**TAX PREPARATION PERMISSION & ENGAGEMENT LETTER**

Thank you for selecting Friends Doin Taxes LLC to assist with your tax return preparation. This letter will confirm the arrangements and general scope of services we provide.

All of your original documents will be returned to you at the end of this engagement. We will retain copies of records you supplied to us along with our work papers for your engagement for a period of three years. You should keep all documents, cancelled checks and other data that support your reported income and deductions.

*Tax Return Preparation*

• We will prepare your 2021 federal and state tax returns based on information you provide. Services for preparation of your return and do not include auditing or verification of information provided by you.

• 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.**

**This engagement does not include any services not specifically stated in this letter. However, we would be happy to consult with you regarding other income tax matters.**

• You must review the return carefully before signing to make sure the information is correct.

• The tax return preparation fee does not include bookkeeping.

• Fees must be paid before your tax return is 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 is required for preparation of late returns.

• Fees charged for tax return preparation **do not include audit representation or preparing materials to** respond to correspondence from taxing authorities.

• Preparation fees do cover limited assistance and consultation during the year.

• The engagement to prepare your 2021 tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and copies of your tax returns in a secure place for at least seven years. If documents include any items regarding to basis in property keep indefinitely.

* Our engagement includes our e-filing of your returns. We will have you review your return along with the 8879, which you must complete, sign and return to us prior to us e-filing. We will not e-file prior to having a signed 8879 and verification of direct deposit acct and routing number. ***You will also be required to pay for return or make payment arrangements prior to e-filing.***
* In the event that you have an amount due, we will send with the returns a voucher with the amount due. We will not file vouchers for you. Therefore, you are solely responsible to file the voucher with payment due to the appropriate taxing authorities. Our engagement starts upon receipt of 2019 source documents. Out engagement will be satisfied upon delivery of the completed returns to you.
* The law provides various penalties that may be imposed when taxpayers understate their tax liability. You acknowledge that any such understated tax, and any imposed interest and penalty thereon are your responsibility and that we have no responsibility in the regard. If you would like information on the amount ore the circumstances of these interest and penalties, please contact us. Your returns may be selected for review by the taxing authorities or you may receive a notice requesting a response to certain issues on your tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examinations or inquiries, we will be available upon request to represent you or respond to such inquiry. At the time, we will provide you a subsequent engagement letter and will render additional invoices for these services and any expenses incurred.
* You are responsible for maintaining and adequate and efficient accounting system, for safeguarding assets, for authorizing transactions, and for retaining supporting documentation for those transaction, all of which will, among other things, help assure the preparation of proper returns. Furthermore, you are responsible to review all of the information presented on you tax return correctness.

*Taxpayer Responsibilities*

• You agree to provide us all income and deductible expense information. 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 affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.

• 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 can provide guidance concerning what evidence is acceptable.

**Substantive determinations**

We may encounter instances where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. In those instances, we will outline in a written communication each of the reasonable alternative courses of action, including the risks and consequences of each such alternative. In the end, we will adopt, on your behalf, the alternative that you select after having considered the information provided by us.

Pursuant to standards prescribed in IRS Circu1ar 230 and IRC §6694, we are forbidden from signing a tax return unless we have a reasonable belief that there is substantial authority for a tax position taken on the return, or unless we have a reasonable belief that there is a reasonable basis for the tax position taken on the return and we disclose this tax position on a separate attachment to the tax return. Substantial authority is generally viewed by tax professionals as requiring at least a 40% probability that the tax position taken will be sustained on its merits. However, under no circumstances may we sign a tax return with a tax position that has no reasonable basis.

Federal law has ex1ended the attorney-client privilege to some, but not all communications between a client and the client's tax professional. The privilege applies only to non-criminal tax matters that are before the Internal Revenue Service or brought by or against the U.S. government in a federal court. The communications must be made in connection with tax advice. Communications solely concerning the preparation of a tax return will not be privileged.

