



## 2021 INDIVIDUAL TAX RETURN ENGAGEMENT LETTER

Dear Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2021 federal and state (and where applicable, local) income tax returns from information you furnish us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked.

We will file an extension for many of our clients. Our firm will be prioritizing our Personal Financial Management and Supervision clients' tax returns. If you do not utilize our Personal Financial Management and Supervision services, your tax return will likely be placed on extension. If your filing date will be extended, please remember that any income tax due must still be paid by the filing date (April 15<sup>th</sup>) to avoid a late payment penalty.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist.

The engagement does not include any services not specifically stated in this letter. However, we would be pleased to consult with you regarding other income tax matters, such as proposed or completed transactions, income tax projections, and for research in connection with such matters.

The Internal Revenue Service Restructuring and Reform Act of 1998 provides a limited confidentiality privilege for certain communications between you and our firm involving tax advice. This privilege does not cover items other than tax advice such as your tax records, tax return preparation, state tax proceedings, criminal proceedings, or private civil litigation. Any disclosure of qualifying confidential information to the government or third parties may result in waiver of the confidentiality privilege. To protect your right to privileged communication, please contact us if you have any questions or need further information.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or circumstances of these penalties, please contact us.

In the interest of maintaining service quality and timeliness, we may use a third-party service provider (tax preparation software company, IT service company, and part-time tax preparer) to assist us in the preparation of your tax return(s). This provider has established procedures and controls designed to protect client confidentiality and maintain data security. As the paid provider of professional services, our firm remains responsible for exercising reasonable care in providing such service(s), and our work product will be subjected to our firm's normal quality-control procedures. If you have any questions or concerns about this arrangement, please contact our office.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. In the event of such government tax examination, we will be available upon request to represent you and may render additional invoices for the time and expenses incurred. Our fee for these services will be based upon the amount of time required at standard billing rates, plus out-of-pocket expenses. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, such as gift and/or property, please inform us by noting so just below your signature at the end of this letter.

Thank you for this opportunity to work with you.

Sincerely,



Andrew V. Tignanelli, CPA, CFP®  
Financial Consulate, Inc.  
Founder & Chairman



Robert C. Bochner, CPA, CFP®  
Financial Consulate, Inc.  
Director of Accounting & Tax Services

Accepted By: \_\_\_\_\_ (Taxpayer's Signature)

\_\_\_\_\_ (Taxpayer's Printed Name)

\_\_\_\_\_ (Spouse's Signature)

\_\_\_\_\_ (Spouse's Printed Name)

Date: \_\_\_\_\_

- Gift Tax Return
- Property Tax Return