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Dear Client,

We appreciate the opportunity to assist you with the preparation of your income tax returns. To ensure a complete understanding between both parties, we are setting forth the pertinent information about the services which we propose to render to you.

We will prepare the income tax returns and estimates that are indicated below from information which you will furnish to us on a timely basis. If you believe that there is any additional information available which might be applicable to any areas either noted or discussed with you, please advise us so that we may consider them.

Each United States person who has a financial interest in or signature authority (or other authority) over any financial accounts, including bank, securities or other financial accounts in a foreign country, that exceeds \$10,000. US in aggregate value at any time during the calendar year, must report that relationship each calendar year by filing an FBAR Report with the Department of the Treasury on or before April 15 of the succeeding year. If the preparation of an FBAR Report is needed, please check this line _____.

Pennsylvania requires that you include information about your non-taxed purchases that otherwise would be subject to sales tax when completing your state income tax return. If you made non-taxed purchases totaling less than \$1,000 you can elect to pay a safe-harbor amount found in the published Use Tax Table. Purchases over \$1,000 individually, or cumulatively, are subject to more detailed reporting. You are responsible for directing us as to the proper reporting of your PA Use Tax liability for 2023.

We will prepare your tax returns based on information and representations that you provide to us. We will not audit or verify the data you submit to us, although we may ask you for clarification when necessary. We will prepare the tax returns solely for filing with the Internal Revenue Service and state and local tax authorities. They are not intended to benefit or influence any third party, either to obtain credit or for any other purpose.

As a result, you agree to indemnify and hold our firm and any of its partners harmless with respect to any and all claims arising from the use of the tax returns for any purpose other than filing with the Internal Revenue Service and state and local tax authorities regardless of the nature of the claim, including the negligence of any party. All the information you submit to us will, to the best of your knowledge, be correct and complete and include all other information necessary for the completion of your tax return.

It is your responsibility to provide us with and maintain all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions, including but not limited to auto, cell phone, travel, entertainment and other related expenses and the required documents to support charitable contributions. If you have any questions as to the type of records required, please ask us for advice in that regard. These records may be necessary to prove the accuracy and completeness of the returns to a taxing authority. It is also your responsibility to carefully examine and approve your completed tax returns before signing, mailing or transmitting to the tax authorities. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties and interest.

If you report a business activity on your personal tax return, it is your sole responsibility to determine the taxability of any sales or services that you are providing. Please consult your state's sales and use tax department if you have any questions concerning the taxability of your sales or services.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

We will use our professional judgement in preparing your returns. We will use our professional judgement and expertise to assist you given the Tax Act guidance as currently promulgated. Subsequent developments issued by the applicable tax authorities may affect the information we have previously provided, and these effects may be material.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretation of the law and what seems to be other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts) we will explain the possible positions that may be taken on your return. However, we are not attorneys and cannot provide you with legal opinions or analysis of these positions. We will adopt whatever position you request on your return if it is consistent with our professional standards and ethics. If you desire a legal opinion before choosing between alternative tax positions, you should retain legal counsel for this purpose. We will work with you and your chosen legal counsel to provide whatever information we have that may assist in your decision. If the Internal Revenue Service should later contest the position(s) taken in your tax return, there may be an assessment of additional tax liability plus interest and possible penalties. We assume no liability for any such additional adjustments. The current tax laws call for penalties against taxpayers for substantial understatement of tax. This penalty will be assessed unless the taxpayer can show that there was "substantial authority" for any position that was ultimately disallowed or that there was "adequate disclosure" in the return of any conflict between an Internal Revenue Service position and the position taken by the taxpayer. You agree to advise us if you wish such disclosure to be made in your returns or if you desire us to identify or perform further research on any material tax issue to ascertain whether, in our opinion, there is "substantial authority" for the position proposed to be taken in your returns. There may be situations in which our professional ethics or the tax law requires us to disclose a tax return position. If this occurs and is a material consideration for you, we will inform you of this requirement and its consequences.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

In the event that our firm receives a request from a third party (including a subpoena, summons, or discovery demand in litigation) calling for the production of privileged information, our firm will promptly notify you. If you instruct our firm in writing to assert the privilege on your behalf, our firm will do so to the extent allowed by law. You hereby undertake to hold our firm harmless from and be responsible for any expenses (including attorney's fees, court costs, and any other costs imposed whether by way of penalty or otherwise) incurred by our firm as a result of your assertion of the privilege or your direction to our firm to assert the privilege on your behalf.

