

Accounting Consultants, Inc.

Dear Client:

We welcome in a new year and hope that 2021 is a good year for everyone. Thank you for choosing us to assist you with your 2020 tax return. We are very appreciative of your business. This letter serves as our engagement letter between you and Accounting Consultants Inc. and outlines the nature and extent of our services and responsibilities. We depend on you to provide the information we need to prepare complete and accurate returns. Please feel free to drop off your information at any time or make an appointment by zoom or in person if you would like to discuss any changes to your tax situation in the last year. If you are required to file a tax return for another country besides the United States of America, you are responsible for complying with the tax filing requirements of any other country. You acknowledge and agree that we have no responsibility to those issues and that foreign filing obligations are not within the scope of this engagement.

Organizer: Please return the organizer to us along with this signed engagement letter. **Page 1** of the organizer needs to be completed to inform us of any changes to your filing status, dependents, address, phone numbers, and banking information. **Pages 2 and 3** of the organizer serves as our questionnaire of important information needed to prepare your return. **Page 4** is your Personal Checklist. This page includes forms and items that you had in 2019. We can deliver a more detailed client organizer if you prefer by mail, email, or through our secure client portal. This organizer will have your 2019 tax information on it for reference in obtaining your 2020 tax information. We need your original documentation (Form W2s and Form 1099s, etc.). Please do not staple your original documents.

Secure Client Portal: We have a secure client portal that will store your organizer for you to retrieve at your convenience. The portal has a new look this year. In order to be a part of our client portal, we will send you an email asking you to click a link to the portal, and you will then create your own password. Then you can retrieve your encrypted and password protected client organizer or any other documents that we need to send you or you need to send us. If you have used our portal before, your passwords have not changed. Please email us at buffy@accountingconsultantsinc.net if you would like us to send the organizer using the portal. We strongly urge our clients to take advantage of this service to protect your privacy. Upon completion of your tax return, an electronic copy of your 2020 tax return can be uploaded to the portal for you to retrieve and print at your convenience. A paper copy may also be provided.

Estimated Tax Payments: If you are making estimated tax payments, your fourth and final payment is due **January 15, 2021**. All checks are made payable to the “**United States Treasury**” and mailed to the **Internal Revenue Service, P O Box 931100, Louisville, KY 40293-1100**, using Form 1040ES or by paying online with EFTPS (eftps.gov) or IRS Direct Pay (irs.gov).

Timing: We ask you to allow a reasonable amount of time for us to prepare your return. The following dates are important to remember for bringing in your tax information according to the normal deadline of April 15th. If the deadline to file your return is extended in 2021 then these dates will change.

February 15, 2021 - For LLC's taxed as a partnership or general partnerships, we need your tax information by this date in order to have sufficient time to prepare the tax return, which is due March 15, 2021. Otherwise, we will have to file an extension.

March 1, 2021- If you are a One-Member LLC/Sole Proprietor we need your tax information by this date in order to have sufficient time to prepare the tax return. Otherwise, we will have to file an extension.

March 19, 2021 - We must have all your tax information by this date in order to complete your return by the deadline of **April 15, 2021**, otherwise it will be necessary to file an extension. The automatic extension is six months for those requesting additional time to file. Payment of the proper estimate of your tax liability should be made with the extension by **April 15, 2021**, in order to alleviate any charges from the IRS for interest and penalties. Filing an extension is easy: it allows you more time to gather your tax documents, isn't treated any differently by the IRS, and it ensures that we have ample time to review and complete your tax return.

Warning - As in prior years, for taxpayers investing in MLPs (Master Limited Partnerships), we will have to file an extension if the Form K-1s that are needed to prepare your return come in too late. Ask your investment advisor if you have any investments that would be sending you a Form K-1. Some of the Form K-1s have not been available until nearly April 15th. There are corrections to Form 1099s that also come in close to that deadline that may force us to file an extension.

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Electronic Filing: For tax returns prepared by our firm, all individual tax returns will be electronically filed. If you wish to mail your tax return to the IRS, please provide us your reason for Form 8948, "Preparer Explanation for Not Filing Electronically." It is important that you look over Form 8879 (Authorization for us to e-file your return) and your tax return before signing. Once a return has been e-filed and accepted, an amended return would have to be filed to make any changes. Additional fees would apply for the preparation of an amended return. Tax Forms that authorize us to e-file your return need to be in our office April 9, 2021 in order for us to have ample time to e-file them on time.

Other conditions of our engagement:

1. **Representation of Responsibility.** It is your responsibility to provide us with all the information necessary for the preparation of complete and accurate income tax returns. We will not verify the information you give us; however, we may ask for additional clarification of some information. Due to the imposition of certain penalties and interest for late filing of returns, you assume full responsibility for the timely filing and payment of all amounts due. Your returns are subject to examination by the taxing authorities. 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. If an examination occurs, we will represent you; however, these additional services are not included in our fee for preparation of your return. We will render additional invoices for the time and expenses incurred in representing you in an audit and responding to any IRS notices. We will return your original records to you at the end of the engagement unless you only provided us with copies. You should securely store these records, along with all supporting documents, receipts, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.
2. **Record Substantiation.** The law imposes penalties when taxpayers underestimate their tax liability. Should we encounter instances of unclear tax law or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select. In preparing your returns, we will rely on your representations that we have been fully informed of all such transactions and that you have complied with the documentation requirements. You have the final responsibility for the income tax returns and therefore, you should review them carefully before you sign them.
3. **Authorization to Discuss.** The IRS permits you to authorize us to discuss, on a limited basis, aspects of your return for one year after the return's due date. Your consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your return with us.
4. **Tax Return Preparation Fee.** Our invoices will be based on a fee per form or schedule. However, some tax returns require additional work which will be billed out at an hourly rate. **Our invoice is due at the time you receive your return. A tax return will not be e-filed unless payment for our tax preparation services has been made.** Delinquent invoices will be subject to a late payment charge of 1.00% per month (12% per year) so please make payment upon delivery of your tax return to avoid any finance charges. We accept VISA, MasterCard, and Discover if you would like to pay by credit card.
5. **Agreement.** If the tax services and terms outlined above are in accordance with your understanding of our engagement, please **sign this letter in the space provided and return it with your tax information.** By signing this letter, you are also acknowledging that you have answered all of the questions on this organizer completely and accurately for the purposes of the preparation of your 2020 income tax return(s).

We appreciate this opportunity to serve you. Please feel free to call us with any questions.

Sincerely,

Accounting Consultants, Inc.

AGREED TO AND ACCEPTED:

By: _____ and _____ Date _____
(Taxpayer) (Spouse)

(If married filing jointly both taxpayer and spouse need to sign.)