

COMPLETAX PLANNING INCORPORATED

1049 4TH STREET • SUITE E • SANTA ROSA, CA 95404

P: (707) 257-3995 • F: (877) 356-3121



ENGAGEMENT LETTER

We will prepare your income tax returns from the information that you furnish us. Your cooperation and timeliness are essential for us to complete this engagement. The tax deadline for Individuals and C Corporations is April 15, 2024. The tax deadline for Partnerships and S Corporations is March 15, 2024. It may be necessary to prepare an application for an extension of time to file the return when we do not receive your tax information 30 days prior to the due date of your return. However, an extension only allows additional time to file a return; it does NOT extend the time to pay any taxes that are due. It is essential that we can estimate your tax liability before we can file an extension to minimize any late payment penalty.

Your data will not be audited or otherwise verified, although we may ask you to clarify or furnish us with additional data.

When possible, questions involving application of tax rules will be resolved in your favor, if there is reasonable justification for doing so.

Your returns are subject to review by the taxing authorities. In the event of an examination or other contact, we are available to represent you. You may appeal against any adjustments proposed by an examining agent. Our fees for these additional services will be arranged in a separate engagement letter.

We are responsible for preparing the tax returns based on the information you provide. Our fee does not include responding to the IRS or State authority's inquiries and you understand that we are not responsible for the IRS or State authority's disallowance of deductions due to inadequately supported documentation, nor for resulting taxes, penalties, or interest. **Any such additional work done in conjunction with IRS or State authority's inquiries will be billed at our standard rates at that time.**

Our professional judgment will be used in preparing your tax return. Whenever we are aware that possible applicable tax law is unclear or that there are conflicting interpretations of the law by the courts and tax agencies, we will explain the possible positions which may be taken on your returns. We will follow whatever position you request on your return so long as it is consistent with the codes, regulations and interpretations which have been promulgated. If the IRS or State taxing authorities should later contest the position taken, there may be an assessment of additional taxes plus penalties and interest. We assume no liability for any such assessment.

FEES

Our standard billing rate is \$275 per hour for tax and consulting work. Our minimum fee for individual tax returns is \$500. Our tax return preparation fee is due upon completion of your return. Unless other arrangements are made ahead of time, your return will NOT be e-filed until the invoice is paid in full.

Our standard billing rate is \$150 per hour for bookkeeping, tax planning, statement presentation and analysis.

RECORD RETENTION

In accordance with our firm’s current document retention policy, we will retain our work papers and your tax returns for your engagement for three (3) years. We will provide you a copy of the depreciation schedules and tax returns and other pertinent work papers that should be a part of your books and records. If you should need replacements, we will provide additional copies at our standard copying fees. All of your original records will be returned to you. After three (3) years, our work papers and files will no longer be available. Physical deterioration or catastrophic events may shorten the term during which our records will be available. The working papers and files of our firm are not a substitute for the original records of your company. It is agreed and understood that in connection with the performance of this engagement by Completax Planning Inc. that the work papers and computer files prepared by us shall remain the property of Completax Planning Inc.

By your signature below, you agree that you have or will maintain proper records to substantiate all items of income and deductions, including travel and entertainment expenses, and that you will carefully examine and approve your completed tax returns before signing them or any e-file authorizations.

We appreciate the opportunity to serve you and look forward to a continuing, mutually satisfying relationship.

Very truly yours,

TERRY L. ALLEN, JD, CPA

COMPLETAX PLANNING INC.

The terms described in this letter are acceptable and are hereby agreed to and shall remain in effect until terminated by either party in writing.

DATED: _____

SIGNED: _____

PRINT NAME: _____