

## 2023 Tax Year ENGAGEMENT LETTER

Thank you for choosing Valerio Tax Edge to assist you with your tax affairs. This letter confirms the terms of our engagement with you and the nature and extent of the services we will provide.

We will prepare your 2023 federal and all state income tax returns you request using information you provide to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. A non-exhaustive “Checklist” is available on the resources page of our website to help you gather the most frequent requirements required for a complete return. **Please return this letter and the enclosed 2023 intake form with your materials as this is required to start your return processing.** This form helps us to streamline your experience with the office. The IRS requirements for substantiation continue to be stringent. Using the online checklist & included intake form will help avoid overlooking important information & contribute to efficient preparation of your returns. That in turn helps keep the cost of our services as low as possible.

Under the law, communications between a client and tax preparer are not privileged and are subject to disclosure to the IRS via your tax return. Any information you furnish to us for the purposes of preparing your tax returns we are required to report on the return for it to be considered complete and accurate. Penalties of as much as \$100,000 can be imposed on you for failing to disclose participation in “reportable transactions,” or understating your tax liability. We must insist that all such transactions be properly disclosed to the team and filed accordingly.

It is your responsibility to provide the information required for the preparation of complete and accurate returns. You should keep all documents, canceled checks and other data that support your reported income and deductions for four years and indefinitely if you are in business. Tax returns are subject to audit by the tax authorities. Documentation may be necessary to prove accuracy and completeness of the returns. You are responsible for the returns, so you should review them carefully before you sign them.

As always, our tax return preparation fees will be based on the forms prepared, amount of time required at standard billing rates, plus out-of-pocket expenses. All invoices are due and payable upon presentation of your return for review and signature, prior to tax filing submissions, unless otherwise agreed upon. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

All clients will be given one copy of their tax return in the format desired (paper or electronic) and any hard copy originals will be returned upon completion of your tax return, which you should keep in secure storage. A PDF of your tax return and supporting documents will be accessible to you in the portal for up to five years free of charge. Should you need additional physical copies, there will be a \$35 charge per copy per return, plus an additional \$25 for supporting documents.



In effort to expand our abilities to provide excellent service both during return preparations AND after in a cost-effective manner, we have partnered with Protection Plus® again this year. All taxpayers filing their individual tax return with us have complete access to our expert tax audit defense team in the unlikely event of a tax notice or audit from the state or IRS. The Protection Plus audit defense team will provide up to \$1,000,000 in services to find a resolution. *Do not be confused*, we will continue to remain part of any inquiry/assistance needed should it arise, but via this partnership, your team of support gets even further strengthened. You can take added solace in knowing the Protection Plus program we've signed up for also provides a Privacy Advocate for identity restoration should it be needed as an added bonus.

Our commitment to data security remains at the forefront of all our efforts. As such, for 2023, we will NOT accept any documents as attachments via email. All documents must be dropped off in person OR uploaded to the client portal. Our secure portal provides a user friendly & secure avenue to upload and download your tax materials in an organized fashion should you choose the virtual option. Feel free to call the office if you need assistance.

*We are committed to being a resource for you throughout the year for all your tax/financial considerations & encourage you to reach out to bounce questions off the team at any point in the year!* This is one area that we can add value to your tax planning, which sets us apart from many preparers in the space. Please understand that depending on the situation, there are times additional services will need to be charged for, to fairly account for our teams' time & expertise.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign this letter in the space indicated and please return it with your intake form and other tax documents. Please feel free to reach out if you have ANY questions.

**To ensure that your return preparation is completed prior to the April 15<sup>th</sup> deadline, we ask that you confirm you will be using our services by communicating with our office to get a date on the calendar by March 1<sup>st</sup>. We appreciate your confidence in us and look forward to assisting you this tax season!**

Sincerely,  
*Lisa Valerio* & the Valerio Tax Edge Team

Accepted By: (Both spouses must sign for preparation of joint returns)

Signed: (Taxpayer) \_\_\_\_\_ (Spouse) \_\_\_\_\_

Printed Names \_\_\_\_\_

Address \_\_\_\_\_

Date: \_\_\_\_\_