

Please complete and return this form before March 1, 2024, to secure our services for the year. If you are turning in all your documents in February, you can submit this form along with our client packet and your documents. If you will be submitting your documents after March 1st, please mail or email this form back to us as soon as possible. Your timely response will help us better assist you in meeting your tax needs. Thank you for your cooperation.

TAXPAYER AND SPOUSE (IF APPLICABLE): _____

Address Update: Is your address the same as on your 2022 return?

YES NO

If no, please call or email us with your new address. If you changed residency to another state, contact us to discuss assistance with your 2023 return.

Filing Status Update: Is your filing status the same as on your 2022 return?

YES NO

If no, please contact us to discuss assistance with your 2023 return.

Document submission deadline: Will you have all your documents to us by March 15, 2024?

YES Continue to page 2.

NO If no, please complete the next section for us to file an extension on your behalf.

****EXTENSION REQUEST** - I anticipate not having all my documents ready for submission to Tennesen Accounting & Tax Service Inc (TATS) by March 15, 2024. I understand an extension will need to be prepared and filed on my behalf. I understand that TATS will file an extension for me, allowing an additional six months to file my income tax return. Any balances owed on income tax returns are due by April 15, 2024, and I am responsible for making those payments if I would like to avoid interest and penalties. If I need help, I will reach out to TATS for assistance in calculating amounts or obtaining payment vouchers. It is important to note that filing an extension does not provide extra time for contributions to IRA's, HSA's and 529 plans for tax year 2023, which must be made by April 15th, 2024. Any associated interest or penalties are my responsibility as the taxpayer.

Taxpayer

Date

Spouse (if married filing joint return)

Date

2023 LETTER OF ENGAGEMENT

This letter is to inform you, the taxpayer, of the services we will provide you with, and the responsibilities you have for preparation of your tax return. Please read all pages and sign. Both spouses (if married filing jointly) need to sign.

We will prepare your 2023 federal income tax return, and the applicable state tax returns, based on the information you provide. Our fees for this engagement are not contingent on the results of our services. Our fee for our services is due upon completion of your returns. We charge a 4% convenience fee for credit card payments. The mailing fee is \$15. Any additional services provided (ex: correcting a rejected return, amending returns for corrected or omitted tax documents, help with estimated taxes, etc.) after your return has been completed will be billed separately. Preparation fees do cover limited assistance and consultation during the year. Please store your supporting documents and copies of your tax returns in a secure place. Once your return is complete you are provided either a pdf or a paper copy of your return depending on if you used esign, paper sign or used TaxDome. If you need an additional copy of your tax return we charge: \$15 for PDF copy, and \$20 for a paper copy.

Extending to File

New this year we need this form completed and returned in order for us to file an extension for you. Please sign the extension section above and the letter below. The timeliness of your cooperation is essential to our ability to complete this engagement. As a small business we reserve the right to file an extension for any return in progress that we will not be able to complete by the deadline, you would be notified in advance. Any penalty or interest for late filing or underpayment of tax is your responsibility. For returns filed under extension, we encourage you to bring in your documents as soon as possible to prepare the return.

Signature Authorization Form

You have the final responsibility for the income tax returns and, therefore, you should review them before you sign them. Once you sign form 8879 allowing us to e-file your return, your return will be submitted to the taxing authorities. We have 72 hours to release your return to the taxing authorities from the date you write on your form 8879. Please be sure to use the current date when you sign (and your spouse signs if filing joint) form 8879.

Penalties

The law provides various penalties and interest that may be imposed when taxpayers underestimate their tax liability. You acknowledge that any such understated tax, and any imposed interest and penalties, are your responsibility, and that we have no responsibility in that regard. If you would like information on the amount or circumstances of these penalties, please contact us.

706 Portability

Portability, an estate and gift tax provision, allows the personal representative (or executor) of a deceased spouse to make an election on the decedent's estate tax return to transfer or port such deceased spouse's unused exclusion amount to the surviving spouse. By signing this letter of engagement, you agree that 706 Portability is not part of this engagement. We will not give you advice on 706 Portability. If you have questions regarding filing Form 706, please contact an attorney.

STARTING IN 2024 - BUSINESS REPORTING REQUIREMENTS - BENEFICIAL OWNERSHIP INFORMATION REPORTING

All business owners are responsible for their own compliance with the Corporate Transparency Act (CTA), if applicable to its business, and for ensuring that any required reporting of beneficial ownership information is timely filed with the Financial Crimes Enforcement Network (FinCEN) as required by the CTA. As Tennessean Accounting & Tax Service Inc is not rendering any legal services as part of our engagement, we will not be responsible for advising you regarding the legal or regulatory aspects of your company's compliance with the CTA, nor are we responsible for the preparation or submission of your business's beneficial ownership information reports to FinCEN. If you have any questions regarding business's compliance with the CTA, including but not limited to whether an exemption may apply to your organization or to ascertain whether relationships constitute beneficial ownership under CTA rules, we strongly encourage you to consult with qualified legal counsel experienced in this area. For more on BOI reporting visit

<https://www.fincen.gov/boi-faqs>

FINCEN Reporting Requirements

Please note that any person or entity subject to the jurisdiction of the United States (includes individuals, corporations, partnerships, trusts, and estates) having a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having a value exceeding \$10,000 in a foreign country shall report such a relationship. Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties.

If you and/or your entity have a financial interest in any foreign accounts, you are responsible for providing our firm with all the information necessary to prepare FinCEN Form 114 required by the U.S. Department of the Treasury on or before April 15th of each tax year. If you do not provide our firm with information regarding any interest you may have in a foreign account, we will not be able to prepare any of the required disclosure statements.

Legal

Any litigation arising out of this engagement must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. Our liability relating to the performance of the services rendered under this letter is limited solely to direct damage sustained by you. In no event shall we be liable for the consequential, special, incidental, or punitive loss, damage, or expense caused to you or to any third party. Notwithstanding the foregoing, our maximum liability relating to services rendered under this letter (regardless of form of action, whether in contract, negligence or otherwise) shall be limited to the fees received by us for this engagement. The provisions set forth in this paragraph shall survive the completion of the engagement. This letter of engagement is contractual in nature and this letter supersedes any prior oral or written representations or commitments by or between the parties. Notwithstanding anything contained herein, both accountant and client agree that regardless of where the client is domiciled and regardless of where this Agreement is physically signed, this Agreement shall have been deemed to have been entered into at Accountant's office located in Milwaukee County, WI, USA and Milwaukee County, WI, USA, shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of Wisconsin.

Each taxpayer must sign and date acknowledging that this client packet was filled out to the best of their ability. You are agreeing that all the included information is accurate. By signing below, you also authorize us to prepare your income tax returns pursuant to the terms set forth above. Return the original of this executed client packet to our office along with all your tax documents. You should keep a copy of this fully executed client packet for your records. If our office does not receive the signature below, then we will not proceed to provide you with any professional services and will not prepare your income tax returns. Thank you for your attention to this matter, and please contact our office with any questions that you may have on this client packet.

2023 ENGAGEMENT LETTER ACCEPTED AND AGREED:

Taxpayer

Date

Spouse (if married filing joint)

Date

Privacy Policy

It is our policy to keep your personal and business information confidential to the extent permitted under law. We do not disclose any non-public personal information about our customers or former customers to anyone, except as instructed to do so by such customers or as required by law. We restrict access to non-public personal information to those professionals necessary to prepare, assemble and present your tax documents and we maintain physical, electronic, and procedural safeguards to guard your non-public personal information.