Your return(s) may be selected for review by the taxing authorities. In the event of an audit, you may be requested to produce documents, records or other evidence to substantiate the items of income and deductions shown on a tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of a tax examination, we will be available, upon request, to represent you and will render additional invoices for the time and expenses incurred. When a tax examination results in additional taxes, interest and penalties are normally added to the balance payable to the government. It is understood that interest and penalties resulting from a tax examination are the responsibility of the taxpayer. We are responsible for penalties resulting from clerical error.

If during our work, we discover information that affects your prior years' tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior years' returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. Similarly, because the annual returns we prepare for you will be predicated upon the current tax law, as we understand it, we do not consider ourselves responsible for future changes in the law that affect the returns we have already prepared.

It is essential that you submit all tax information to us prior to March 1, 2024, in order to have your return processed before April 15, 2024. You agree that if the tax return cannot be completed by April 1, 2024, we will file an extension on your behalf unless we mutually agree otherwise. You understand that most PA

municipal tax collectors do not recognize extensions, and you will be responsible for filing estimated returns, and/or paying penalties and interest on local tax returns filed after April 15, 2024. If there is any missing information or other circumstances beyond our control, extensions may be mandatory. This may require a tax payment to be made by you on or before April 15, 2024, in an amount approximating your unpaid tax liability. The exact final amount may differ upon the completion of the return. You assume responsibility for any differences in tax, including interest and penalties. It is the consensus of tax preparers that there is no way to ensure there will be no underpayment penalties for complex tax returns other than deliberate overpayment. Upon completion and receipt of your tax returns, you will be responsible for the timely filing of said returns.

We will file your returns for federal and state electronically unless directed otherwise. You must review the returns and sign the E-File Authorization before the returns can be transmitted. Please note that although our Firm will use our best efforts to ensure that your returns are successfully transmitted to the appropriate taxing authorities, we will not be financially responsible for electronic transmission or other errors arising after your returns have successfully been submitted from our office. If you choose to use direct deposit or withdrawal, it is your responsibility to confirm that the appropriate routing numbers and bank account information has been used on the tax returns. If applicable, local tax returns must be filed by mail and you will be responsible for the timely filing of these returns. We are not responsible for filing any FinCEN submissions relating to BOI.

It is our policy to keep records related to this engagement for seven years. However, we do not keep any original records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven-year period we shall be free to destroy our records related to this engagement.

In the event your records are not submitted in a timely manner or they are incomplete or unusable, we reserve the right to charge additional fees and expenses for services required to correct the problem. If this occurs, we will contact you to discuss the matter and the anticipated delay in completing our engagement prior to rendering further services.

We will bill you for our professional fees as of the date we deliver our work product to you. Payment is due at that time and may be paid by cash, check or electronic transfer. It is also agreed that any fees not paid within thirty (30) days of the time your return is completed and invoiced are subject to a late charge of 1-1/4% per month for each month the balance is past due. It is also agreed that you will pay any attorney fees, cost of collection and additional time charges at rates then in effect as required to insure collection of fees for services performed under the terms of this engagement. Credit card payments may be subject to a 2.5% processing fee.

We have the right to withdraw from this engagement, if you do not provide us with information we request in a timely manner, refuse to cooperate with our reasonable requests or misrepresent any facts. Our withdrawal will release us from any obligation to complete your return and will constitute completion of our engagement. You agree to compensate us for our time and out of pocket expenses through the date of withdrawal. If any portion of this agreement is declared invalid or unenforceable, the finding shall not invalidate the remainder of the terms set forth.

Disputes arising under this agreement (including the scope, nature and quality of services to be performed by us, our fees and other terms of the engagement) shall be submitted to mediation. A competent and impartial third-party, acceptable to both parties, shall be appointed to mediate, and each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. If the dispute requires litigation, the court shall be authorized to impose all defense costs against any non-prevailing party found not to have participated in the mediation process in good faith.

If the foregoing fairly sets forth your understanding, please sign this letter in the space indicated and return it to our office with your tax information.

We appreciate the opportunity to be of service to you.

Respectfully,

Michael J. Myers CPA

Please complete and SIGN the checklist on the reverse side of this page.

Tax Filer Name (printed)

Cell Phone Number

Email Address

Spouse Name (printed)

Cell Phone Number

Email Address

This engagement pertains only to the tax years and returns identified below. Our engagement will be complete upon the delivery of the completed tax returns to you.

