

Individual Income Tax Return Annual Engagement Letter

CLIENT NAME(s): _____

Subject: Preparation of Your Individual Tax Returns

Thank you for selecting Black Sheep Financial & Consulting,LLC to assist you with your tax affairs. This letter confirms the terms of our engagement with you and the nature and extent of services we will provide.

We will prepare your 2025 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. We've enclosed an "Organizer" to help you gather the information required for a complete return. If you use the Organizer, it will help you avoid overlooking important information and contribute to efficient preparation of your returns. That helps keep the cost of our services as low as possible.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully before you sign them.

Our work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless you instruct us otherwise, we will apply the "realistic possibility of success" standard to resolve such issues in your favor where possible.

The law imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please call us.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

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****We must receive all information for your return by April 1, 2025 to ensure that it will be completed by April 18, 2025. If we receive your information after April 1, 2025 and you want to file your return by April 18 (ie. no extension), you will be subject to an expedited fee from our office.** We do not file tax extensions for clients unless specifically requested to do so with an additional fee. Tax extensions are only for an extension of time to file the return; tax payments are still due by the due date. If taxes are owed, we will attempt to accurately estimate these at the time of filing the extension; however, penalties and interest can still be assessed.

Our fee for preparation of your tax returns will be based on the amount of time required at standard billing rates plus out-of-pocket expenses. **Our invoices are due and payable at the time of service/pick-up. Tax returns will not be filed until payment is received.** Our fee does not include responding to inquiries or examination by taxing authorities or third parties. However, we are available to represent you and our fees for such services are at our standard rates and would be covered under a separate engagement letter.

We will retain copies of records you supplied to us along with our work papers for your engagement for a period of seven years. After seven years, our work papers and engagement files will be destroyed. All of your original records will be returned to you at the end of this engagement. You should keep the original records in secure storage for possible future use, including potential examination by any government or regulatory agencies. We are not custodians of your records, therefore, **a fee will be charged for copies of any records you request from this office.**

We appreciate the opportunity to serve you. Please date and sign this letter to acknowledge your agreement with, and acceptance of your responsibilities, and the terms of this engagement.

It is our policy to initiate services **after** we receive the executed engagement letter

Sincerely,



Jessica Odofin, AFSP

Black Sheep Financial & Consulting, LLC

(Both husband and wife must sign for preparation of joint returns)

Accepted By:

Tax Payer _____ Date: _____

Spouse _____ Date: _____

2023/2024 Communication Release

Black Sheep Financial respects your privacy and we will not sell your e-mail address, physical address, phone number, or any other personal and financial information with any outside source. In connection with this engagement, we may communicate with you via text or email transmission. We may also share your contact information with a third-party company hired by Alliance Financial & Income Tax to communicate with you regarding appointment times, open files, etc. As these can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails and texts from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us. All email attachments will be encrypted as much as our software allows.

The current administration and the IRS require us to provide you a copy of form 9325 acknowledging the IRS's receipt and acceptance of your electronically filed tax return. By NOT providing your email address, you are declaring that you do not wish to receive this or any other documents electronically. Under current tax law your email is not required to be part of your tax return. Unless otherwise directed we are not providing your email as part of your tax return.

Your signature below approves the noted email and designates that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmission including any consequential, incidental, direct, indirect or special damages, such as loss of revenues or anticipated profits or disclosure or communication of confidential or proprietary information. This agreement expires one year from the signature date. We appreciate your confidence in us. Please call if you have questions.

By signing below, I (we) verify that the information contained in the client intake forms to be complete and accurate. I (we) also understand and agree to the terms and working relationship as outlined in these forms.

Primary Taxpayer

Date

Spouse

Date