



I have engaged your firm to prepare my individual Federal (Form 1040), Pennsylvania (PA-40), and local (one per taxpayer) income tax returns as required for the year ended December 31, 2023. I understand that if additional state or local returns are required there will be an additional fee, based on the time required to prepare those returns. I also understand that it is my responsibility to provide you with all of the information required to complete my tax return. I understand that you have not been engaged to, and will not, prepare financial statements. In that regard, I state that, to the best of my knowledge and belief:

1. I have provided true, correct, and complete information regarding my income as listed on the attached schedules, computer files, tax questionnaire, W-2's, 1099s and/or attached written summaries. I understand that it is my responsibility to provide all the information necessary to complete the returns. I will retain for a minimum of 7 years all the documents, receipts, cancelled checks, and other records required to substantiate the items of income and expenses claimed on my return. I understand it is my responsibility to safeguard my assets and to maintain accurate records pertaining to my transactions. Your records are not a substitute for my records.
2. I have provided true, correct and complete information regarding amounts I have provided to you to claim as tax deductions, and have maintained written documentation supporting all amounts, including logbooks and receipts. I understand that if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions, that you will use your professional judgment in resolving the issues.
3. I understand that taxing authorities may examine the returns, that documentation should be retained to support the information I provide to you, especially business travel and meal deductions, business use % of autos and other assets, all charitable contributions and barter activities, and that penalties may be imposed on returns that are late, underpaid or incorrect. I am responsible for ensuring that personal expenses, if any, are segregated from business expenses and that expenses such as meals, travel, vehicle use, gifts, and related expenses are supported by necessary records required by the IRS and other tax authorities.
4. I understand that you will not audit or otherwise verify any information, that you may require clarification or additional information, that you are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties, or interest.
5. **I understand that I will be charged an additional fee if you are asked to assist or represent me in a tax examination OR INQUIRY.** I understand that, in the event of preparer error, I am responsible for additional tax that may be due, but that the extent of your responsibility is to pay for any penalty that the IRS or the state revenue department may assess.
6. I will contact you immediately if I discover additional information that will lead to a change in my return, or if I receive any letters from the IRS or other taxing authorities.
7. I understand that your policy is to put all tax advice in writing, and that I will not rely upon any unwritten advice because it may be tentative, incomplete, or not fully reviewed.
8. I understand that if you do not receive all information to complete my returns by **March 15, 2024**, you may need to file an extension, which will be invoiced separately and due prior to filing. I understand that an extension provides relief for the late filing penalty, but late payment penalties and interest charges will be assessed if monies are owed with the tax returns. I understand that you will not file any federal, state or local tax extensions without your confirmed receipt of my extension request.
9. I understand that your invoice will be due and payable upon completion of these returns, and that additional services; including but not limited to the electronic filing of tax returns, will not be performed until the invoice for these services is paid in full.

10. I understand that if payment is not received in 30 days, a service charge will be assessed at 1.50% per month (annual rate of 18%) on the balances past the specified due date. In the event collections are required, I agree to pay any reasonable attorney's fees which may be incurred by Stortz & Associates
11. I understand that your engagement does not include any procedures designed to detect errors, fraud, or theft. Therefore, your engagement cannot be relied upon to disclose such matters. In addition, you are not responsible for identifying or communicating deficiencies in my internal controls. I am responsible for developing and implementing internal controls applicable to my operations.
12. Assisting with my compliance with the Corporate Transparency Act ("CTA"), including beneficial ownership information ("BOI") reporting, is not within the scope of this engagement. I have sole responsibility for my compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. You shall have no liability resulting from my failure to comply with CTA. Information regarding the BOI reporting requirements can be found at <https://www.fincen.gov/boi>. I understand I can consult with legal counsel if I have questions regarding the applicability of the CTA's reporting requirements and issues surrounding the collection of relevant ownership information.
13. As tax return preparers, I understand you are prohibited from signing a tax return unless you have a reasonable belief that there is substantial authority for tax positions taken on the tax return, or you have a reasonable basis for tax return positions taken on the return which are disclosed as required by the Code. If I request that you report a tax position on my return which you feel is contrary to published guidance, frivolous, or a willful attempt to evade tax, you will be unable to proceed. If I am unwilling to disclose a position where required or you conclude that my failure to disclose does not permit you to sign my tax return, you will be unable to proceed.
14. I understand if the tax returns prepared in connection with this engagement are filed using the "married filing jointly" filing status, both spouses are deemed to be clients of the firm under the terms of this Agreement. Both individuals acknowledge that there is no expectation of privacy from the other concerning our services in connection with this Agreement. You are at liberty to share with either spouse, without prior consent of the other, documents and other information concerning the preparation of my tax returns.
15. I understand you may deem it necessary to provide me with accounting and bookkeeping assistance solely for the purpose of preparing the tax returns. These services will be billed at your standard hourly rate and subject to the terms of this agreement.
16. I understand I am responsible for informing you of all foreign assets owned directly or indirectly, including but not limited to financial accounts with foreign institutions, other foreign non-account investments, and ownership of any foreign entities, regardless of amounts. You will review this information and will notify me of any additional filing obligations. Failure to timely file the required forms may result in substantial civil and/or criminal penalties. I understand you will respond in writing and only advice in writing may be relied upon. You assume no liability for penalties associated with failure to file or untimely filing of any of these forms. I acknowledge and agree that you have no responsibility to raise issues with me about filing requirements of other countries. This is not within the scope of this engagement.
17. If I received a gift or bequest from a foreign person or trust, I may be required to file a separate IRS Form 3520 or Form 3520-A. I will ask you to prepare this return and if you agree, you will confirm in a separate engagement letter.
18. I may be required to make quarterly estimated tax payments. You will calculate these payments for the 2024 tax year based upon the information I provide to prepare my 2023 tax returns and have no obligation to update recommended payments after the engagement is completed.
19. I understand I am responsible to inform you if gift tax returns are required to be filed. The 2023 annual gift tax exclusion amount is \$17,000 per taxpayer. If such a gift tax return is required to be prepared, I understand that a separate engagement letter will be presented for this service.

