



2024 PERSONAL TAX INTAKE FORM

Taxpayer's Name: _____ Spouse's Name: _____
Taxpayer's Email: _____ Spouse's Email: _____
Taxpayer's Phone: _____ Spouse's Phone: _____
Preferred point of contact: Taxpayer Spouse
Preferred form of contact: Phone Email Text

The following questions are in relation to the last known tax return you have filed with the government:

Marital Status: _____ Did your status change in 2024? NO YES
Number of Dependents: _____ Did this number change in 2024? NO YES
Has your address changed? NO YES (please add this below)
Your Address: _____
Taxpayer's Occupation: _____ Spouse's Occupation: _____
Primary bank account for electronic tax refunds/balances due: RAC has on file (account ending): _____
Bank Name: _____ Checking Savings
Account Number: _____
Routing Number: _____

Income Tax Refund/Balance Due Preferences:

Federal Balance Due:	<input type="checkbox"/> Withdraw from my bank account <input type="checkbox"/> I will mail a check
Federal Refund Owed:	<input type="checkbox"/> Direct Deposit <input type="checkbox"/> Paper Check <input type="checkbox"/> Apply to my estimated payment
State Balance Due:	<input type="checkbox"/> Withdraw from my bank account <input type="checkbox"/> I will mail a check
State Refund Owed:	<input type="checkbox"/> Direct Deposit <input type="checkbox"/> Paper Check <input type="checkbox"/> Apply to my estimated payment

IMPORTANT: If you or your spouse are a new client or if your Driver's License was renewed or updated in the past year, please attach a copy of both the front and back of the license to this form.

ANNUAL QUESTIONS

At any time during 2024, did you or your spouse:

- Buy, receive, sell, exchange, or otherwise dispose of any cryptocurrency?
We will need a list of all taxable transactions, www.rac-co.com/crypto NO YES
- Make any Energy Efficient Home Improvements? (Includes second homes now)
If yes, please provide statement/receipts NO YES
- Make any solar, fuel cell, geothermal, or wind-powered improvements to your primary residence?
If yes, please provide statement/receipts NO YES
- Purchase an electric or fuel cell vehicle?
If yes, please provide statement/receipts NO YES
- Make any payments on student loans?
If yes, please provide form 1098-E NO YES

At any time during 2024, did you or your spouse – Continued:

- 6. Receive any unemployment income?
If yes, please provide form 1099-G NO YES
- 7. Get your health insurance through the marketplace?
If yes, please provide form 1095-A (we do not need forms 1095-B or 1095-C) NO YES
- 8. Pay for long-term care insurance?
If yes, please provide statements/receipts NO YES
- 9. Have any interests in or are a member/partner of a business that you will receive a K-1? NO YES
- 10. Make any contributions to an HSA **outside of payroll**?
If yes, please provide form 5498-SA NO YES

10A. Taxpayer contribution HSA plan type:	<input type="checkbox"/> Single Plan <input type="checkbox"/> Family Plan	Amount Contributed: \$ _____
10B. Spouse contribution HSA plan type:	<input type="checkbox"/> Single Plan <input type="checkbox"/> Family Plan	Amount Contributed: \$ _____

- 11. Spend any funds from your HSA throughout the year?
If yes, please provide form 1099-SA NO YES

11A. Were all the funds used for qualified medical expenses?	<input type="checkbox"/> NO <input type="checkbox"/> YES
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- 12. Make any contributions to an IRA?
If yes, please provide form 5498 if available (sometimes this form will not be available until May) NO YES

12A. Taxpayer Retirement Account Type:		Amount Contributed: \$ _____	
<input type="checkbox"/> Traditional IRA	<input type="checkbox"/> Roth IRA	<input type="checkbox"/> SEP IRA	<input type="checkbox"/> SIMPLE IRA
12B. Spouse Retirement Account Type:		Amount Contributed: \$ _____	
<input type="checkbox"/> Traditional IRA	<input type="checkbox"/> Roth IRA	<input type="checkbox"/> SEP IRA	<input type="checkbox"/> SIMPLE IRA

- 13. Receive an Identity Theft PIN number?
If yes, please provide letter(s) NO YES

- 14. Have an interest or signature authority over any foreign financial banks that had an aggregate value of \$10,000 or more during the calendar year? NO YES

