

# Tax Team of New England

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## Engagement Letter for 2023 Income Tax Services

To clarify the nature and limitation of the tax services we provide, we ask you acknowledge:

We will prepare your 2023 federal and state(s) income tax return(s) from information you furnish and will perform bookkeeping and accounting assistance as we find necessary for that purpose. Although we may ask for clarification of additional information, we will neither audit nor verify that information you submit. Providing information for complete and accurate return(s) is your responsibility. Tax law requires specific documentation for foreign bank accounts, travel, entertainment, business use of listed property, and charitable contributions (including a written record of automobile usage and letters of acknowledgement from recipients of your charitable contributions in excess of \$250 per year). You assert all such information provided to us is supported by any required documentation. Any original documents will be returned to you and should be retained along with cancelled checks, and other information to prove the accuracy and completeness of your return(s) for no less than four years.

If any part of the tax law is unclear or there are differing opinions as to interpretation of the law, we will apply the “more likely than not” standard in resolving those issues.

The Internal Revenue Service imposes penalties upon taxpayers and tax professionals who fail to exercise due care in reporting income and/or deductions or who fail to disclose participation in certain arrangements the IRS has identified as potentially abusive. We insist, and you agree to disclose all such transactions as required. A substantial understatement of your income and/or overstatement of your deductions could result in penalties of 20% or more of any underpaid tax against you and penalties against the tax professional as well. You agree to reimburse us for any penalty assessed against us as a result of your failure to supply us with accurate and complete information.

Our fees for the preparation of your federal and state(s) income tax return(s) for 2023 is based on the organization and completeness of your information, timeliness of answers to our inquiries, and the overall complexity of the return(s). **Invoices for our services are rendered upon delivery of the return(s), and payment is expected at that time.** Use of the document checklist saves you time and money while prolonged delays in supplying us with information will cost you more money and may result in a partial invoice for the amount of work completed. Our company policy requires suspension of work for overdue accounts until they are paid in full. We charge additional fees for representing you in any tax examination and being involved in any notices you may receive from tax authorities and will render separate, additional invoices at the time of that additional service. **Additional complexities due to changes in the tax laws for 2023 may result in an increase of our fees by as much as 10% depending on the type of items included in your income tax return(s).**

After you have read and understand this letter, please sign and return it with your tax information.

If you have children for which we should prepare return(s), this agreement extends to them by virtue of your delivery of their tax information to us.

Understood and accepted:

Taxpayer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Spouse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)