

TAXES PLUS

P.O. Box 1199
Rockport, ME 04856
Phone: 207-230-8624 Fax: 617-963-7147

Engagement Letter

Thank you for choosing Taxes Plus to assist you with your 2021 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2021 federal and state (if applicable) income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. A Tax Information Organizer is enclosed to help you collect the data required for your return. The Organizer will help you avoid overlooking important information. By using it, you will contribute to the efficient preparation of your returns and help minimize the cost of our services.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if you have concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fee is based on the forms used and complexity of your tax situation. Payment is due upon presentation of our invoice. All accounts not paid within fourteen (14) days will be re-billed with a \$10.00 billing charge each time the account is re-billed thereafter.

We will return your original records to you at the end of this engagement at your request. Store these records, along with all supporting documents, canceled checks, etc. in a secure location in case these items are needed later to prove accuracy and completeness of return. We may retain copies of your source documents and tax returns on our portal, but don't guarantee this, so please be sure to keep your own records. A fee of \$75, at our discretion, may be charged for request of documents or records

Our engagement to prepare your 2021 tax returns will conclude with the delivery of the completed returns to you (if paper filed), or your signature and our subsequent submittal of your tax return (if e-filing). If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax return documents carefully before signing them or the e-file signature documents.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, sign the enclosed copy of this letter in the space indicated and return it to us.

Thank you for the opportunity to be of service. If you have any questions, contact our office at 207-230-8624.

Joyce Mohr, EA Taxes Plus

ENGAGEMENT OF SERVICES We will prepare your Individual Federal and State(s) income tax returns for the year ended 12/31/2021 from the information you furnish us. We will not audit the data you submit but may request further documentation and clarification. It is your responsibility to provide all the information necessary to complete your tax returns and to maintain, in your records, the documentation (e.g. receipts, cancelled checks, logs, other records) necessary to prove the accuracy and completeness of the returns to the taxing authority. If you have any questions as to the type of records required, please ask us for advice. Since you have the final responsibility for the information on your tax returns, we highly recommend that you review the tax returns carefully before signing and filing them. Your fee for your tax return will not include audit support. This tax compliance engagement ends with delivery to you of your tax return.

IRS/STATE DOR CHECKBOX AUTHORIZATION You may authorize the IRS or the Department of Revenue to contact your tax return preparer if they have any questions regarding the processing of your tax return after it is filed. Very often, questions that arise during processing can be easily resolved by telephone. If you agree, we will be authorized to answer those questions for you.

IRS e-file SIGNATURE AUTHORIZATION You MUST sign the IRS and state (if applicable) e-file Signature forms (IRS is form 8879) upon completion of your return and before we can transmit your return electronically. For additional security, the IRS requires a (5) digit pin be associated with your return. You authorize by signing below, to generate the PIN for you to submit your return for e-file, or you may provide us with the PIN if you prefer.

FOREIGN INCOME & ASSET DISCLOSURE There are very steep penalties for not reporting foreign income & assets through the informational international tax forms. If at any time during the year you had an interest in, signature, or other authority over a financial account you will provide Taxes Plus with the details. This includes foreign mutual funds, pensions, annuities, life insurance policies, trusts, partnerships, companies or any other foreign financial assets or entities.

VIRTUAL CURRENCY DISCLOSURE If you received, sold, sent, exchanged, or otherwise acquired any interest in any virtual currency please be sure to track your currency (<https://koinly.io>) and provide us the details.

Taxes Plus Customer Care Package - \$199-\$295 will be added to your tax preparation fees. See our annual letter for details as to what is included. If you **WISH TO OPT OUT** please sign here x _____ and understand you will be billed for services beyond the tax return preparation.

ACKNOWLEDGMENT AND CONSENT: The above information is acknowledged and accepted by:
(Both spouses must sign for preparation of joint returns.)

Taxpayer (sign)

Taxpayer (print)

Date

Spouse (sign)

Spouse (print)