

## General Engagement Letter for Individual Tax Return Preparation

This letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of your 2023 tax return.

### Tax Return Preparation

- We will prepare your **2023 federal and state tax returns** based on information you provide. Services for preparation of your return do not include auditing or verification of information provided by you.
- This engagement does not include any audit or examination of your books or records. In the event your return is audited, you will be responsible for verifying the items reported. Additional fees will be charged for representation.
- The tax return preparation fee does not include bookkeeping.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- Preparation fees do cover **limited** (30 minutes) assistance and consultation during the year.
- Our fees will be based upon the amount of time spent, forms used, plus out-of-pocket expenses.
- Our policy is to put all tax advice in writing, and that you will not rely upon any unwritten advice because it may be tentative, incomplete, or not fully reviewed.
- The engagement to prepare your 2023 tax returns terminates upon delivery of your completed returns via paper or electronic copy and original documents (if requested) to you. Please store your supporting documents and copies of your tax returns in a secure place for at least (7) seven years. You may be assessed a fee if you request a copy in the future.
- Any information provided to our office will be treated as confidential and is subject to disclosure by our firm only at your request or when required by law or on regulatory matters.
- **Taxpayer hereby agrees that specific Taxpayer information**, included with this tax return, may be disclosed to Tax Protection Plus, LLC & American Advantage Association for assistance in Audit Defense **if needed**. For additional information, see Protection Plus Member Benefits provided with your copy of the 2023 tax return. An IRC § 7216 Consent to Disclose Tax Return information would be required if this information is needed in the case of an Audit Defense.

### Taxpayer Responsibilities

- You agree to provide us with all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all the required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for the preparation of late returns.
- **See backside of this page regarding virtual currency and foreign accounts/assets.** You are responsible for providing our firm with the information needed for virtual currency and any foreign accounts. Our firm is not responsible for taxes, penalties or interest that may result from withheld information regarding virtual currency and or foreign accounts/assets.

Corporate Transparency Act & Beneficial Ownership Information Reports

• **Please be aware there are specific new reporting requirements involving certain types of companies regarding compliance with the Corporate Transparency Act (CTA), including Beneficial Ownership Information (BOI) reporting. Aiding with this compliance is NOT within the scope of this engagement.**

**Signatures:** By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above.

\_\_\_\_\_ **Taxpayer**                      \_\_\_\_\_ **Date**                      \_\_\_\_\_ **Phone #**                      \_\_\_\_\_ **e-mail address**

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At any time during 2023, did you own Digital Assets / Virtual Currency (i.e., Bitcoin, Ethereum, NFTs)?

Yes  No

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At any time during 2023 did you own any Foreign Financial Assets or have an interest in a Foreign Financial Account?

Yes  No

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Complete to Ensure We Have Updated / Correct information for any Refunds to be Direct Deposited. (If not completed, then your refund, if any, will be mailed to the address listed on your tax returns.

Type of account, i.e., Checking or Savings \_\_\_\_\_

Bank Name \_\_\_\_\_

Routing Number (9 digits) \_\_\_\_\_

Account Number \_\_\_\_\_

You can provide a voided blank check, but NOT a deposit slip.  
If Bank Account is the same as Last Year, then enter same and please provide the Bank Name at a Minimum.

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