14A. <i>If yes, you have an obligation to file form FinCEN114. Would you like RAC to prepare this for you?</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES
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- 15. **For NYS Residents Only:** Maintain living quarters in NYC any time during the year?
If yes: Month _____ to Month _____ NO YES

- 16. Were you an educator? Eligible Teachers & Educators may deduct up to \$300 for unreimbursed classroom expenses.
If yes, please provide statements/receipts NO YES

16A. <i>If yes, who was the educator?</i>	Amount of Qualified Expenses: \$ _____
<input type="checkbox"/> Taxpayer <input type="checkbox"/> Spouse <input type="checkbox"/> Both	

- 17. **For NYS Residents Only:** Were you a volunteer firefighter any time during the year? NO YES

17A. <i>If yes, who was the firefighter?</i>	Company/Dept.: _____	Address: _____
<input type="checkbox"/> Taxpayer <input type="checkbox"/> Spouse <input type="checkbox"/> Both		

- 18. Make any estimated tax payments?
If yes, please provide payment details below AND include proof of payment with your documents: NO YES

Federal Amount	Date Paid	State Amount	Date Paid

BUSINESSES, FARMS & PARTNERS OF A PARTNERSHIP
 (For Schedule C & F Filers Only - All others can skip this section entirely)

Name of Entity/Activity: _____ EIN: _____

Who does this Entity/Activity belong to? Taxpayer Spouse Both

1. What accounting software do you use to track your business or farm activity?
 QuickBooks Online* Excel/Google Sheets Other _____
 QuickBooks Desktop** None (please provide us with all relevant activity, information and details)

*If using **QuickBooks Online**, please add us as your accountants using OASTeam@rac-co.com

If using **QuickBooks Desktop or an excel spreadsheet, please provide a copy of all necessary files

2. Did you have any business or farm activity in 2024 that was **not held** by a partnership or S-Corporation? NO YES
 If yes, I had a business I had a farm I had both

3. Did you sell/dispose or trade in any assets in 2024 that were used for business purposes in prior years? NO YES
 If yes, please provide all necessary information relating to this transaction

4. Did you buy or inherit any assets in 2024 that were used by or for your business or farm during 2024? NO YES
 If yes, please provide all necessary information relating to this transaction

5. Did you close or sell your business, farm or partnership interest in 2024? NO YES
 If yes, please provide closing documents.

6. Did you receive the Employee Retention Credit in 2024? NO YES
 If yes, amount received: _____

7. Fill out the below sections if you are a **partner of a partnership** (K-1), a **farmer** (Schedule F) or **business owner** (schedule C):

Apply the information below to: My Business: _____ My Farm: _____ My K-1 (1065): _____

Home Office Deduction

Square Footage of Home (livable): _____
 Square Footage of your Home Office: _____
 Home Insurance: \$ _____
 Utilities: \$ _____
 Internet service: \$ _____
 Repairs and Maintenance: \$ _____
 Cell Phone: \$ _____

Mileage Deduction Information

Year: _____ Make: _____ Model: _____
 Date placed in service: _____
 Total Miles Driven for the year**: _____
 Business Miles Driven for the year: _____

If you have mileage for more than one activity, please add this information to **Other Notes and Comments below
 **This is the difference between your odometer read as of January 1 and December 31st*

NOTES & OTHER RELEVANT INFORMATION (Use this section if you need more space than already provided)

REAL ESTATE RENTALS (LANDLORDS)
 (For Schedule E Filers Only - All others can skip this section entirely)

Physical Address of Property: _____

Is this property held in an LLC? Yes (fill out below): No, but I would like it to be No, and I'm okay with that

Name of LLC: _____ EIN: _____

Type of Property:

- Single-Family Residence Multi-Family Residence Vacation/Short-Term Rental Commercial
 Land Royalties Self-Rental Other _____

