

## **TAX PREPARATION AND PLANNING ENGAGEMENT LETTER**

This letter is to confirm and specify the terms of our engagement with you for tax preparation and tax advisement services provided to you from January 1, 2025, through December 31, 2025 and to clarify the nature and extent of the services we will provide. To ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements. Our engagement commences when we begin providing any of our services to you and ends when we have completed the service you have engaged us for, and it has been delivered to you.

### **Service Guidelines**

Lindgren Tax & Accounting, Inc. will perform all our services within the guidelines of the federal and state tax code or other regulatory entities based only upon the information you furnish to us. **We reserve the right to ask for additional documentation to support information that is being claimed.** Even if we do not ask for additional documentation, you are still responsible for being able to provide the supporting documentation for items claimed in the event of a future audit.

### **Tax Preparation and Planning Services**

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you in writing, we will resolve such questions in your favor whenever possible. Any advice you receive from us can be provided in a signed formal tax planner letter as confirmation of our advisement. Any other advisements (i.e., email, verbal, etc.) are not considered formal tax advisements if not in the form of a signed letter.

We will provide a complimentary review of any prior year income tax returns that we have not prepared and inform you of any errors or omissions. With your permission, we will then prepare the amended return at an additional charge if it is necessary to claim additional refunds and/or minimize any penalties and interest you may be assessed because of owing additional taxes.

**In preparing your return we may not audit or verify all the data you submit to us, although it may be necessary to ask for additional documentation.** We do have organizers and worksheets available to assist you with gathering all the information that is needed to complete your tax return. **You are responsible for preparing or completing any organizers, worksheets, questions or concerns, and any other documents for your appointment that are necessary in the preparation of complete and accurate returns. By providing this information to us you are stating that this information is accurate and that you have all the supporting documentation necessary to support it.** If we find that additional information is needed, we will contact you.

Before filing your return, we will provide you the opportunity to review your tax return to go over the income, deductions, and credits. This review is necessary to determine that there are no omissions or misstatements and to clarify any questions or concerns you may have. **All taxpayers are required to sign their own return, unless otherwise allowed by law. You have the final responsibility of the tax return, therefore signing of the return is your acceptance of the return being prepared correctly based upon the information provided to us. By signing this engagement letter and your tax return you are agreeing that all income has been reported to your tax professional to be included on your return. Additionally, you are signing that you have all necessary documentation to support any deductions that you are claiming, as well as to support your ability to claim any credits that you are eligible for.** Lastly, you are signing that you are confirming that you have disclosed if you have received (as a reward, award or payment for property or services), sold, exchanged, gifted, or otherwise disposed of a digital asset (or financial interest in a digital asset) during the tax year.

We will file extensions only upon your request, or if we will be unable to complete your return, by the due date. We will need to have all your information at least fifteen days before any deadlines to ensure your return will be filed on time. However, this does not always guarantee that we can have your return completed by the due date. Extensions do not

extend your time to pay your taxes without penalty. As a result, if we have enough information, we can estimate what your tax liability will be if you would like to send in an extension payment by the due date of your return.

### **Errors, Omissions, Income Tax Audits, Adjustments, Interest, and Penalties**

We cannot be aware of all omissions, defalcations, or other irregularities, should any exist for any of the services that we provide to you. In the event you receive a tax adjustment or audit notice you should have it reviewed by Lindgren Tax & Accounting, Inc. to confirm the accuracy of the adjustment and to determine your ability to appeal before paying or signing off on the adjustments.

If you or Lindgren Tax & Accounting, Inc. becomes aware of an error or omission on your tax return, and an amendment is necessary, we will prepare the appropriate amendments based upon the information and/or supporting documentation provided to us. It will be your responsibility to file the return and pay any additional tax that is due. As the taxpayer, you will be responsible for any additional taxes that result from an amendment or adjustment to your tax return, even if the error is a result of our error. Any penalties and interest that are a result of us omitting or misstating information on your initial return based upon the initial information provided to us will be refunded by Lindgren Tax & Accounting, Inc. for the initial amount charged by the tax authority.

Because there are inherent difficulties in recalling or preserving information as the period after engagement decreases, you agree that, notwithstanding the statute of limitations of the State of Minnesota, any claim based on this or any other engagement must be filed within 36 months after the performance of our service, unless you have previously provided us with a written notice of a specific defect in our services that forms the basis of a claim.

### **Record Retention**

**We maintain a copy of your return and a copy of any supporting documentation for duration as required by law. Since we may not have a copy of all your records, it is your responsibility to maintain all the documents, logs, canceled checks, supporting documentation, 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. We recommend at minimum that you keep all your records for four to seven years, or longer depending on the type of document.

Upon completion of the work completed by Lindgren Tax & Accounting, Inc. you will be provided with a hard copy of your return. Additionally, a digital copy of the return, and supporting documentation, will be provided in digital format on our client portal for you to access 24/7/365. In the event that you need a new copy of your return or a copy of your documents sent to a third party you will subject to the fees listed in the additional fees section.

### **Our Fees**

Lindgren Tax & Accounting, Inc.'s fee for our services is based upon several factors. Usually, the most important of these factors include time and labor involved, skill required to perform the services properly, forms being used, and any extraordinary circumstances imposed. Any estimates we may provide are based upon the information initially provided to us. Actual fees may vary as circumstances change or as added information is made available. We will make every reasonable effort to provide the services set forth at a reasonable fee.

**Unless a formal agreement has been reached in advance, all fees and costs for the services provided are due and payable when these items are released from our office.** You are personally responsible for the payment of your business returns should the business not pay for these. Should we release your returns or any other information without full payment, a finance charge of 1.5% per month will be assessed on any amount not paid beginning 30 days after the initial billing date, and monthly thereafter when statements are issued each month until your account is brought current. If at any time your balance due exceeds 90 days, we will discontinue services until your account is brought current. Returned checks or non-sufficient funds will be charged a \$30.00 returned check and rebilling fee.

Our engagement for our services ends on December 31, 2025 or upon termination of this engagement by Lindgren Tax &

Accounting, Inc., or you. Should this agreement be terminated prior to completing any of our services you requested, we will prepare a final billing showing the total fees incurred for services rendered. This amount will be due and payable upon presentation and the release of any documents requested from us.

**Additional Services and Fees Provided**

IRS or State Representation, Correspondence Resolution, and Research	\$175 Per Hour
Consulting, Withholding Calculation or Mid-Year Tax Review/Plan	\$175 Per Hour (\$75 Min)
Accounting and Payroll Services	REQUEST QUOTE
Additional Tax Return and/or Supporting Documentation Copies	\$25
Mailing of Tax Returns	\$10

**Acceptance of Engagement**

Having read and fully understood the engagement letter and having been made aware of the Lindgren Tax & Accounting, Inc. Privacy Policy, I/We agree to engage Lindgren Tax & Accounting, Inc. in accordance with the terms indicated above and understand that the fees we are charged do not include auditing, review, or any other verification. If a business return is also being prepared, I/We declare that I/We have the authority to sign this engagement letter for my/our business. I/We understand that if non-reimbursed employee expenses were claimed, my/our employer will be willing to provide a written statement regarding these expenses. I/We declare that the forms and information I provided to Lindgren Tax & Accounting, Inc. are to the best of my knowledge true, correct, and complete. It is also my/our responsibility to review and understand the information shown on the returns prior to signing and filing them.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_