2023 Federal Tax Return

2023 PA State Tax Return

2023 Local Return of:

2024 Federal Estimates

2024 PA State Estimates

2024 Local Est. - listed municipality

2023 Additional State of:

2023 PA State Rent / Property Tax Rebate Return

2024 Additional State(s) Estimates

2023 Corporate/Partnership Returns

2023 Other (i.e. business, kids):

If I am due a REFUND:

Have it electronically transferred to the following account:

Same bank account as last year.

Bank Name

Routing No. (9 digits)

Account No.

Process a paper check.

Apply to next year's estimated tax payment.

If I OWE a balance with my return:

Payment by check.

Electronic Tfr from bank account on April 15, 2024 or

For MY COPY of the return:

Paper (\$10 charge)

Citrix | Secure File Transfer (must provide email address above)

ADDITIONAL Tax Information: (please circle either Yes or No for every question)

Y N Anything new or different? (i.e. occupation, phone, address, moved: when? where?, dependents: name, DOB, Soc Sec#)

(please list)

Y N Do you have a Federal IP-PIN? If so, please provide PIN letter.

Y N College Student(s)? (books & materials) \$

Y N Did you newly retire in 2023?

Y N Buy a house or refinance your home? (need settlement sheet)

Y N Did you have any kind of virtual currency (i.e. cryptocurrency)?

Y N Did you have funds in foreign banks or investment accounts > \$10,000.00 at any time?

Y N Did you buy any items subject to PA Use Tax? If so, do you want us to report the "Standard Amount?"

Y N Did you purchase health ins. on Healthcare.gov or Pennie? (If yes, MUST provide Form 1095-A)

Y N Business Owner / Landlord? (If yes, please answer the next question; if no, skip the next questions.)

Y N Did you pay anyone that should have received a 1099-MISC/NEC? Y N If yes, did you issue the forms?

Please Note that the min. fee for individual tax preparation in 2024 will be \$260. Add'l fees for incomplete data \$20

Mandatory Extra Security Measure: NEED CURRENT copies of all filers' Driver's Licenses.

Signature:

X

Every tax filer must sign.

Date:

Signature:

X

Spouse signature

Date:

2023 Income Tax Data Checklist		To be ready, we need every item below (if it applies to you) except for *	
		Otherwise a \$20 incomplete data fee may apply	
★ Engagement Letter (https://www.mmyerscpa.com/downloads or pick one up at our office) ★			
All sections completed and all questions answered			
Must provide a <u>cell phone number</u> & <u>email address</u> & <u>copy of drivers license</u>			
All Tax Filers must sign by one of the "X's" at the bottom of that form			
Income Items			
Wages - All W-2's			
Interest - 1099-INT			
Dividends - 1099-DIV			
Investment Sales - 1099-B			
* Consolidated Investment 1099's			
Retirement - 1099-R			
Social Security - 1099-SSA			
Unemployment - 1099-G			
* Partnerships and S Corporations - K-1			
Self Employment Sch C / Rentals Sch E - Income and Expenses			
All Cryptocurrency Transactions			
Expense Items			
Out of Pocket Health Care Costs (must exceed 7.5% of income)			
Mortgage Interest - 1098			
Property Taxes - receipts or totals if paid directly		Std Deductions for 2023	
Charitable Contributions - all receipts or your summary		Single	\$ 13,850
Employee Expenses - for PA only		Head of Household	\$ 20,800
Union Dues		Married	\$ 27,700
Uniforms			
Licenses			
Etc			
Taxes Paid		Energy Improvements for Home	
Federal estimates - dates paid and amounts		(Not new construction)	
PA estimates - dates paid and amounts		Furnace/Air Conditioner	
Local estimates - dates paid and amounts		Hot Water Tank	
Vehicle Purchases - pink slip for sales tax		Insulation	
		Windows	
		Exterior Doors	
College			
Tuition and Fees - 1098-T			
Books and Supplies - total for each student			
Student Loan Interest - 1098-E			
College Savings - 1099-Q			
Retirement Savings			
Traditional IRA contributions, each taxpayer			
Roth IRA contributions, each taxpayer			
Marketplace/Pennie Healthcare			
Individual Plan - Form 1095-A			
New Dependents			
Full Name			
Date of Birth			
Social Security #			
Home Purchase or Sale - Settlement Sheet			