20. I understand that the income tax returns(s) will be prepared for filing with the Internal Revenue Service and applicable state and local tax authorities and is not intended to benefit or influence any third party either to obtain credit or for any other purpose. You do not respond to any requests from banks, mortgage brokers or others for verification of any information reported on these tax returns.
21. I understand tax planning services are not within the scope of this engagement and that during the course of preparing the returns, you may bring to my attention potential tax savings strategies for me to consider. However, I understand the responsibility for implementation remains with me. If I want tax planning services and you agree to provide them, you will confirm with a separate engagement letter.
22. I understand it is my responsibility to inform you if I receive, sell, send, exchange, gift, or otherwise dispose of any financial interest in digital assets (i.e. virtual currencies such as Bitcoin, non-fungible tokens, virtual real estate and similar assets) during the applicable tax year.
23. I understand you reserve the right to refuse to take any action that could be construed as making management decisions or performing management functions on your behalf.
24. I understand that it is my final responsibility to carefully examine and approve my completed tax returns before signing and submitting them to the authorities. I understand I am required to verify and sign a completed Form 8879, IRS e-file Signature Authorization, and any similar state and local equivalent authorization forms before my returns can be filed electronically. I understand additional procedures will apply if paper returns are filed. I will be responsible to review the paper returns for accuracy, signing them and filing them timely with the taxing authorities.

RECORD RETENTION

In accordance with our firm's current document retention policy we will retain your tax returns for your engagement for seven years. We will provide you a copy of the depreciation schedules and tax returns 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 seven years, our 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. It is agreed and understood that the work papers prepared by Stortz & Associates shall remain the property of Stortz & Associates.

I have read, understand, and accept the conditions of the engagement letter and the record retention policy discussed above.

Accepted by Taxpayer: _____ Date: _____

Accepted by Taxpayer's Spouse: _____ Date: _____

If filing a joint return both taxpayers must sign this letter

Please check off any additional state income tax forms which you engage our firm to prepare:

<input type="checkbox"/> AL	<input type="checkbox"/> CO	<input type="checkbox"/> HI	<input type="checkbox"/> KS	<input type="checkbox"/> MA	<input type="checkbox"/> MT	<input type="checkbox"/> NM	<input type="checkbox"/> OK	<input type="checkbox"/> TN	<input type="checkbox"/> WA
<input type="checkbox"/> AK	<input type="checkbox"/> CT	<input type="checkbox"/> ID	<input type="checkbox"/> KY	<input type="checkbox"/> MI	<input type="checkbox"/> NE	<input type="checkbox"/> NY	<input type="checkbox"/> OR	<input type="checkbox"/> TX	<input type="checkbox"/> WV
<input type="checkbox"/> AZ	<input type="checkbox"/> DE	<input type="checkbox"/> IL	<input type="checkbox"/> LA	<input type="checkbox"/> MN	<input type="checkbox"/> NV	<input type="checkbox"/> NC	<input type="checkbox"/> RI	<input type="checkbox"/> UT	<input type="checkbox"/> WI
<input type="checkbox"/> AR	<input type="checkbox"/> FL	<input type="checkbox"/> IN	<input type="checkbox"/> ME	<input type="checkbox"/> MS	<input type="checkbox"/> NH	<input type="checkbox"/> ND	<input type="checkbox"/> SC	<input type="checkbox"/> VT	<input type="checkbox"/> WY
<input type="checkbox"/> CA	<input type="checkbox"/> GA	<input type="checkbox"/> IA	<input type="checkbox"/> MD	<input type="checkbox"/> MO	<input type="checkbox"/> NJ	<input type="checkbox"/> OH	<input type="checkbox"/> SD	<input type="checkbox"/> VA	

I understand you will not prepare any tax returns that are not specifically identified in this engagement letter.

For Office Use Only: Client Code: _____