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January 2, 2024

Dear Client,

We wish you a happy, healthy and prosperous New Year.

This letter is to confirm and specify the terms of our engagement with you for the year ended December 31, 2023 and to clarify the nature and extent of the tax services we will provide. We will prepare the individual income tax returns from the information you provide for the year ending December 31, 2023.

Please sign this engagement letter and return it to us with your data even if you do not use the complete organizer in gathering your tax information. Signed engagement letters are requested prior to our preparing your returns, sending us your tax data will imply agreement with the terms of our engagement.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You have acknowledged we have provided you with the 2023 Tax Organizer Summary Instruction Guide and Tax Organizer in order to assist you in providing your documents to us. You should retain all documents, canceled checks, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. Our work in connection with the preparation of the tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. The returns will be prepared solely from information provided to us without verification by us however, we may ask for clarification of some information. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that you have disclosed to us all relevant facts affecting the returns. We are under no duty to check the information you provide to determine whether you may have a filing obligation with another state or foreign entity. If we become aware of any other filing requirement, we will tell you of the obligation and may prepare the appropriate returns at your request. This will include the ownership of or signature authority over any foreign bank accounts and the ownership of any other foreign financial assets or cyber currency trading activity.

You should also know that IRS audit procedures will almost always include questions on bartering transactions and on deductions that require strict documentation for expenses such as travel, meals and business usage of autos and computers. In preparing your returns, we rely on your representations that we have been informed of all transactions and that you understand and have complied with the documentation requirements for your deductions.

If, during our work, we discover information that affects prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. If needed, amended returns can be prepared as a separate engagement.

This engagement letter does not cover the preparation of any financial statements, which, if we are to provide, will be covered under a separate engagement letter.

The firm may use third-party service providers to assist in preparing your return, but these preparers will not make substantive decisions concerning your return. We remain committed to maintaining the

confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. Furthermore, the firm will remain responsible for the work provided by any such third-party service providers.

In accordance with federal law, in no case will we disclose your tax return information to any location outside the United States, to another tax return preparer outside of our firm for purposes of a second opinion, or to any other third party for any purpose other than to prepare your return without first receiving your consent.

The Internal Revenue Code and regulations impose preparation and disclosure standards with non-compliance penalties on both the preparer of a tax return and on the taxpayer. To avoid exposure to these penalties, it may be necessary in some cases to make certain disclosures to you and/or in the tax return concerning positions taken on the return that don't meet these standards. Accordingly, we will discuss tax positions that may increase the risk of exposure to penalties and any recommended disclosures with you before completing the preparation of the return. If we concluded that we are obligated to disclose a position and you refuse to permit the disclosure, we reserve the right to withdraw from the engagement and you agree to compensate us for our services to the date of withdrawal. Our engagement with you will terminate upon our withdrawal.

It is our policy to keep tax return records related to this engagement for three years. However, we will return your original records to you upon the completion of the engagement. When records are returned to you, it is your responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies, and banks when refinancing. You acknowledge and agree that upon the expiration of the three year period, we are free to destroy our records related to this engagement.

Certain communications involving tax advice are privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any information about our tax advice. Should you decide that it is appropriate for us to disclose any potentially privileged communication; you agree to provide us with written, advance authority to make that disclosure. In the event you direct us not to make the disclosure, you agree to hold us harmless from any expenses incurred in defending the privilege, including, by way of illustration only, our attorney's fees, court costs, outside adviser's costs, or penalties or fines imposed as a result of your asserting the privilege or your direction to us to assert the privilege.

Should we receive any request for the disclosure of information from any third party, including a subpoena or IRS summons (some of which may be privileged), except where required by law. Our efforts in responding to such requests will be billable to you as a separate engagement. You agree that we shall be entitled to compensation for our time and for reimbursement for all associated expenses, including any legal fees incurred in responding to such requests.

The returns may be selected for review, or requests for additional information, by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of a tax examination, we will be available, upon request, to represent you. However, such additional services, including our preparation of responses to taxing authority notices you receive are not included in the fees for the preparation of the tax returns.

ACT Financial and Tax Services, LLC
2023 Individual Tax Preparation Engagement Letter

Our fees for tax services will be billed upon completion of your returns based upon complexity of the work performed and our professional time, plus out-of-pocket expenses. All invoices are due and payable upon presentation. The fee billed will be based on payments to be remitted by cash or check and will already include a 3% cash credit. If you pay by credit card the 3% will be added back to your credit card charge. If for any reason the account is turned over for collection, an additional charge of 33.34% will be added to cover collection costs.

In the event of a dispute related in any way to our services, our firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identity for purposes of the award of attorneys' fees. You agree to indemnify us for any legal fees incurred by us as a result of any inaccurate or false representations made to us.

We have the right to withdraw from this engagement, in our discretion, if you don't provide us with any information we request in a timely manner, or refuse to cooperate with our reasonable requests, or misrepresent any facts. Our withdrawal will release us from any obligation to complete your return and will constitute completion of our engagement. We shall not be liable to you for any damages that occur as a result of our ceasing to render services. You agree to compensate us at our standard billing rates for our time and out-of-pocket expenses through the date of our withdrawal.

We will e-file your returns as required by the taxing authorities. We will provide you with a copy of the income tax return for your review prior to electronic transmission. After you have reviewed the returns, you must provide us with the signed authorization forms indicating that you have reviewed the returns and that, to the best of your knowledge, they are correct. We cannot transmit the returns to the taxing authorities until we have the signed authorization form(s).

The filing deadline for the tax returns is Monday, April 15th. In order for us to have the time to prepare a complete and accurate tax return for you, please provide your information to us by March 23th. Our objective is to minimize extensions, however, return data received after March 23th, or returns with incomplete information as of that date, are subject to being placed on extension. If extensions are required, an estimate of tax due will be calculated for you to pay with the extension based on the information provided, in order to avoid interest and penalties. The extension will provide you additional time and we look forward to completing your return before the extension deadline of October 15, 2024.

If the foregoing correctly sets forth your understanding of our tax engagement, please sign this letter in the space below. We want to express our appreciation for the opportunity to work with you, not only at tax time, but also throughout the year. If you have any questions, please contact us.

Sincerely,



Cristina Andreana, CPA
Managing Member, ACT Financial and Tax Services, LLC

Agreed and Accepted by:

Taxpayer Signature _____ Date _____

Spouse Signature _____ Date _____