

TIMPE CPAs, LLC

2023 General Engagement Letter for Individual Tax Return Preparation

(Please read carefully before signing)

Dear Client:

We appreciate the opportunity to work with you. This letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of your tax return.

Tax Return Preparation Services

- We will prepare your Form 1040, U.S. Individual Income Tax Return, and applicable state tax return(s) based on information you provide. Services for preparation of your returns do not include auditing or verification of any information provided.
- 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.
- The tax return preparation fee does not include bookkeeping. Additional fees apply for these services.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- The engagement to prepare your tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and your tax returns in a secure place for at least seven years. You may be assessed a fee if you request a duplicate copy in the future.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information (including virtual currency and foreign bank and financial accounts). 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 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 do not keep any original client records, so we will return those to you at the completion of this engagement. We can provide guidance concerning what evidence is acceptable. We recommend keeping your documents for at least seven years. We retain copies of your tax returns for five to seven years, after which the documents will be destroyed.
- Taxing authorities require us to electronically file all federal and state individual income tax returns ("e-filing"). You must review the returns carefully before signing to make sure the information is correct. However, you do have the right to "opt out" of the e-filing program. Please notify our firm immediately should you desire not to have your returns e-filed, so that we may provide you with the form(s) necessary for opting out. An additional processing fee will be charged for non-e-filed returns.
- **Fees must be paid before your tax returns are 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 may be required for the preparation of returns.
- **We cannot transmit the returns to the taxing authorities until we have the signed authorization forms returned and our fees are paid in full.**
- Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.5% per month. In the event that any collection action is required to collect unpaid balances due us, you agree to reimburse us for the costs of collection, including attorneys' fees.

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

Client Signature

Print Name

Date

Privacy Policy: The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission. Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.