



Required Engagement Letter

Preparation of Individual Income Tax Returns

Dear tax client:

Thank you for trusting us to help with your taxes! The world in which we live makes it necessary that you and we agree in writing about the work we will do and list the terms of our agreement. (We are striving to keep this short without leaving anything out—not easy, mind you.)

We will prepare your **2023 Federal individual** income tax return and any **state** return(s) you give us information for.

We will **prepare your return(s) based on the information you give us** and will *not* audit or verify your data. We will do accounting or bookkeeping required to complete the return(s).

You will give us **complete and accurate data** and should keep your original documents for at least five years in the event of an audit.

We will make available **organizers, checklists, and questionnaires** to help you gather your information.

We will use our best professional judgment in preparing your return and will let you know if there are different positions that may be taken under the law. If within the law, **we will file based on your position**, but will *not* be liable for any additional taxes, penalties, or interest if the government takes a different position and charges you more money.

You will let us know if you have **foreign** investments or bank balances of more than **\$10,000**.

You will get us your information by Friday, **March 22, 2024** or we will have to file an extension. **You** must **request** that we **file an extension for you** – we will not do it automatically—and you understand you may have to make a tax payment with your extension. There is no extension available for taxes due.

We will **return your paper documents** to you after preparing your return and will keep electronic copies for **five years**.

We will base our **fees on the complexity and time required to prepare your return. See our website for beginning prices.** Payment is **due when the return(s) are complete.**

We may charge **additional fees for additional work** related to preparing this return or returns—such as responding to IRS correspondence.

You will give us **copies of any government letters** regarding this engagement. **We** are available to help you in the event of an audit for additional fees.

You and we agree a **dispute** about this engagement, other than payment of our invoices, will be settled by **arbitration**. Claims must be filed within **one year** from the tax filing date. The **limit of our liability** will be the fees paid by you for this engagement. **In no event are we responsible for paying your taxes or any assessed penalties or interest related to your errors or omissions.**

This agreement is entered into in Hawkins, Wood County, Texas and shall be interpreted and governed there.

We will share information with you using the **internet and e-mails**. Bad people try to steal information. We will use our best efforts and professional standards to keep your information secure, but have **no control or liability for any loss or damage** if there is an **unauthorized interception** of a confidential communication.

If you have any questions about this agreement please contact us.

Again, thank you for the opportunity to work for you!

Sincerely yours,



McNeely & McNeely, CPAs, P.L.L.C.

I have read, understand, and agree to the terms of this engagement letter.

Client name(s): _____

Client Signature (s)

Date