Who does this rental property belong to? Taxpayer Spouse Both

- What accounting software do you use to track your real estate rental activity?
 QuickBooks Online Excel/Google Sheets Other _____
 QuickBooks Desktop None (use the Rental Activity section below for each rental you own)
- Did you have any rental activity in 2024 that was **not held** by a partnership or S-Corporation? NO YES
 If yes, I had one rental I had multiple rentals (please use a new sheet for each rental property)
- Did you sell/dispose or trade in any assets in 2024 that were used for your rental(s) in prior years? NO YES
 If yes, please provide all necessary information relating to this transaction
- Did you buy or inherit any assets in 2024 that were used by or for your rental property(ies) during 2024? NO YES
 If yes, please provide all necessary information relating to this transaction
- Did you buy or sell any rental properties during 2024? NO YES
 If yes, please provide closing documents and all necessary and pertinent information.
- Did you have an outstanding mortgage on any rental property(ies) that you own as of the end of the year? NO YES
 If yes, please provide all balances and interest expense details.
- Did you make any payments requiring Form 1099? NO YES
 If yes, did you or will you file the necessary Form(s) 1099? NO YES
- Only for those who said "None" to Question 1 above:** Use the below section to report all financial information relating to your rental property(ies):

RENTAL ACTIVITY BY PROPERTY
 (for additional rentals, please contact us for a template: info@rac-co.com)

Physical Address of Property: Use the one listed above _____

General Information:	Expenses
Number of Fair Rental Days: _____	Advertising: \$ _____
Number of Personal Use Days: _____	Cleaning & Maintenance: \$ _____
Rents Received (for the year): \$ _____	Commissions: \$ _____
Royalties Received (for the year): \$ _____	Insurance: \$ _____
Mileage Deduction Information:	Legal and Professional: \$ _____
Year: _____ Make: _____ Model: _____	Management Fees: \$ _____
Date placed in service: _____	Mortgage Interest: \$ _____
Total Miles Driven for the year*: _____	Repairs: \$ _____
Business Miles Driven for the year: _____	Supplies: \$ _____
<small>*This is the difference between your odometer read as of January 1 and December 31st</small>	Property Taxes: \$ _____
New Asset Information:	Utilities: \$ _____

Description of Asset Purchased Date Purchased Cost (\$)

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IMPORTANT DEADLINES

If you wish to have RAC file your tax return by the filing deadline of April 15, 2025, then we need all of your tax documents and materials by no later than Tuesday, March 25, 2025.

Tax return preparation will not begin until all required materials have been received.

If you need more time this year, please don't wait to request that we file an extension for your personal return. You can request that we file this extension any time before and up to April 15th, 2025, online here: <https://www.rac-co.com/1040extension>

ENGAGEMENT & SIGNATURE

By signing this form and/or submitting your tax documentation to us, you are agreeing to the terms and conditions of our Personal Income Tax Engagement Letter available on our website at: <https://www.rac-co.com/1040>

Signature of Taxpayer or Spouse: _____ Date: _____ RAC Initials: _____

MISSING ITEMS AT DROP OFF [FOR OFFICE USE ONLY]

<u>TAX DOCUMENT OR INFORMATION</u>	<u>NOTES</u>
1.	
2.	
3.	
4.	
5.	
8.	

You can drop off your documents to our office or submit your documents online using the upload link at www.rac-co.com



2024 Personal Income Tax Checklist

Checklist Instructions: Please review the list of all income, adjustments, deductions, and credits listed below and the total number of each form that applies to your household for 2024. We will need you to provide the respective supporting documentation for each item as it is listed in the “Required forms and documentation” column.

INCOME: Required Forms/ Documentation:	<i># of forms</i>
W-2 (Employer/Paycheck)	
SSA-1099 (Social Security)	
1099-G (Unemployment)	
1099-INT (Interest)	
1099-DIV (Dividends)	
1099-R (Retirement distributions)	
1099B (Cryptocurrency/virtual currency)	
1099-B (Consolidated Statement/Investment Activity)	
1099-SA (Health Savings Account (HSA))	
W2-G (Gambling)	
K-1 (Privately Held Corporations/Partnerships) <input type="checkbox"/> RAC prepares this for me	
Small Business/Real Estate/Rental/Farm (2024 income statement, balance sheet and asset schedule)	
1099-Q (Qualified Tuition Program)	
1099-C (Forgiven Debt or Foreclosure)	
1099-K (Third Party Network Sales/Income)	
1095-A (Marketplace Health Insurance)	
Other:	

