

JENNINGS & CLOUSE, PLC

CERTIFIED PUBLIC ACCOUNTANTS

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Dear Client,

To best serve all clients as well as meet appropriate deadlines, our firm will be implementing the following policies for the 2023 tax season when we will be preparing 2022 tax returns.

1. Our firm is engaged to prepare a tax return when we receive the signed engagement letter.

Individual clients will receive engagements letters beginning in late December with the tax return organizer. Business clients will receive tax return engagement letters separately beginning in late December. Please do not assume that our firm is preparing the tax return(s) without a signed engagement letter. Once the letter is signed, we will start the tax return process. We cannot prepare a tax return or tax return extension without a signed engagement letter. If you do not receive an engagement letter, you may contact the office. Please return the engagement letter as soon as possible.

2. Clients agree to file an extension on all tax returns.

Due to time constraints placed upon our firm to prepare tax returns as well as other forms and returns that are due during the same time, we will now require that the client agrees to filing a tax return extension(s). **The extension will be placed when the tax return engagement letter is signed, returned, and received by our office. The deadline to return an engagement letter is 15 days prior to due date of tax return.** This does not necessarily indicate that the tax return will be prepared after the original tax deadline; however, it will allow additional time to prepare tax returns, as needed. Extending a tax return does **not** extend the date the tax payment is due, which is the original due date of the tax return. Penalties and interest apply to late payments. You are required to inform the firm when returning the engagement letter if a tax situation has significantly changed from the prior year. Extending a tax return will NOT increase the likelihood of being audited by the IRS. It is often less expensive (and easier) to file an extension rather than rushing and possibly needing to amend your return later.

3. Tax returns are prepared in the order that ALL information is provided.

Tax returns will be prepared in order information is received. Individual clients must provide a completed tax questionnaire included in the tax organizer as well as all information listed in the tax organizer from the prior year, as applicable. If an individual has a business, the business documents are to be provided the same form as previous years, as applicable. Business clients must provide the same documentation as previous years to begin preparation, as applicable.

4. The firm is to be notified when all documents are uploaded via ShareFile.

If you utilize ShareFile to upload documents, you must notify the office via email or phone call when **all** documents have been uploaded for tax return preparation. Even though you may upload documents as you receive them, we need to know when everything has been provided. You may notify the tax preparer or Rena Johnson at rjohnson@jenningsclouse.com.

5. The following due dates will be strictly enforced for receiving ALL tax documents (unless you are awaiting a tax document that is not currently prepared in which you must inform the firm of the outstanding documents.) It is your responsibility to submit documents timely. Individual clients should refer to the tax organizer for information needed.

September 15th and September 30th extended due date:

Before June 30th – no additional fee

July 1st – July 31st - \$200 additional preparation fee

August 1st and after – Tax return will NOT be guaranteed to be prepared timely. You must agree to potential penalties by the taxing authority and a denial of the previously accepted extension *before* submitting information to our firm for preparation.

October 15th extended due date:

Before July 31st – no additional fee

August 1st – August 31st - \$200 additional preparation fee

September 1st and after – Tax return will NOT be guaranteed to be prepared timely. You must agree to potential penalties by the taxing authority and a denial of the previously accepted extension *before* submitting information to our firm for preparation.

6. All prepared tax returns to be electronically filed one week prior to tax authority deadline.

The firm will not hold a completed tax return ready for electronic filing beyond one week prior to the filing deadline. If you owe money and choose to wait and pay a tax after the firm's filing deadline, you will be responsible for making payment either via online payment options or by mailing a check.

7. Minimum fee for tax return filing will be \$400 per federal return. All tax returns can be provided via electronic format. Printed copies will increase your fee by \$20. Additional copies will also be \$20 each.

If you have any questions, please contact your tax preparer. Thank you for allowing our firm to be of service.

Sincerely,


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