

Portfolio Tax and Accounting Engagement Letter for Tax Preparation

Please read and agree to the following engagement letter prior to completing the questionnaire. The purpose of this letter is to clearly explain your responsibilities as a taxpayer and our responsibilities as your tax preparer.

Tax Return Preparation

- We will prepare your Federal & State tax returns based on information you provide.
- Preparation of return does not include auditing or verifying the information provided by you.
- We will use our professional judgment and experience in preparing your tax returns and resolving questions, if any, where the tax law is unclear or where there may be different interpretations of the law. We will resolve such questions in your favor if there is reasonable justification in the applicable codes, regulations, and rulings for such a position.
- **Payment for tax preparation services is required upon completion of tax services. We will give you the price before we start your tax returns.**
- **If you are not satisfied with the outcome of the preparation, you are still financially responsible for the time and effort we have invested to complete your taxes, regardless of your decision to file.**
- Please note that an amended return is an additional service separate from your initial filing and fees will be assessed per fee schedule above. Amended returns are not eligible for electronic filing – fees must be paid prior to filing.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities. "Peace of Mind" audit assistance which also covers other services is available for purchase upon completion of tax return for \$69. If the taxpayer is audited and chose not to purchase audit assistance at time of tax preparation, assistance will be offered at our current flat rate.
- The fee charged for preparation does cover limited assistance and consultation during the year.
- **Tax preparation fees are due at time of service. Taxpayer will not be provided signature documents, nor will the return be filed until fees are paid.**
- **If any outstanding fees are not paid within 30 days of services rendered, your account will be sent to collections.**

- The fees for the preparation of your income tax returns will be computed according to the forms and schedules that are needed to prepare your returns and based on the following:

Form/Schedule- Form Description	Fee
1040- Individual Income Tax Return	\$300
1040X- Individual Amended Income Tax Return	\$300
State Income Tax Return	\$0
Schedule A- Itemized Deductions	\$75
Schedule B- Interest and Ordinary Dividends	\$15
Schedule C- Sole Proprietor, Self-Employed or LLC	\$199
Schedule D- Capital Gain and Losses	\$20
Schedule E- Rental Property Income/Loss	\$75
Schedule F- Farming Profit/Loss	\$75
Form 1065—US Return of Partnership Income	\$1,200
Form 1120- Corporate Income Tax Return	\$1,200
Form 1120S- Income Tax Return for an S Corporation	\$1,200
Electronic Filing Fee	\$5
Peace of Mind Audit Protection	Varies
Tax Planning and Optimization	\$0
Portfolio Risk Analysis (Provided through SWM)	\$0

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.
- **If you receive any correspondence from the IRS or state taxing authority, you will contact our office immediately and share said correspondence with our office.**
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records.

- You will review the finished returns carefully before signing to make sure the information, including social security numbers, dependents, and relationships, are correct. If you find anything that is not in order, or that you do not understand, you will contact us immediately.
- You are responsible for all the information reported on the returns. In the event your returns are audited by the IRS or state tax authority, you will be responsible for verifying the items reported. You must be able to provide written records of all items included on your returns. We will assist you for no additional fee if you have purchased audit assistance from us – otherwise, a deposit based on the hourly rate is due prior to beginning work.
- If there is an error on the returns prepared from your data, or if your return is filed or any tax due is paid late, you are solely liable for the payment of the additional taxes that would have been properly due on the original returns and the interest charged by the taxing agency, since you have had possession and use of the money. The responsibility for late filing or late payment penalties depends on whether or not the late filing, or additional taxes, resulted from you not getting all the necessary information to us by the prescribed deadline or our procrastination or excessive workload, or if we were responsible for an omission or miscalculation of information you provided us in a timely manner.
- Portfolio Tax and Accounting is affiliated with SDR Investment Management, Inc. (d/b/a Siler Wealth Management) – SEC Registered Investment Advisor, through ownership and/or management. Portfolio Tax and Accounting and Jarrod Bokhart, Enrolled Agent, provide tax preparation services and are separate and distinct from the investment advisory services offered by SDR Investment Management, Inc, and the securities offered through International Assets Advisory, Member FINRA/SIPC. International Assets Advisory is unaffiliated with SDR Investment Management, Inc. (d/b/a Siler Wealth Management) and SFG, LLC.
- Neither SDR Investment Management, Inc., nor B/D International Assets Advisory provide tax, accounting, or legal advice. Please consult your own tax, legal, or accounting professional about any investments made, or services rendered through SDR Investment Management, Inc., or B/D International Assets Advisory.

Signature: _____

Date: _____

Yes No I would like to purchase Portfolio Audit Defense.