DEDUCTIONS: Required Forms/ Documentation:	<i># of forms</i>
1098 (Mortgage Statement and Property Taxes Paid)	
1099-S (Purchase and/or Sale of Real Estate (attorney-provided))	
Charitable Donations (Estimated value of donated items OR Receipt for cash)	
Unreimbursed Employee Expenses (Total amount, receipt, details)	
Home Office Expenses – Self-Employed Only (Square footage of office and all relevant expenses)	
Mileage - Business, medical and charitable (Vehicle description, total annual miles, deductible miles)	
Other:	

ADJUSTMENTS: Required Forms/ Documentation:	<i># of forms</i>
1098-E (Student loan payments)	
5498 (Retirement account contributions (non-payroll))	
5498-SA (Health Savings Account (HSA) contribution)	
Cash Charitable Contributions (Charity and donation letters)	
Other:	

CREDITS: Required Forms/ Documentation:	<i># of forms</i>
Childcare or other dependent care expenses (EIN for provider and total amounts paid for each child)	
1098-T (College Tuition – for you, spouse, or dependent)	
Full-Year Firefighter or EMT Volunteer (NYS) (Name & address of where you volunteered)	
Certified energy efficient property purchase (paid receipts)	
Other:	

OTHER: Required Forms/ Documentation:	<i># of forms</i>
Required: All taxpayers & spouses need a copy of valid Driver’s License or NYS ID card to e-file	
All 2024 estimated income tax payments (Record of all payments made to each agency (dates & amounts))	
IRS or NYS Tax Notice (Complete copy of the tax notice(s))	
2024 NYS STAR Tax Relief Check (Amount or check stub provided by NY when you get the check)	
Other:	



2024 PERSONAL INCOME TAX ENGAGEMENT LETTER

This letter is to confirm and specify the terms of our engagement with you, the taxpayer (as representative of both you and your spouse, if applicable) for the year ended **December 31, 2024**, and to clarify the nature and extent of the tax services we will provide. By signing this engagement letter and/or sending us the information for the preparation of your tax returns, you and all parties referenced in this letter agree to the terms of our engagement.

Tax Return Preparation Service

We will prepare your Federal and New York State income tax return(s) for calendar year **2024**. We are under no duty to review the information you provide to determine whether you may have a filing obligation with another state. If we become aware of any other filing requirement, we will tell you of the obligation and may prepare the appropriate returns at your request as a separate engagement.

You should also know that IRS audit procedures will almost always include questions on bartering transactions and on deductions that require strict documentation such as travel and meal expenses and expenses for business usage of autos and computers. In preparing your returns, we rely on your representations that we have been informed of all bartering transactions and that you understand and have complied with the documentation requirements for your expenses and deductions. If you have questions about these issues, please contact us.

If, during our work, we discover information that affects prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. We will be happy to prepare appropriate amended returns as a separate engagement.

Our work in connection with the preparation of the tax return(s) does not include any procedures designed to discover defalcations or other irregularities, should any exist. The returns will be prepared solely from information provided to us without verification by us.

If, after completing your tax return(s), we find that you have a tax liability to one or more taxing authorities, we will assist you by timely sending you tax vouchers that list the amount due, the address to send payment to, and the corresponding due date. It is *your* responsibility, however, to make sure that all amounts due are paid to the taxing authority *by the due date* listed on the voucher.

The firm may, from time to time, and depending on the circumstances, use third-party service providers to assist in preparing your return, but these preparers will not make substantive decisions concerning your return. We may share your tax return information with these service providers but remain committed to maintaining the confidentiality and security of your information.





Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. If we cannot secure an appropriate confidentiality agreement, you will be asked to provide your consent before sharing your confidential information with the third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such third-party service providers.

In accordance with federal law, in no case will we disclose your tax return information to any location outside the United States, to another tax return preparer outside of our firm for purposes of a second opinion, or to any other third party for any purpose other than to prepare your return without first receiving your consent.

Your Responsibility

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

We will provide you with a questionnaire requesting specific information. Completing the forms will assist us in making sure you are well served for a reasonable fee. You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that you have disclosed to us all relevant facts affecting the returns. We will not verify the information you give us; however, we may ask for additional clarification of some information.

