

2025 Individual Income Tax Preparation Engagement Letter

This letter is to confirm and specify the terms of Premier Tax Services, Inc. engagement with you and to clarify the nature and extent of the services we will provide. The IRS imposes penalties on taxpayers and tax return preparers for failure to observe due care in preparing income tax returns. In order to ensure an understanding of our mutual responsibilities, we ask all clients to confirm the following arrangements.

We will prepare your 2025 U.S. Individual Income Tax Return with all necessary supporting Forms and Schedules from the information provided by you. It is your responsibility to provide us all the information required for the preparation of a complete and accurate income tax return. You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that any expenses are supported by records as required by law and that you have disclosed all known tax liabilities.

The filing of General Excise Tax and Transient Accommodation Tax are the responsibility of the taxpayer and are a separate engagement with Premier Tax Services, Inc.

IRS guidelines require us to e-file **all** income tax returns we prepare. Unless you feel e-filing your income tax return will do you *undue hardship*, your income tax return will be filed electronically with the IRS. Prior to you signing the Form 8879, you should review the completed copy of our tax return, provided to you.

We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. **You have the final responsibility for your income tax return and, therefore, you should review your return carefully.**

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law. We subscribe to a program of peer review for maintenance of quality control in our office. As part of this program, your return may be reviewed by other tax preparers in our office under strict rules of confidentiality. We're happy to answer any general questions you may have, up to 30 minutes of our time per year. After that you will be billed at our standard consult rate of \$250 per hour.

In the event you receive a letter from the IRS's AUSC on an income tax return our office prepared, we will assist you in resolving the issue with the IRS. Fees may apply to undisclosed tax liabilities. If you receive an IRS audit request, the initial two (2) hours we spend on the audit are at no cost to you; however after the initial two (2) hours you will be billed at our standard rate of \$250 per hour. If your U.S. Individual Tax Return is selected for review by taxing authorities, any proposed adjustment may be subject to rights of appeal.

It is our policy to keep records related to this engagement for seven years. However, we do not keep any of your original records, and we will return those to you upon the completion of the engagement. When records are returned to you, it is your responsibility to retain and protect records for possible future use, including potential examination by governmental or regulatory agencies.

We will not disclose any of your privileged information, unless required by law, without written instructions from you.

Read and Circle your agreement to the following statements:

YES or NO You have provided us all information that may affect your tax situation or tax filing. If you are unsure about an issue, we need to discuss it before you sign your federal and/or state income tax return.

YES or NO You had Marketplace (Obamacare) health insurance (Form 1095-A required).

YES or NO At any time during 2025, did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency?

YES or NO At any time in 2025 did you have a financial interest in or signature authority over a financial account (such as a bank account, securities, brokerage, retirement or online gambling account) located in a foreign country?

If yes you are confirming that the total value of ALL accounts on any day was

(circle one) less than \$10,000 or greater than \$10,000.

If you want us to prepare any other federal or state documents or forms (i.e. General Excise Tax, Transient Accommodation Tax, FBAR, etc.) list them here **(additional fees will apply):**

How do you want a copy of your tax return?:

E-mailed (secure) Hard copy

Bank information for direct deposit of refunds:

Bank routing number _____ Account number _____

Checking
 Savings

If the foregoing fairly sets forth your understanding, please sign below.

We want to express our appreciation for this opportunity to work with you.

Sincerely yours,

Premier Tax Services, Inc.

Taxpayer/Spouse's Name: _____

Taxpayer's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____