

Brenda S Bosch CPA, PLC
6888 Pine Bluff Ct SW
Byron Center, MI 49315

January 6, 2024,

2024 TAX PREPERATION ENGAGEMENT AGREEMENT

Dear Client,

Thank you for choosing my firm, Brenda Bosch CPA, PLC to prepare your income tax returns for tax year 2024. This letter confirms the services I will provide. My firm will prepare your federal and state returns for tax year 2024 based on the information you provide. Although the work will not include procedures to discover irregularities or inaccuracies in the tax data you provide, questions may be asked for clarification of certain information, or additional information, so that accurate and complete returns may be prepared for you. Certain individuals may be required to electronically file Form 114, Report of Foreign Bank and Financial Accounts (FBAR) with the U.S. Department of the Treasury. Failure to comply with the filing requirements may result in significant civil and criminal penalties. Unless otherwise specifically agreed to in writing, my firm will not prepare, file, or provide assistance with this form. If you would like to add Form 114 (or any other forms or services) to this engagement, please let me know.

You will be provided with a copy of your final returns for review before they are filed to determine that all income has been correctly reported and that you have substantiation for your deductions prior to electronic transmission. Your returns are required to be filed electronically with the IRS and the appropriate State by April 15 unless an extension is filed.

The IRS requires:

- A. That you sign an *E-file Authorization Form 8879***
 - 1. **This indicates that you have reviewed your return.**
 - 2. **That it is correct to the best of your knowledge; and you authorize me to submit it electronically.**
- B. Filing your returns by the due date. This is your responsibility.**
 - 1. **You must return the signed 8879 form to me. I cannot transmit your return without it.**

It is your responsibility to provide all necessary information related to income and deductions for the tax year 2024. It is also your responsibility to respond to all inquiries in a timely manner so that your returns may be completed accurately. You are responsible for maintaining appropriate records, such as official tax documents you receive, receipts and substantiation for your deductions, and purchase and sales information for assets.

If an extension of time is required, any tax due with these returns must be paid with that extension. Any amounts not paid by the filing deadline may be subject to interest and late payment penalties.

My fees for the preparation of your tax return(s) are based upon my standard billing rates plus out-of-pocket expenses. **My invoices are due and payable upon presentation.** If your return is later selected by the IRS or State for correspondence, review, or audit, I will be glad to assist or represent you. This service will be provided for an additional cost. My fees for preparing your return do not include the time required to assist you with the IRS or State correspondence, review or audit.

If this letter accurately summarizes your understanding of our agreement relating to the preparation of your tax return(s), please sign this paper below in the space indicated and return it to me.

Thank you again for choosing my firm to prepare your 2024 tax return. I appreciate your business.

Sincerely,

Brenda Bosch CPA, PLC

Accepted by: _____
(PRINT NAMES HERE)

(SIGNATURE) Date _____

(SIGNATURE) Date _____