If for any reason, you are unable to provide us with all pertinent tax information and documentation within this time frame, then it may be necessary to extend your tax return(s). Please note that doing so still requires you to pay any estimated tax liability on or before the original due date of the tax return in order for the extension to be effective.

Estimated Taxes

Federal and State law requires taxpayers to make estimated tax payments as they relate to the taxpayer's tax liability for the current year. Failure to make sufficient estimated tax payments to the IRS or the state(s) to which you reside, may result in assessed tax penalties. When we send you your **2024** tax return(s), we will also provide you with a schedule of estimated tax payments for the following year as well as the related tax vouchers. Such estimated tax payments will be based solely on your **2024** tax liabilities as well as your **2024** withholdings from the Federal and State income tax return(s) that we prepared for you and will only be intended to prevent you from being subject to Federal and State tax underpayment penalties. There is no guarantee that this estimated payment schedule will, in fact, prevent you from being assessed for underpayment tax penalties, especially when your **2024** income tax liabilities and withholdings could be materially different from the aggregate of these estimated payments. In such an event, you may still owe tax penalties. If you would like us to assess you for estimated tax payments, please contact us at least 30 days prior to the due date of your next estimated tax payment.

Foreign Account and Asset Reporting

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. Although there are some limited exceptions, filing requirements also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts,



even if the taxpayer does not have foreign account(s). For example, a corporate-owned foreign account would require filings by the corporation and by the individual corporate officers with signature authority. Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and /or criminal penalties.

In addition, the Internal Revenue Service also requires information reporting under applicable Internal Revenue Code sections and related regulations, and the respective IRS tax forms are due when your income tax return is due, including extensions. The IRS reporting requirements are in addition to the U.S. Department of the Treasury reporting requirements stated above. Therefore, if you fall into one of the below categories, or if you have any direct or indirect foreign interests, you may be required to file applicable IRS forms.

- You are an individual or entity with ownership of foreign financial assets and meet the specified criteria (Form 8938) and/or FinCEN Form 114;
- You are an officer, director, or shareholder with respect to certain foreign corporations (Form 5471);
- You are a foreign-owned U.S. corporation or foreign corporation engaged in a U.S. trade or business (Form 5472);
- You are a U.S. transferor of property to a foreign corporation (Form 926);
- You are a U.S. person with an interest in a foreign trust (Forms 3520 and 3520-A); or
- You are a U.S. person with interests in a foreign partnership (Form 8865).
- Other items as necessary.

Time Frame

Where applicable, the time frame for delivery of services included in this engagement is dictated first by the terms of the Your Responsibility section above and then with the Firm's expressed intention to complete services by any official/governmental deadline associated with the service.

Your Copy of Your Tax Return(s)

Federal and State law requires that we provide you, the taxpayer, with a copy of all paper-filed Federal and State tax return(s) that we are paid to prepare on their behalf. Also, for electronically filed tax returns for which we are paid to prepare, we are required to provide you with the information that is contained on those returns. We will provide you with a copy of your **2024** tax return(s) either electronically or by paper.

Electronic Filing of Tax Return(s)

It is now mandated by Federal and State law that most tax return(s) and extensions be filed electronically. There are some cases, however, when the taxpayer may have to file their tax return by paper copy. If you are required to file your tax return(s) in a paper format, we will inform you of this before filing. Should you be required to file your return in paper format, it is imperative that you sign, date, and mail the tax return(s) by the relative due date.

Federal and State law mandates that we receive your written authorization prior to filing your tax return(s) electronically. We must receive payment and fully executed e-file authorization forms to file by the return's due date to avoid potential penalties and fines.

Fees and Payment

Our fees for tax return preparation are based on the time required for all work performed, the complexity of any technical issues addressed, the need to confirm information or to perform accounting work as a precondition to preparing your tax return(s), and the timely receipt of all essential information 30 days prior to the deadline of your tax return(s). You will also be charged at our normal rates for other expenses (i.e. Paper or E-file charge, postage, and shipping, etc.) as they relate to the completion of services. You agree to pay the invoiced amount in full for all services rendered before we can provide you with the e-file authorization forms required to file your income tax returns.



