



## **Tax Engagement Letter for 2023 Tax Return – Tax Return Preparation, Tax Planning, and Tax Authority Compliance**

We, at Luckmann Accounting & Tax, appreciate the opportunity to prepare your income tax returns this year. Because the IRS and other taxing authorities may impose penalties on taxpayers, as well as tax preparers, this engagement places responsibilities on both of us.

We will prepare your 2023 federal and required or requested state individual income tax returns from information that you furnish to us. It is your responsibility to provide all the information required to prepare complete and accurate returns. Since it may become necessary at some point to prove the accuracy and completeness of the returns to a taxing authority, you should retain all the documents, cancelled checks, receipts, logs, and other data relating to income and deductions. Luckmann Accounting & Tax will deliver your original documents to you upon completion of the project and will not retain them. The final responsibility for the income tax returns is yours, so be sure to review them carefully before signing.

Our work in preparing your income tax returns does not include procedures designed to detect improper entries or other irregularities, should any exist. We will render accounting assistance, as necessary, to prepare your income taxes properly. We will use our professional judgement in resolving questions where the tax law is unclear, or where there may be a conflict between the taxing authority's interpretation of the law and other supportable positions. We will resolve such questions in your favor, whenever possible.

You may need to meet with us regarding your tax situation separately from preparation of your income tax returns for tax planning or consulting purposes. These services will be invoiced for the time and expenses incurred.

Please note that any person having a financial interest in, or signature authority over foreign bank accounts, securities, or other financial accounts having a value exceeding \$10,000 at any time during the year must report this on their tax return. This also includes having direct or indirect control over a company with foreign financial accounts. Severe and substantial civil and criminal penalties for non-disclosure may be imposed by the US Department of Treasury.

All providers of personal financial services are required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are more stringent than those required by law. Therefore, we have always protected your right to privacy. We collect public and nonpublic personal information about you that is provided to us by you or obtained by us with your authorization. For current and former clients, we do not disclose any nonpublic personal information obtained during our practice, except as required or permitted by law. Permitted disclosures include providing information to our employees, and in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all situations, we stress the confidential nature of information being shared.

It is possible your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agency are subject to certain rights of appeal. In the event of such an examination, we will

be available upon request to represent you and will render additional invoices for the time and expense incurred.

Fees for services will be billed upon completion of the project at the appropriate rate for the level and value of services rendered, plus out-of-pocket expenses. Our fees may include factors deemed relevant, including, but not limited to, the difficulty of the questions and the skill required to perform the project properly, time limitations imposed by either you or the circumstances, or additional time required to organize information. All fees and costs incurred to prepare your income tax returns are due and payable when the returns are released from the office. We reserve the right to hold the completed returns until your account is paid in full. Should your return be released without full payment, a finance charge at an annual rate of 18% will be assessed on any amount not paid by the 15<sup>th</sup> of the month following the billing date. Collection costs may also be assessed in certain circumstances.

Assisting you with your compliance with the Corporate Transparency Act (“CTA”), including beneficial ownership information (“BOI”) reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no liability resulting from your failure to comply with CTA. Information regarding the BOI reporting requirements can be found at <https://www.fincen.gov/boi>. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA’s reporting requirements and issues surrounding the collection of relevant ownership information.

Having read and fully understood the engagement letter, I (we) agree to engage Luckmann Accounting & Tax in accordance with the terms indicated. The information we have provided is complete and correct to the best of my (our) knowledge.

\_\_\_\_\_  
Signature Taxpayer / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Spouse / Printed Name

\_\_\_\_\_  
Date