

Kent County Tax Pros

Delivering the Refund You Deserve!

Email: WeCanHelp@KentCountyTaxPros.com | Phone/Text: (401) 889-3668 | Fax: (401) 324-0628

Thank you for choosing Kent County Tax Pros to assist you with your 2023 taxes.

This letter confirms the terms of our tax engagement and clarifies the nature and extent of the professional services that we will provide. Please read this letter carefully as it is important to both of us that you understand what you can and cannot expect from our work. The IRS imposes penalties on taxpayers, and on us as tax return preparers, for the failure to perform due diligence in reporting information for income tax returns. In order to ensure an understanding of our mutual responsibilities, we ask all tax return clients to confirm the following arrangements.

Preparation: We will prepare your 2023 Federal and Resident State individual/business/entity tax returns for the period(s) you provide us with specific information. It is your responsibility to furnish all of the information required for the preparation of complete and accurate returns. We will provide you with a worksheet/organizer to assist you in gathering the necessary information. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of it for us. We will render such bookkeeping assistance as we find necessary for the preparation of the tax returns at an additional charge when necessary to properly prepare the return. Our work does not include any procedures designed to discover defalcations or other irregularities, such as fraud or embezzlement, should any exist.

If you have tax liabilities to a state other than your current resident state, you are responsible to provide us with all information necessary to prepare any additional applicable state(s) and/or local income tax returns as well as informing us of the states involved.

The client agrees to furnish all information that is necessary for the preparation of the above tax returns and is responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of the financial records. The client is also responsible for maintaining sufficient documentation to substantiate all items of income and deductions claimed, including travel, mileage, and entertainment expenses. If mailing documents to our office, it is recommended that the client only provide photocopies of all original tax documents to prevent any loss of data. Kent County Tax Pros conducts business via the U.S. Postal Service unless the client specifically requests another carrier, and we will not be responsible for any lost or stolen documents.

As a general rule, we require that all information be provided to us no less than 20 days prior to the date when you expect us to deliver your tax return(s). Although we will endeavor to extend the due date of your tax return(s) if they are not filed by the tax filing deadline, ultimately you may be subject to late filing penalties because of the delay. We will not be responsible for late fees and interest charged. Your return will not be started until all necessary information is received.

Fees & Payment: Our fees for this work will be based upon the complexity of your tax return(s), as well as out-of-pocket costs, processing, and handling fees. Tax preparation charges are based on standard time to prepare each form. If any forms require additional preparation time above the norm, you will be billed at our standard hourly rate of \$125/hour. If you request an estimate, we will give you a non-binding estimate based upon your initial representations about the complexity of your tax return(s). Because unforeseen or changed circumstances might affect this original fee estimate, your actual fees may exceed the original fee estimate and we will do our best to notify you before any additional fees accumulate on your account.

Kent County Tax Pros reserves the right to ask for a retainer, based on the estimated price of the tax return or past payment issues. If a retainer is not requested, invoices for services are due when presented and, for more complex tax returns, interim billings may be submitted as work progresses. Once the return is complete, you will either be billed for the additional cost or receive a refund if the cost is less than the retainer. The tax return(s) cannot be signed off on or e-filed until payment is received in full. We respectfully request payment be made within 5 days of the invoice date. In the event that any balance is past due, we reserve the right to cease working on your return(s) or providing any other services until the balance has been paid in full. If you have a balance on your account after 30 days, there will be a late fee of 1.5% added to the second billing and on each monthly statement thereafter. At any time after the second billing, your account may be sent to collections. You will be responsible for any court costs, attorneys' fees and any costs associated with collections. By signing this agreement, you agree that any collections activity will be pursued in a court in the State of Rhode Island.

Liability: You agree that Kent County Tax Pros' liability hereunder for damages, unless caused by our gross negligence or willful misconduct, shall not exceed the total amount paid for the services described herein. This shall be your exclusive remedy. If you should receive a notice from a taxing authority, and intend for us to assist you in responding, you must send a copy of the notice within 7 days of the date on the first notice (phone calls are not acceptable). In the event of an examination

or other government contact, we are available to represent you upon request. Kent County Tax Pros is also available year-round to answer questions and provide tax planning. Such additional services will be billed to you as our efforts are incurred, including direct expenses for computer services, fax transmissions, report production and out of pocket costs, including travel expenses.

Document Retention: It is our policy to retain work papers related to this engagement for three years from the date the tax return was completed. Upon the expiration of the three-year period, you agree that we shall be free to destroy our work papers. We will return your original records to you at the end of this engagement. It is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. You should retain the tax records related to the current year's tax returns, including any receipts, statements, mileage logs, or other supporting documentation, for at least three years after it was filed, since any additional assessments are usually made during this period. Once your tax return(s) are completed, you will be given a copy for your records. There is a minimum charge of \$25.00 for the time and efforts involved in providing you with additional copies of your tax returns, so please retain the copies you receive from us.

Privacy Notice: As your service provider, we collect information provided by you from your tax organizer, worksheets, documents, computer data files and interviews, information provided to us at your request by brokerage houses and banks, and information that we develop as part of the engagement. We are committed to the safekeeping of your confidential information and we maintain physical and electronic safeguards to protect your information. We are required to keep all information about our engagement confidential. We will not disclose any information about you unless we have your approval as required by law, even if you are no longer a client.

We will not provide your information to a third party, such as a mortgage lender, even at your request. Because we are engaged only to prepare your income tax return, without examination, review, audit, or verification, we will not sign any request from a third party to verify income, employment, or tax filing status. For these types of verifications, it's best for the lender to send IRS Form 4506 to the IRS to obtain such verifications.

During the course of this engagement, our firm may utilize electronic communication, like fax and email. You consent to our firm's use of electronic communications and recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent. We do not ask for personal information through email because email is especially vulnerable to electronic intruders.

You agree that you have reported all 2023 income you received including from foreign sources, barter, crypto-currency, cash-based revenues, and all other income received in-person, in-kind, or electronically. You also agree that you have disclosed all foreign financial interests or signature authority over foreign financial accounts where the total value of all accounts exceeds \$10,000 at any time during the year.

You will automatically be enrolled in the Basic Notice Assurance Program (NAP) covering your 2023 income tax return for IRS and State DOR response and examination correspondence, tax planning, and several other benefits for you and your family for one low annual fee. The Basic NAP fee will be added as a separate line item on your tax preparation invoice unless you opt out or upgrade your plan. If you have any questions, please ask to see a brochure, which explains the NAP in detail.

Our engagement to prepare your 2023 tax returns will conclude with the delivery of the completed returns to you (if paper filing) or your signing, and the subsequent submittal, of your tax returns (if e-filing). If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax documents carefully before signing them. You may request a quote for additional services beyond tax prep as needed.

We appreciate your confidence in us and the opportunity to serve you. If the foregoing correctly sets forth your understanding of our tax engagement, please sign this letter in the space below, and return it to our office. It is our policy to initiate services after we receive the executed Engagement Letter, associated paperwork, and retainer (if required).

Sincerely,

Alicia McNally, EA
Kent County Tax Pros

Accepted By: _____
Taxpayer # 1

_____ Date: _____
Taxpayer # 2 (must sign if filing jointly)

ERO Signature: _____

Date Received: _____

ELECTRONIC SIGNATURE OPTION AVAILABLE UPON REQUEST