will be prepared based on the information and instructions you provide to us. This engagement letter will apply in respect of your financial year-end and for future years unless otherwise agreed.

#### **EXTENT OF SERVICES**

We will not audit or make any other verification of the data you submit to confirm the accuracy or completeness of the information you provide. It is up to you to give us accurate and complete information to enable us to provide the services described in this letter. Accordingly, no assurance on any assertions contained in the financial information compiled will be provided.

Our engagement does not include the investigation or discovery of internal control weaknesses, errors, illegal acts, or other irregularities, including without limitation, fraud, or noncompliance with laws and regulations. However, we will inform you of any such matters which come to our attention during our engagement.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover errors or omissions by you, fraud, misrepresentations, defalcations, and/or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary only for the preparation of your income tax returns. **It is your responsibility to provide us with accurate, truthful information for use in preparing your tax forms.**

The law provides various penalties that may be imposed when taxpayers understate their tax liability. The Internal Revenue Service also imposes penalties upon taxpayers and return preparers for failure to observe due care in reporting for income tax returns. **You have the final responsibility for the income tax returns; therefore, you should review them carefully before you sign them.** If for some reason you believe your returns have not been received by the taxing authorities, (i.e., didn't get your refund or they haven't cashed your check) then please contact us.

#### **DOCUMENTS**

We will furnish you with a checklist to help you in gathering the necessary information. Please note this list is not comprehensive, and any forms you are unsure about should be submitted to me before we prepare your tax forms. It is your responsibility to provide all the information required for the preparation of a complete and accurate tax return. All tax documents must be hand-delivered, sent via USPS or other carriers, fax, or uploaded to the secure client portal. Due to the sensitivity of the records, emailing these documents is not secure and therefore not recommended.

#### **E-FILING OF TAX RETURN**

Our tax software will create/generate a PIN for you that will be used as your signature on your tax forms (applies to all electronically filed tax forms). No return can be e-filed without receipt of signed Form 8879, provided to you with the hard copy of your tax return(s). The cost to e-file your tax return is \$70.00 (Individual) \$150.00 (Business) per tax year filed.

#### **AUDITS**

**In the event of an audit by a taxing authority, you will be required to provide the documentation for all items in question to the taxing authority. It is the taxpayer's (your) responsibility to obtain/retain all documentation that supports your tax liability.**

Your returns may be selected for review for any reason 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 help you resolve these issues. However, such assistance is not included in your tax preparation fee, and we will render additional fees for the time and expense incurred on a case-by-case basis. Moreover, the taxing authorities may correspond with you regarding your tax return. You agree to timely forward this correspondence to us for review and analysis. Additional fees may be charged depending upon the response required.

#### **DOCUMENT RETENTION**

You should retain all documents, canceled checks, and other data that form the basis of income and deductions for three (3) years from the date you filed your original return or two (2) years from the date you paid the tax, whichever is later if you file a claim for credit or refund after you file your return. Keep records for seven (7) years if you file a claim for loss from worthless securities or bad debt deduction. You should also retain documents that support items carried over into open years, such as cost basis information, nondeductible IRA's, net operating losses, cancellation of debts 1099-C, etc. This information may be necessary to prove the accuracy and completeness of the returns to a taxing authority.

#### **CONSENT FOR PAYMENT**

We value the relationship we have with all our clients. We are here to provide you with the best service possible. However, we would like to remind you that we are in the business of providing you with a service, not a refund. You, as a taxpayer, have the choice to pay your tax preparation fees by one of the following methods: cash, checks (based on approval from management), money order, credit card, using payment apps, or by having your fees taken directly from your refund. \*

**\*Note:** If you chose to have the tax preparation fees taken from your refund and for whatever reason your tax refund is intercepted, YOU ARE STILL RESPONSIBLE FOR THE TAX PREPARATION FEES! Please contact us immediately at our office for payment or to make payment arrangements. By signing this Letter of Engagement - Income Tax Preparation Services your tax return as prepared by LB Taxes and Consulting Group, you are agreeing to pay the preparation fees regardless of whether you receive a tax refund or not. After three (3) months from the date the refund was scheduled to arrive, if no payment or arrangement is made, we will be forced to put your account into collections.

Unless otherwise agreed upon in writing by you our fees are calculated based on the time required at the standard billing rates. *Please refer to our Fee Schedule for Services – 2023 for a complete list of fees.* If required by you we will provide you with either an estimate or firm quotation of the fees involved prior to commencing an assignment.

<b>MENU OF TAX SVICES</b>	<b>FEES</b>
Individual Federal and State Tax Filing*	\$250.00 and up
Married Filing Joint (Short Form) *	\$350.00 and up
Married Filing Joint (Long Term) *	\$400.00 and up
Self-Employed/Schedule C	\$500.00 and up
Rental Schedule E	\$400.00 and up
E-Filing Services (individual) Business: Federal/State: \$150	\$70.00

If the foregoing fairly sets forth your understanding, please sign in the space indicated. Thank you for your trust in our professional tax preparation services.

**Acknowledged,**

*Taxpayer Printed Name:*

*Spouse Printed Name:*

*Signature:*

*Date:*

*Signature:*

*Date:*