

MM Tax Service, Inc.

Maria A. Migel, E.A.

2025 INDIVIDUAL INCOME TAX RETURN ENGAGEMENT LETTER FOR TAX PREPARATION

This engagement letter to confirm the terms of, and limitations upon, the professional tax services that our accounting firm has agreed to perform on your behalf. We will prepare and submit to you for filing the federal and state income tax returns for the **2025** tax year. The specific tax returns we have agreed to prepare for you are as follows: **2025 Federal Individual Income Tax Return & 2025 State Individual Income Tax Return, if applicable.** Any additional returns that you may be required to prepare and file for any tax authority are not part of this engagement.

Tax Return Preparation Services

- We will prepare the above referenced tax returns solely for filing with the Internal Revenue Service and applicable state and local tax authorities
- We will prepare the tax returns we have agreed to undertake for you using and relying on the information and documents that you are providing to us
- We may ask you to clarify certain items you furnish to us, but we will not audit or otherwise independently verify any of the information and documents that you are furnishing to us
- We are not engaged in detecting fraud, embezzlement or other wrongdoing and do not guarantee a particular result or outcome

Taxpayer Responsibilities

- You must review the tax returns carefully before signing to make sure the information is correct
- You agree to provide your full cooperation and assistance in preparing your tax returns
- You agree to provide information that is authentic and accurate and you have all required supporting written records
- You are responsible for ensuring that personal expenses, if any, are segregated from business expenses
- You are responsible for making any tax payments needed
- You are responsible for storing your supporting documents and tax returns in a secure place

Tax Preparation Fees - We agree to provide you with certain services that are related to the preparation of the tax returns listed above. Your tax return fee includes limited assistance during the year, minimizing your tax liability in connection with the specific tax return listed above and setting up estimated tax payments based upon information provided while preparing the specific tax return listed above. Your tax return preparation fee does not cover tax planning, tax projections, bookkeeping or audit representation and/or preparing materials to respond to correspondence from taxing authorities.

You agree to pay all fees and expenses incurred in the delivery of all services provided. MM Tax Service, Inc. will be compensated on a timely basis for the professional time we require to undertake and complete this tax engagement.

Should we not have your full cooperation in gathering all the needed information and documentation in a timely fashion, and to otherwise cooperate with us, we reserve the right to disengage from this engagement by sending you a written notice to that effect. Should any substantial disagreement arise regarding what information must be disclosed in these tax returns, we also reserve the right to withdraw from this engagement on that ground by sending you written notice to that effect. It is further understood and agreed that should any such withdrawal on our part take place that you will remain

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responsible for paying all our fees that have accrued up to the date of our withdrawal on such grounds from this engagement.

Signing the bottom of this letter agreement confirms that you agree that this engagement letter fairly sets forth the agreement between us regarding both the terms of and the limitations upon the professional tax services that we have agreed to provide on your behalf. Should you have any questions about this requirement or any of the provisions set forth above in this engagement letter, feel free to contact us.

Maria A. Migel, E.A. on behalf of MM Tax Service, Inc.

ACCEPTED AND AGREED TO BY:

Client Signature

Date

Printed Client Name: -----