

2025 Individual Income Tax Preparation Engagement Letter

This letter is to confirm and specify the terms of our 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. 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 and state Individual Income Tax Return(s) using all necessary supporting forms and schedules and information provided by you. It is your responsibility to provide and retain, for up to seven years, all the information required for the preparation of a complete and accurate income tax return. Under IRS rules, we are required to obtain a copy of W-2's before we can electronically file your return. You report that the information you are supplying to us is accurate and complete to the best of your knowledge. Any expenses claimed for meals, travel, dues and memberships, vehicle usage, and/or charitable contributions are supported by records as required by Section 274 of the Internal Revenue Code and you have disclosed all known tax liabilities. If relevant, you acknowledge that you have reported all 2025 income you received including barter, crypto-currency, consumer-to-consumer activity, cash-based revenues, foreign or non-US income and all other income whether received in-person, in-kind, or electronically.

You are confirming that you have not withheld any information that may affect your tax situation or tax filing. If you are unsure about an issue, please bring it up for discussion before you sign your income tax return.

Please note that any person or entity subject to the jurisdiction of the United States having a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having an aggregate value exceeding \$10,000 in a foreign country, shall report such a relationship. Filing requirements also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s). Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties. Such disclosure includes filing Form 8938 with this Form 1040 and Form FinCen 114 directly with the Department of the Treasury. In the absence of such information being provided we will presume you do not have any foreign assets or financial interests and will not file any applicable disclosure forms without separate written authorization. In addition, currently the Internal Revenue Service requires information reporting if you are an officer, director, or shareholder with respect to certain foreign corporations, foreign-owned U.S. corporation or foreign corporation engaged in a U.S. trade or business or U.S. transferor of property to a foreign corporation. By your signature below, you accept responsibility for informing us if you believe that you fall into one of the above reporting categories and you agree to provide us with the information necessary to prepare the appropriate forms. We assume no liability for penalties associated with the failure to file or untimely filing of any of these forms.

Cryptocurrency activity may require reporting on tax returns filed with other countries. We have not determined if such returns are due nor have we been hired to determine filing requirements or to file any tax returns for foreign countries.

IRS guidelines require us to electronically file (e-file) all income tax returns we prepare. Unless you feel e-filing your income tax return will cause you undue hardship, your income tax return will be filed electronically with the IRS and the state tax authorities. When signing your Form 8879, you will be provided with a complete copy of your income tax return to review.

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 you should review your return carefully. This engagement letter does not cover the preparation of any financial statements or any other accounting services.

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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. Unless otherwise instructed by you, we will resolve such questions in your favor, whenever possible.

You agree, in the event your income tax return(s) cannot be completed by the due date, we will file an extension. Applying for an extension of time to file may extend the time available for a government agency to undertake an audit of your return(s) or may extend the statute of limitations and does not relieve you from paying any tax due on the due date. Additionally, extensions may affect your liability for penalties and interest or compliance with government and interested party deadlines.

In the event you receive a letter from the IRS or state an income tax return which we prepared, we will assist you in our office to resolve the issue with the taxing authorities. Services for meetings and/or correspondence will incur additional fees. You will contact us immediately if you discover additional information that will lead to a change in your return, or if you receive any letters from the IRS, state, or local taxing authorities.

An invoice for our services will be presented upon completion of your income tax return. Payment is due at time of completion prior to submission to the taxing authorities. If payment is not received, you will be assessed finance charges of 1.5% per month on the unpaid balance. We reserve the right to suspend or terminate our work due to non-payment with no responsibility for damages incurred due to our cessation. Our services will be concluded upon delivery to you of your 2025 federal and state(s) individual income tax returns or one year from the date of this Engagement Letter, whichever comes sooner. The fee arrangement is based on the expected amount of time and the level of staff required to complete the services. Should you need extra services or time not included in this engagement, we bill at the rate of \$400 per hour.

In recognition of the relative risks and benefits of this agreement to both the client and the accounting firm, the client agrees, to the fullest extent permitted by law, to limit the liability of the accounting firm to the client for any and all claims, losses, costs, and damages of any nature whatsoever, so that the total aggregate liability of the accounting firm to the client shall not exceed the accounting firm's total fee for services rendered under this agreement. The client and the accounting firm intend and agree that this limitation applies to any and all liability or cause of action against the accounting firm, however alleged or arising, unless otherwise prohibited by law. Both parties agree that there is a one-year limitation period to bring a claim against us for errors and omissions. The one-year period will begin upon the date of the tax professional's signature on the tax returns covered by this engagement letter.

In the event we become aware that you need additional tax or accounting services, you consent to learn about additional services that benefit you.

We will not disclose any of your personal information, unless required by law, without written instructions from you. In connection with this engagement, we may communicate with you or others via email. We specifically disclaim and waive any liability or responsibility for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. If you provide an email address, it is your responsibility to provide an accurate one. If you agree with the terms in this letter, please sign and date below.

Sincerely,
Menden Accounting & Tax Services

Printed Name(s): _____

Taxpayer's Signature: _____ Date_____

Spouse's Signature: _____ Date_____