Outstanding Balance Due

If you currently have a balance due on your account, you agree to work with us to make a payment immediately to bring your account balance current prior to us commencing this or any future engagement. You also acknowledge that we reserve the right to suspend all work if, during any time during this engagement, your account becomes past due.

Additional Understanding

The Internal Revenue Code and regulations impose preparation and disclosure standards with non-compliance penalties on both the preparer of a tax return and on the taxpayer. To avoid exposure to these penalties, it may be necessary in some cases to make certain disclosures to you and/or in the tax return concerning positions taken on the return that don't meet these standards. Accordingly, we will discuss tax positions that may increase the risk of exposure to penalties and any recommended disclosures with you before completing the preparation of the return. If we conclude that we are obligated to disclose a position, and you refuse to permit the disclosure, we reserve the right to withdraw from the engagement, and you agree to compensate us for our services to the date of withdrawal. Our engagement with you will terminate upon our withdrawal.

The IRS permits you to authorize us to discuss, on a limited basis, aspects of your return for one year after the return's due date. Your consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your return with us.

It is our policy to keep records related to this engagement for seven years. However, we do not keep any of your original records, so we will return those to you upon the completion of the engagement. When records are returned to you, it is your responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies.

By signing this engagement letter, you acknowledge and agree that upon the expiration of the 7-year period, we are free to destroy our records related to this engagement.

Pursuant to Circular 230, we are required to advise you that any federal tax advice contained herein or in any communication resulting from this engagement is not intended or written to be used, and cannot be used, by the addressee or any taxpayer for the purpose of avoiding penalties that may be imposed under the Internal Revenue Code or for promoting, marketing, or recommending to another party any plan or arrangement addressed in the communication.

Certain communications involving tax advice are privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone or by turning over information about those communications to the government, you may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any information about our tax advice. Should you decide that it is appropriate for us to disclose any potentially privileged communication, you agree to provide us with written, advance authority to make that disclosure.

Should we receive any request for the disclosure of privileged information from any third party, including a subpoena or IRS summons, we will notify you. In the event you direct us not to make the disclosure, you agree to hold us harmless from any expenses incurred in defending the privilege, including, by way of illustration only, our attorney's fees, court costs, outside adviser's costs, or penalties or fines imposed as a result of your asserting the privilege or your direction to us to assert the privilege.

The 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 deduction 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. However, such additional services are not included in the fees for the preparation of the tax return(s).

We are not investment counselors or brokers. Our advice concerning a particular investment shall be limited to advising you with regard to the tax ramifications of the investment. It shall not include advising you regarding the economic viability or consequences of the investment or whether or not you should make the investment. Our advice regarding the tax ramifications of the investment shall be based on documents and information that you provide us regarding the investment.

In the event of a dispute related in any way to our services (other than our efforts to collect a past due invoice), our firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for the appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identity for purposes of the award of attorneys' fees.

We may communicate with you or others via email transmission in connection with this engagement. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Termination

Either party may terminate this engagement at any time by notifying the other party in writing. In the event that either party chooses to terminate the services being performed by the Firm, both parties acknowledge that you will be responsible for any and all billable charges and expenses incurred in connection with our services up to the date of the termination. If you paid in advance for these services, we will reimburse you for any excess payment made. If the reverse is true, you will be required to remit payment to the Firm before being provided any documentation and/or formation paperwork already drafted.

Entire agreement

This engagement contains the entire agreement between the parties hereto pertaining to the rendition of the services as outlined herein. Any prior understanding or representations of any kind preceding the date of this agreement shall not be binding on either party to this agreement. This agreement may be altered or amended only by an instrument in writing signed by the parties hereto. We have the right to withdraw from this engagement, in our discretion, if you don't provide us with any 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 services and will constitute completion of our engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of our withdrawal.



Confirmation of Your Understanding

By either signing below, the Personal Tax Client Annual Questionnaire or submitting the Personal Tax Client Annual Questionnaire on our website, you confirm that you fully understand the terms set in place by this engagement letter and that all questions and/or concerns that you expressed to us, as they relate to these terms, were answered in a timely fashion and prior to my signing of this document. You understand that we are not responsible for the accuracy or truthfulness of the information you provide us regarding your **2024** tax return(s). If you disagree with any of these terms, please notify us immediately.

We want to express our appreciation for this opportunity to work with you.