It may be necessary to prove accuracy and completeness of the returns to a taxing authority. You should keep all original records for a minimum of 5 years, I recommend 7.

The timeliness of your cooperation is essential in our ability to complete this engagement. Specifically, we must receive information from you in a reasonable period of time prior to the applicable filing deadline. Accordingly, if we do not receive information from you in a timely manner it may be necessary to pursue an extension of the due date of your returns, and we reserve the right to suspend our services or withdraw from this engagement.

If you file a joint return, because you will each sign the returns, you are each our client. You each acknowledge that there is no expectation of privacy from the other concerning our services and we are at liberty to share with either of you, without the prior consent of the other, any and all documents and other information concerning preparation of your returns. You also acknowledge that unless we are notified otherwise in advance and in writing, we may construe an instruction from either of you to be an instruction on your joint behalf.

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**TAX PREPARATION FEES:** Our fees are based on a price per form/schedule required to complete your return. Additional charges may include: multi-state returns filed, bookkeeping necessary for the preparation of your tax return, tax consultation for estimates, amended tax returns, FAFSA reports, etc. which are identified separately on your invoice. **Payment for services is due upon completion of your tax return. Unless payment arrangements are made prior to starting return.**

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**OTHER SERVICES:** Bookkeeping, payroll, payroll reports, year-end reports such as W2’s and 1099’s,business consultation, interim and year-end tax planning. These services are billed separately; you may contact us for our fee schedule.

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**.**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.

**PLEASE REVIEW YOUR RETURNS CAREFULLY BEFORE SIGNING AND FILING THEM. If you have any questions, please ask. Tax Preparation is a partnership. Thank you for choosing us as your partner, we appreciate the opportunity to work with you now and for many years to come.**

Friends Doin Taxes LLC is not responsible for providing any of the deductions taken on my tax return(s). I have provided this information from my own records and I have proof of my deductions and income. I give my permission to Friends Doin Taxes LLC to prepare my tax return(s) and I have read, understand and agree to the terms of this engagement. I have also read the E-file information below and have had an opportunity to review the

company's Privacy Policy.

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Taxpayer date

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Spouse date

It is mandatory that you sign IRS Form 8879 after we have completed the return. The return will not be electronically filed until Friends Doin’ Taxes LLC is in possession of the signed form.

**BOTH PARTIES MUST SIGN, IF MARRIED FILING JOINTLY.**

Your refund may be delayed for reasons such as, but not limited to: Random IRS audit, Earned Income Crediteligibility verification, Incorrect Bank Account/Routing number

Your refund may be seized or reduced for reasons such as, but not limited to: Unpaid child support, Back taxes owed, Payments in arrears to any Federal or State Agency such as Student Loan Deficiency.

A return may be rejected by the IRS for reasons such as, but not limited to: Social Security Number issues (ie.Name and Number do not match SSA records), Dependent claimed on another tax return, Invalid/Wrong birthdate.

**IRS DOES NOT PROVIDE EXPECTED REFUND DATES**

Check [www.irs.gov](http://www.irs.gov) “Where’s My Refund” for specific information or the IRS2GO Smartphone App.

**STATE DEPARTMENTS DO NOT PROVIDE EXPECTED REFUND DATES.**

Revenue websites for more information.

Missouri’s Return Inquiry System: **https://dors.mo.gov/tax/taxing/welcome.jsp**

If Electronic Filing of your tax return cannot be

or refund any part of your fee.

Occasionally mistakes are made so please forgive us as we are human. ☺ Be courteous and let us know if you receive any notices from the IRS/State. We will prepare amended return and pay any penalties, if we are at fault. We do not pay the additional tax. Only Penalties. **Please notify us as soon as you receive a notice, most notices have a due by date attached.**

**There are a lot of scams involving so called IRS on the phone and by mail. Please never ever send them any money from a phone call or an email. The IRS will never call you and never email you. There have been many that have been taken advantage of.**