

# **TIMPE CPAs, LLC**

## **2025 General Engagement Letter for Individual Tax Return Preparation**

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 fees charged do not include the fees for the Client Care Package. The Client Care Package is a separate fee for eligible taxpayers.
- 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 \$50.00 fee if you request a duplicate copy in the future.
- If all your documents are not received timely in order for us to accurately complete your income tax returns by the filing deadline, we will prepare an extension of time to file your returns. Please keep in mind that an extension of time to file your return means that any tax estimated to be due would need to be paid with the extension. We assume no liability for late filing or late payment penalties.
- If your return involves recent tax law changes under the OBBBA, further guidance or technical corrections may be issued. We will apply professional judgment based on the law and guidance in effect at the time our services are performed. Later changes in law or interpretation may materially affect prior advice. When a tax position is unclear or subject to differing interpretations, we will discuss the potential approaches with you before finalizing your return. If a taxing authority later challenges a position, additional tax, interest, or penalties may result, for which we assume no liability.

### *Taxpayer Responsibilities*

- You agree to provide us with 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"). However, you do have the right to "opt out" of the e-filing program. Please notify our firm immediately should you decide 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.
- You must review the returns carefully before signing to make sure the information is correct. **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 to us, you agree to reimburse us for the costs of collection, including attorneys' fees.
- Executive Order 14247 from March 25, 2025 addresses both tax payments and tax refund mandates where paper checks from the US Department of Treasury will be phased out and all payments to the federal government be made electronically. We will prepare your 2025 tax return and any 2026 estimates in accordance with this order. If you have any questions, please let us know.

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.

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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.