



2022 TAX PREPARATION ENGAGEMENT AGREEMENT

Thank you for choosing BTS Tax LLC to assist you with your income taxes. This letter confirms the terms of my engagement with you and outlines the nature and extent of the services I will provide.

I will prepare your federal income tax return for tax year 2021. I will depend on you to provide the information I need to prepare complete and accurate returns. I may ask you to clarify some items but will not audit or otherwise verify the data you submit.

I will perform accounting services only as needed to prepare your tax return. My work will not include procedures to find defalcations or other irregularities. Accordingly, my engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. I will inform you of any material errors, fraud, or other illegal acts I discover. The law imposes penalties when taxpayers underestimate and under pay their tax liability. Contact me if you have concerns about such penalties.

Should I encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, I will outline the reasonable courses of action and the risks and consequences of each. I will ultimately adopt, on your behalf, the alternative you select.

My fee is based on the time and skill level required to complete your return in an accurate and timely manner. Invoices are due and payable upon presentation. Your return will not be released (other than an electronic review copy) or electronically filed until payment is received. New clients may be required to provide a 50% retainer before work will commence.

I 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. I retain copies of your records and my work papers from your engagement for up to four years, after which these documents will be destroyed.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, sign as indicated on the signature sheet provided and return it to me.

Regards,

Barbara K Boyd EA
BTS TAX LLC



2022 TAX PREPARATION ENGAGEMENT AGREEMENT

I/We certify that all information provided to BTS Tax LLC for use in preparing my(our) tax return is true, correct, and complete to the best of my/our knowledge. Further, I certify that I have read, understand, and agree to the terms of the 2022 Tax Preparation Engagement Agreement:

Taxpayer Signature

Printed Name

Date

Spouse Signature

Printed Name

Date

Mail: PO BOX 2981, Gilchrist, TX 77617-2981 * Delivery: 2401 Hwy 87, Gilchrist, TX 77617-2981

Office/Mobile: (940) 393-3590 * Facsimile: (855) 333-4830 * BTSTaxLLC.com

BARBARA@BARBARASTAXSERVICE.COM

Owned and Operated by BTS Tax LLC