**Letter of Engagement**

Thank you for choosing us to assist you with your 2023 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2023 federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our 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. We will inform you of any material errors, fraud, or other illegal acts we discover.

This engagement does not include any audit or examination of your books or records. In the event your return is audited, you will be responsible for verifying the items reported. Fees charged for the tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities. Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fee is based on the time required at standard billing rates plus out-of-pocket expenses. Other fees may be added, for extensive bookkeeping, organizing your tax material, and delays in completing your taxes. Invoices are due and must be paid before signing the consent to file your taxes. By law, we cannot file your taxes without first being paid for our services.

We 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. We retain copies of your records and our work papers from your engagement for up to seven years, after which these documents will be destroyed.

If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them. Our engagement to prepare your 2023 tax returns will conclude with the delivery of the completed returns to you, or with e-filed returns, with your signature and our subsequent submittal of your tax return.

**At any time in 2023, did you receive (as a reward, or payment for property or service), sell, send exchange, or otherwise dispose of a digital asset? \_\_\_Yes­ ­­\_\_\_ No;**

**Any interest or authority over any foreign accounts? \_\_\_ Yes \_\_\_ No; Did you receive $260 from MN One-Time Rebate? Taxpayer \_\_\_ Yes \_\_\_ No, Spouse \_\_\_ Yes \_\_\_ No, Dependents \_\_\_ Yes \_\_\_ No how much?\_\_\_\_\_\_\_\_\_\_**

Taxpayer Date Spouse Date

**Privacy Policy:** The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.  
Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express written permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.