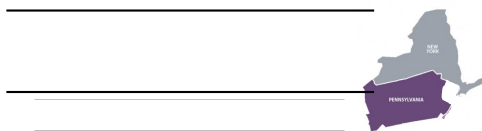


P.O. Box 5
127 W. Main Street
Knoxville, PA 16928



Phone: (814) 326-4730
Fax: (814) 326-4731

Vicki Willis, EA

office@pennyorktax.com

Engagement Letter

This letter outlines the terms, nature, and scope of our tax preparation services. We will prepare your 2024 entity or individual income tax returns using the source documents you provide. We will question information that is not evidenced. We will not include deductions that are not supportable. We will not audit or verify documentation. We provide a paper or electronic copy of your returns for your files. Provide all information required to prepare your tax return, reporting all taxable income, including cash and foreign-sourced. If your foreign assets are worth more than \$50,000, the IRS must be told. We verify new Social Security numbers on tax returns. If all information is not provided by March 31st, an extension allowing us an additional 6 months to prepare is required. Taxpayers must pay taxes due by March 15th/April 15th, 2025, even if on extension.

If you claim a deduction, we do not need to see all of your receipts, but it is necessary for you to keep all substantiating proof and documents, producing them in event of an audit. Keep all records in a secure location for 4 years, payroll for 6 years.

Ask us what is required to prove income or a deduction. We exercise due diligence in interpreting tax law and regulations. We keep electronic copies of all returns for 3 years from the due date. We do not keep copies of your documents, other than Social Security verifications, and those showing withholding. Your signature(s) on the returns, or e-file authorizations, confirm(s) you examined the returns, statements, and schedules, and that they are true, correct, and complete, to the best of your knowledge and belief. Our fees are based upon the complexity of the returns, and the time taken for completion. Bookkeeping fees may be billed if we must put records into a useable form. Payment for services is due upon completion and before electronic filing of any return, barring other agreement. If you require multiple-year preparation, we require a 50% retainer of our estimated fees. We accept cash, checks, and credit cards.

Amended tax returns, resulting from your omission of income, deductions, or material facts, will be billed separately.

See below for audit fees.

If you supplied all relevant information, we refund penalties and interest resulting from preparation error after submitting penalty abatement letters, paying the penalty only after abatement is denied. We do not reimburse tax due. We electronically file all returns as allowed by taxing authorities. If you insist on paper-filing, you must sign an opt-out a statement that we send to the IRS. The IRS and MA mandate e-filing. We do not charge for routine consultations throughout the year unless additional research and filings are required. However, if you fail to return as a client, we will bill for all consultations at our standard hourly rate, currently \$250. Your returns are subject to review by taxing authorities. Inform us immediately of any letters received from same. Issues can be resolved quickly and simply if prompt action is taken. We may ask you to sign a power of attorney to allow us to correspond with, or speak to, revenue officers regarding your issue. If audited or examined, we can represent you at our standard hourly rate, currently \$150 per hour for an EA or attorney. A separate letter of engagement will be issued for that engagement.

We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to guard your non-public personal information, as required by law. We handle the information you provide with confidentiality and care. Depending on our staffing needs, your work may be outsourced. We take the confidentiality of your documents very seriously, and your material will always be encrypted, and accurately confidential.

We restrict access to your information to members of our staff who must have the information to complete your tax work. We will not disclose your information to anyone outside our company without express written permission. If you require us to provide a copy of your tax return to a third party, you must sign a release. We can provide a copy through a secure server, by mail, in person, but not by unsecured facsimile.

Taxpayer

Spouse

Date