

Heying Endeavors, LLC

Client Engagement Letter

Thank you for choosing our firm to prepare your income tax return. This engagement letter is to confirm the arrangements for our tax preparation services. Heying Endeavors, LLC will prepare your individual and/or business Federal and State Income Tax Return for the year 2025 in accordance with appropriate tax laws and regulations. Your return will be prepared solely from the information provided by **you!**

For speedy completion of your taxes, please provide any information promptly to our office, if we ask for it. All information is kept confidential! **No one can get or use your information from us without your permission, except for a government agency following due process of law.**

We will prepare your federal and state returns for tax year 2025 based on information you provide. Although our work will not include procedures to discover irregularities or inaccuracies in the tax data you provide, we may ask for clarification of certain information, or additional information, so that we can prepare accurate and complete returns for you.

It is your responsibility to provide all necessary information related to income and deductions for tax year 2025, and to respond to our inquiries in a timely manner so that we are able to accurately complete your returns by the appropriate due dates.

You are responsible for maintaining appropriate records, such as official tax documents you receive, receipts and substantiation for your deductions, and purchase and sales information for assets.

It is your responsibility to review your returns before they are filed to determine that all income has been correctly reported and that you have substantiation for your deductions. Filing your returns by the due dates are your responsibility.

ALL TAX PREPARATION FEES ARE DUE AND PAYABLE AT THE TIME YOUR RETURNS ARE COMPLETED. IF PAYMENT IS NOT RECEIVED AT TIME OF COMPLETION, A 1.5% PER MONTH FINANCE CHARGE WILL BE ASSESSED TO YOUR INVOICE.

Occasionally we may or the IRS may make mistakes, please forgive us both but there is a human element to the process. Be courteous and let us know if you receive any letters from the government. If Heying Endeavors, LLC is CLEARLY at fault for the error, we will correct returns at no charge and may pay some or all of the penalties assessed, and we will assist in resolving letters. However, we are not responsible to pay any taxes owed as these would have been due if it were not for the error. If the error is not CLEARLY a fault of preparation mistakes, additional fees to resolve issues may be charged.

Upon completion of your tax return(s) **PLEASE REVIEW YOUR RETURN(S) CAREFULLY BEFORE SIGNING AND FILING THEM.** If you have any questions, please call us. **THANK YOU** for allowing us to serve you this year. We greatly appreciate your business!

Sincerely yours,

Heying Endeavors, LLC

Heying Endeavors is not responsible for providing any of the deductions taken on my tax return(s). I have provided information from my own records and I have proof of my deductions and income. I (we) give our permission to prepare my (our) tax return(s) and I (we) have read, understood and agree to the terms of this engagement letter.

Client Signature

Date

Client Signature

Date