

Scope of Engagement 2023

We will prepare the following federal and or state tax returns for the years requested. Federal income tax Form 1040 and those state income tax returns prepared for you by our firm in the prior tax year and any additional tax returns specifically requested by you in writing.

We will not prepare any tax returns except those identified above without your written authorization to do so. We will prepare your tax returns based upon information and representations you provide to us. We will not audit or otherwise verify the data you submit to us, although we may ask you to clarify certain information. We will prepare the above referenced tax returns solely for filing with the Internal Revenue Service (IRS) and state and local tax authorities.

As a result, you agree to indemnify and hold our firm harmless with respect to any and all claims arising from the use of the tax returns for any purpose other than filing with the IRS and state and local tax authorities regardless of the nature of the claim, including the negligence of any party.

You agree that you will not and are not entitled to rely on any advice given to you by us unless your request and our response are provided in writing.

Client Responsibilities

We will provide you with an income tax organizer to help you compile and document the information we will need to prepare your income tax returns. It is your obligation to complete the tax organizer with accurate and complete information, including income from sources outside the USA.

We are relying on the accuracy and completeness of both the information you provide in the income tax organizer and other supporting data you provide in rendering professional services to you.

Documentation

You are responsible for maintaining adequate documentation to substantiate the accuracy and completeness of your tax returns. You should retain all documents that provide evidence and support for reported income, credits, and deductions on your returns as required under applicable tax law and regulations. You are responsible for the adequacy of all information provided in such documents. You represent that you have such documentation and can produce it if needed to respond to any audit or inquiry by taxing authorities. You agree to hold us harmless with respect to any additional taxes, penalties, or interest imposed on you by taxing authorities resulting from the disallowance of tax deductions due to inadequate documentation.

Ultimate responsibility

You have final responsibility for your income tax returns. We will provide you with a copy of your income tax returns and accompanying schedules and statement for review prior to filing with the IRS and state taxing authorities. You agree to review and examine them carefully for accuracy and completeness.

You will be required to verify and sign a completed Form 8879, IRS e-file Signature Authorization, before your returns can be filed electronically,

In the event you do not wish to have your income tax returns filed electronically, you will be responsible for reviewing the paper returns for accuracy, signing them, and filing them timely with the taxing authorities.

We will prepare your tax returns based upon your filing status (single, married filing jointly, married filing separately, head of household or qualifying widow(er) with dependents as reflected in your income tax status.

Government inquiries

This engagement does not include responding to inquiries by any government agency or tax authority. If your tax return is selected for examination or audit, you may request our assistance in responding to such inquiry. If you require assistance, we will confirm this in a separate engagement letter and delineate how additional charges for this service will be calculated.

Fees and Billings

Our professional fee for the services outlined above is based upon the complexity of the work to be performed, our professional time, plus out-of-pocket expenses. Our fee is dependent on the timely delivery, availability, quality, and completeness of the information you provide to us. If the information that you provide or we request is not submitted in a timely manner, or it is incomplete or unusable, we reserve the right to delay services and charge additional fees and expenses.

We will bill you for our professional fees and out-of-pocket costs as of the date we deliver our work product to you. Payment is due upon receipt if you owe a balance to the IRS. Payment is due within seven (7) days from receiving your refund. We accept cash, checks, credit cards or zelle. A 10% per month late fee will be applied to unpaid invoices.

Fees are as follows:

All Federal 1040s	\$70
All Schedules	\$55 per schedule
All Forms	\$55 per form
Electronic Filing Fee/Electronic Signature	\$30 per return
Additional Copies printed or emailed (lost)	\$30 per return

Entire Agreement

This engagement letter, including any attachments, encompasses the entire agreement of the parties and supersedes all previous understandings and agreements between the parties, whether oral or written. Any modification to the terms of this engagement letter must be made in writing and signed by both parties.

We appreciate the opportunity to be of service to you.

Very truly yours,

Ginger's Tax Service

ACCEPTED BY:

Date