

GLYDER, LLC

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Dear Client

Subject: Preparation of the 2024 Individual Tax Returns.

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

I will prepare your individual 2024 Federal and State (or states) income tax returns from the information that you provide. I will not audit or otherwise verify the data you submit, although it may be necessary to ask for clarification on some of the information. I will furnish you with a list and a tax organizer to guide you in gathering the necessary information. The organizer will assist in keeping pertinent information from being overlooked. **The filing deadline is TUESDAY April 15, 2025.** I will need all information at the earliest possible time, but **no later** than **FRIDAY MARCH 17, 2025,** in order to meet the deadline. **Information received after that date may be put on extension**

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

My work in connection with the preparation of your income tax returns does **not** include any procedures designed to discover fraud, defalcations, or other irregularities, should any exist. I will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns. In addition, I 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, I will resolve such questions in your favor whenever possible.

FBAR Reporting FORM 114 (Foreign Bank Account Report): If you have any bank, brokerage or any type of accounts that you have signing authorization or control that are kept outside of the United States with a balance at any time during the year of \$10,000 or more has to be reported to the United States Treasury by **APRIL 15th, 2025,** unless extended with the tax returns.

Medical Insurance: In order to eliminate penalties in certain states for 2024, please make sure that you have signed up for medical coverage if not covered by an employer medical plan, Medicare or equivalent type medical plan.

Extensions: If an extension of time to file your return(s) is required, and there is tax due. **The tax payment for the return(s) must be paid with the extension.** Any amounts not paid by the filing deadline (excluding extensions) are subject to interest and late filing penalties when the amounts due are actually paid. All interest and penalties due to late payment are your responsibility.

IF YOUR TAXES ARE EXTENDED, I NEED ALL YOUR INFORMATION BY JUNE 15, 2025 (WITH THE EXCEPTION OF MISSING K-1'S) to complete the return by the extension due date.

The law provides for various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact me. Your returns may be selected for questions and/or review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such tax notices, government review or tax examination, I will be available upon request to represent you. Such representation or inquiry will be a separate engagement and will render additional invoices for the time and expenses incurred.

My fee for preparation of your tax returns will be based upon the amount of time required and complexity of the returns billed at standard billing rates, plus out-of-pocket expenses. **All invoices are due and payable upon presentation.** To the extent permitted by state law, **an interest charge may be added to all accounts not paid within thirty (30) days.**

As additional consideration for me to provide you these services, you agree that the extent of the liability for damages to you for any actions taken will not exceed the total amount actually paid by you for my services. You agree that this will be your only remedy and you hereby waive any other claims you have now or in the future for actual, incidental, and consequential damages, including, but not limited to, lost profits and third party claims.

Record Retention: I will retain work papers and copies of your tax returns from this engagement for seven years. I will return to you all of your original records, except the organizer, and copies of tax returns for your records. After seven years, the records will be destroyed (shredded).

Privacy Policy: As required by the Gramm-Leach-Bliley Act of 1999, which addresses in part the protection of individuals' privacy. This is the annual notice required by law.

It has always been my policy to treat any information concerning clients and former clients with strict confidentiality. Consistent with that policy, any access to non-public information concerning you is restricted. I do not, and will not, disclose any personal or confidential information to anyone else without your express written permission to do so, except as permitted by law. In addition, I maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your non-public personal information.

I appreciate the opportunity to work with you.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to me.

Sincerely,

Carol-Anne Glyder, EA
Glyder, LLC

The engagement terms described in this letter are acceptable and hereby are agreed to. I/We also agree to the record retention and privacy policies set forth in your letter.

Accepted By: _____

Date: _____

Accepted By: _____

Date: _____