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Dear Tax Client:

I appreciate the opportunity to work with you in preparing your 2025 income tax return. To minimize the possibility of a misunderstanding between us, I am setting forth pertinent information about the services I will perform for you.

I will prepare your 2025 individual income tax return for federal and state (if applicable). Your return will be prepared from the information that you provide to me in accordance with the appropriate income tax laws and regulations. I do not audit or otherwise verify the data you submit, although I may ask you to clarify some of the information.

If you have income from a foreign country, I will use the foreign country income information that you provide to calculate any applicable federal or state foreign tax credit or other affected federal or state tax items. However, you are responsible for meeting any foreign country income tax or other foreign country reporting requirements. If you have amounts in excess of \$10,000 in a foreign country over which you have signature authority, the IRS requires that you disclose this on Form 1040. Without your notification of such foreign accounts, I will assume that you do not have signature authority over accounts in excess of \$10,000 outside of the United States at any time during the tax year.

My fees for the preparation of your return will be billed at my standard rate for this year. The standard rate is based in part upon the complexity of the return. Fees are due upon completion of your return. There may be additional fees if all information required for preparing your tax return is not provided to me by one week after our tax meeting, as this will increase the time needed to prepare your tax return.

I must receive all information pertinent to your return by March 20, 2026, to ensure that your return will be completed by April 15, 2026. I will file an extension for you only if you specifically request me to do so. If I cannot complete your tax return by April 15, 2026, because of situations in my own life, I will file an extension for you and give you an approximate time when I believe I can complete the return. The time will be an approximation and is not binding.

It is your responsibility to maintain in your records the documentation necessary to support the data used in preparing your tax return. If you have questions as to the type of documentation required, please ask for advice in that regard. It is also your responsibility to examine and approve your completed tax return before signing the return or the authorization to electronically file the return. All returns that are eligible will be electronically filed.

It is your responsibility to keep copies of all tax returns. I will provide you with a copy of your tax return when it is completed, either electronically in your web portal or a printed copy. If you lose your return and require an additional copy, I will upload it to your web portal. If you require a replacement printed copy, there will be an additional \$30 charge.

It is your responsibility to provide a copy of your tax return to lenders or other parties that you determine need to have a copy. If you need me to provide a copy of your return to a third party, there will be a \$70 charge. I will also need written permission from you to mail, fax, or otherwise provide a copy of your return to a third party. In accordance with IRS regulations, absolutely no copies will be given without written permission. Also, I cannot legally verify to a lender or other third party any specific information on your tax return, such as whether or not you are self-employed or other specifics regarding your tax situation. It is your responsibility to provide such verification to the third party.

I will use my judgment to resolve questions where a tax law is unclear. Whenever I am aware that an applicable tax law is unclear or that there are conflicting interpretations of the law by taxing authorities, I will explain the possible positions that may be taken on your return. I will follow whatever position you request as long as it is consistent with the codes, regulations and interpretations that have been promulgated. If the IRS or state taxing authority should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. I assume no liability for such additional penalties or assessments.

If your return is audited, I will be available to assist you to the extent allowed by law. Additional fees will be billed for assistance with audits and correspondence with government agencies. There will be a minimum \$50 fee for correspondence with the IRS or a state taxing authority. For situations requiring phone calls to the IRS, there will be a minimum \$150 fee. If assistance is needed that I am not able to provide, it will be your responsibility to obtain representation.

I am responsible for preparing only the individual income tax return for tax year 2025. Returns for other tax years or other types of tax returns, such as sales or excise tax, require a separate engagement.

In the interest of facilitating my services to you, I utilize a secure web portal. Your use of the portal must comply with my standards of use and, as owner of the portal, I retain the right to limit or deny use of the portal for inappropriate purposes. Your access to files maintained on the portal will be terminated if it is decided by either party that you will no longer remain a client of Hitt Accounting & Business Solutions. While I will use my best efforts to keep communication and other information confidential, you recognize and accept that I have no control over the unauthorized interception of these communications once they have been sent. By sending me information through the web portal, it is understood that you consent to the use of the portal. If you prefer not using the portal, information can be sent to me through U.S. postal service or by fax.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on the heirs, successors and assigns of you and me. The client agrees to limit the liability of Hitt Accounting & Business Solutions and its' agents to the amount of total fees paid to Hitt Accounting & Business Solutions and its' agents for services rendered under this agreement, for tax year 2025. The client and Hitt Accounting & Business Solutions and its' agents agree that this limitation applies to any and all liability or cause of action against Hitt Accounting & Business Solutions and its' agents, however alleged or arising, unless otherwise prohibited by law. Both parties agree that there is a one-year limitation period to bring a claim against Hitt Accounting & Business Solutions or its' agents for errors and omissions. The one-year period will begin upon the date of the tax professional's signature on the tax returns covered by this engagement letter.

I look forward to working with you on your 2025 income tax return. Please date and sign this letter to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement and that you have received a copy of the Privacy Policy for Hitt Accounting & Business Solutions.

Sincerely,



Nancy L. Hitt

This letter must be signed before I can begin work on your income tax return.

I have read the above terms of the engagement letter and agree with the terms of this engagement. In addition, I have received a copy of the Privacy Policy for Hitt Accounting & Business Solutions.

Signed: _____ Taxpayer

_____ Spouse

Date: _____

This section must be signed when your tax return is completed.

I have reviewed my income tax return and certify that I have written records to substantiate all numbers on the return.

Signed: _____ Taxpayer

_____ Spouse

Date: _____



Client Information Privacy Policies

The Federal Trade Commission has issued regulations that require accounting firms to provide an annual statement of firm privacy policies. Here is our policy:

We handle all information you provide us with the utmost confidentiality. Your personal information will only be shared with members of our firm who need to know this information in order to complete the work you have hired our firm to do. We will not disclose your personal information to anyone outside our firm without your express written permission to do so, or unless we are legally required to do so. For example, if a mortgage lender contacts our office for a copy of your return or information about it, we will ask that you provide written permission prior to our responding to that request.

IRS regulations allow us to e-file your return through an intermediary. We use Drake tax software and your tax return will be filed with the IRS through Drake. If there are problems in processing your return, our firm will work with Drake to resolve those problems.

You should also be aware that anything you tell us during the interview for the preparation of your tax return is confidential, but not protected from the IRS. Privileged communications (those that are protected from IRS authority to compel our testimony) are limited to non-criminal tax advice on matters before the IRS or non-criminal tax proceedings in federal courts. Although we consider any information you provide us as confidential, return preparation engagements are not covered by advisor-client privilege. If you feel the nature of any subject matter to be discussed requires protected communications, please raise that issue so that we can discuss your possible need to consult with an attorney for legal advice.