

## 2025 Tax Return Engagement Letter

Dear Tax Client,

This office is responsible for preparing your 2025 Federal and State Individual Income Tax Returns. This office is not responsible for IRS disallowance of doubtful deductions unsupported by adequate documentation, nor for resulting taxes, penalties, and or interest. We will prepare the returns based on information and representations that you provide us. Tax Preparer will rely solely on information furnished. There is no obligation on the Tax Preparer to verify, check, inquire, analyze, or apply any procedures with respect to information furnished.

Taxing authorities require you to maintain information substantiating all items reported on the return(s), including, but not limited to, deductions for business travel, entertainment, automobile expenses, and charitable contributions. These records need to be kept by you for a minimum of three years after the return(s) is/are filed and many records need to be retained significantly longer.

In the event that the Tax Client is unable to sign their own tax return, please be sure to provide us with legal documentation providing for Power of Attorney to the person handling tax matters for the Tax Client. This documentation is required to attach to tax returns if someone other than the Taxpayer is signing the return.

The original due date for your Federal and most State Returns is **April 15, 2026**. If you need additional time to file and you need to apply for an extension, you must contact the office no later than April 5, 2026. Applying for an extension allows additional time to prepare and file your Return. All taxes owed by the Tax Client are due by the original due date of April 15<sup>th</sup>. Penalties and interest will be incurred if any balances due are not paid with a timely extension.

Payments for services are due at time of service. Tax Returns will not be submitted to the taxing authorities until the signature page and preparation fees have been received by the office.

If you agree to the above conditions, please sign and print below. If this engagement involves a joint return, both Tax Clients must sign the engagement. This office shall provide a copy (including copies of supporting data) to either of the parties upon request at any time upon payment of applicable charges.

Sincerely,

*Flying High Taxes*

Date \_\_\_\_\_

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Tax Payer Signature

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Printed

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Spouse Signature

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Printed