

Sieve Accounting & Tax Service, LLC

CLIENT ENGAGEMENT LETTER

Name: _____

This Engagement Letter is to confirm the arrangements for our tax return preparation services. We will prepare your individual and/or Business Federal and State Income Tax Return for the year 2022 in accordance with appropriate tax laws and regulations. Your return will be prepared solely from the information provided by you! For speedy completion of your taxes, please provide any information promptly to our office, if we ask for it. All information is kept confidential! No one can get or use your information from us without your permission, except for a government agency following due process of law.

ALL TAX PREPARATION FEES ARE DUE AND PAYABLE AT THE TIME YOU PICK UP YOUR COMPLETED RETURNS(S). IF PAYMENT IS NOT RECEIVED AT TIME OF COMPLETION, A LATE CHARGE WILL BE ASSESSED TO YOUR INVOICE IF YOUR INVOICE IS 5% of the total fee.

TAX PREPARATION SERVICES are based on a fee schedule charged per form(s) and/or schedule(s) needed to complete your return. Additional charges may include: research basis of stocks/bonds or assets bought or sold, NOL's, multi-state returns filed, and accounting for an entire year, tax consultation for estimates, amended taxes for prior years,

OTHER SERVICES PROVIDED : Tax audit, tax estimates, and representation in audits,. These are billed at \$100/hour on the day of the appointment. In addition, tax estimates done outside of the return preparation process will be charged at the \$100/ hour rate.

Minimum fee of \$100 per letter for any phone calls made or letters we write to IRS or any State Agencies at your request in response to a letter from them. We must have written authorization for any fax requests from banks, schools & etc.

Occasionally we make mistakes, please forgive us for being human. Be courteous and let us know if you receive any letters from the government. We do correct returns for free and pay any penalties, if we are at fault. However, we are not responsible to pay any taxes owed.

PLEASE REVIEW YOUR RETURN(S) CAREFULLY BEFORE SIGNING AND FILING THEM. If you have any questions, please call me. **THANK YOU FOR ALLOWING US TO SERVE YOU THIS YEAR!** We greatly appreciate your business! This Engagement Letter will serve to apply to all future years unless the agreement is terminated or amended in writing by the taxpayer or preparer.

Sincerely yours,



Sieve Accounting & Tax Service, LLC is not responsible for providing any of the deductions taken on my tax return(s). I have provided this information from my own records and I have proof of my deductions and income. I (we) give our permission to prepare my (our) tax return(s) and I (we) have read, understood and agree to the terms of this engagement letter and I (we) have read the Private Policy Act of this firm .

Client Signature

Date

Client Signature

Date