

Kelly Oakes, CPA LLC

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January 19, 2022

Subject: Preparation of Your 2021 Tax Returns

Thank you for choosing Kelly Oakes, CPA LLC to assist you with your 2021 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2021 (and any requested prior years) federal, state, and local income tax returns using information you provide. We may ask for clarification but will not audit or otherwise verify your data. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts. We will inform you of any material errors, fraud, or other illegal acts we discover. The only accounting work we will perform is that which is necessary to prepare your tax returns. Bookkeeping is not included in your tax prep fee. Additional accounting or bookkeeping work will be billed at our regular rates.

It is your responsibility to provide information required for preparation of complete and accurate tax returns. Tax documents should be submitted via the secure portal, fax, mail, or in person **and never via email**. Kelly Oakes, CPA LLC bears no responsibility for loss of data submitted via an insecure method. You should keep all documents, cancelled checks, receipts and other data that support your reported income and deductions. These records may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the tax returns so you should review them carefully before you sign them.

We will exercise professional judgement in resolving questions where tax law is unclear or where there may be conflicts between the taxing authorities' interpretation of the law and other supportable positions. We will outline the reasonable courses of action and the risks and consequences of each and ultimately adopt, on your behalf the alternative you select.

The law imposes penalties when taxpayers underestimate their tax liability or fail to file and pay obligations timely. If you have concerns about such penalties, please ask for clarification.

Our fee for preparation of your tax returns is based on the complexity of the schedules and/or the time required. Fees are due upon delivery and prior to electronic filing. We accept cash, checks, credit cards, and PayPal. To the extent permitted by state law, an interest charge of 1.5% per month may be added to any accounts not paid within thirty (30) days, along with any collection costs incurred. Our follow up with taxing agencies or audit assistance will be charged separately at \$150 per hour with a minimum charge of \$50.00.

We will electronically file all returns whenever possible after you have reviewed the documents carefully, signed all required forms, and paid your tax preparation fee. Paper returns will be delivered to you for mailing. You are solely responsible for filing any paper returns with the appropriate taxing authorities. Our engagement to prepare your 2021 tax returns will conclude with the delivery of the completed returns to you, or for e-filed returns, with your signature.

and our subsequent submittal of your tax returns. We will return your original records to you at the end of this engagement. Store these records, along with all supporting documents, in a secure location. We retain copies of your records (as deemed necessary) and our work papers from your engagement for up to seven years, after which these documents may be destroyed. PDF copies of returns and back up documents are available upon request.

If an extension of time to file your returns is required (one extension is generally available for six months), any tax that may be due with the returns should be paid with the extension or you will be subject to interest and late payment penalties. We require specific authorization via email or phone to file an extension on your behalf.

We appreciate your business and your trust in us. Please ask if you have questions. Thank you for the opportunity to be of service.

By signing this letter, you hereby affirm that any representations made herein and in any Questionnaires are true and complete and that - except as disclosed - you can provide identification documents for yourself and dependents, proof of marital status and dependent support, and that you have records to support any deductions or credits claimed.

Sincerely,



Kelly Oakes, CPA
Kelly Oakes, CPALLC

Accepted By:

Taxpayer

Spouse

Date