



## CORPORATE/PARTNERSHIP ENGAGEMENT LETTER

Dear Client,

Thank you for selecting JL Wennes CPAs to assist you in preparing your entity income tax returns. This letter is to confirm the terms of our engagement and to clarify the nature and extent of the services we will provide in order to ensure an understanding of our mutual responsibilities.

### **Responsibilities**

We will prepare your 2022 federal and state income tax returns from the information you furnish us. You are responsible for maintaining an adequate and accurate accounting system for safeguarding assets, for authorizing transactions and for retaining supporting documentation for those transactions. This will help ensure an accurate filing. We will not audit or otherwise verify the data you submit, although it may be necessary to request clarification and/or additional documentation regarding some of the information. **Note that you have the final responsibility for the income tax returns. Therefore, you should carefully review the return as well as the summary letter noting refund or amounts due before you sign and file them.**

### **We will advocate positions in your favor**

We will use our judgment to resolve questions in your favor where a tax law is unclear if there is a reasonable justification for doing so. Where there are conflicting interpretations of the law, we will explain the possible positions that may be taken on your return. If the IRS should contest the position taken, there may be an assessment of penalties. We do not assume any liability for those penalties. If, however, there is an error on your return that is our misdoing, we will pay the appropriate penalties and interest. You will be responsible for any additional tax due.

### **Confidentiality**

Confidentiality is of the utmost importance to our firm. While we make every effort to maintain confidentiality of our client's information, we do use electronic communication in connection with our tax engagements. As emails can be unintentionally intercepted, read, disclosed or otherwise used or transmitted by an unintended third party, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement.

### **Confidentiality Multiple Owners**

It is our firm's policy that if an entity has multiple partners or owners, tax returns and copies of all supporting documentation will be made available to any partner or owner as requested.



**Deadlines**

**We do not start the preparation of your return until all documents necessary to prepare your return are received.** Consequently, in order to guarantee filing by the deadline we must receive your information in substantially complete form as early as possible. If we have not received documents, payment, and signatures in a timely manner we will file an automatic extension on your behalf using the information available to us at the time of preparing the extension.

**Extensions**

Please note that while the extension allows you an extension of time to file without late filing penalties, there is still an expectation that any 2022 tax liability be paid by the original deadline. Any tax liability not paid by the original deadline, regardless of an extension having been filed, will result in penalty and interest accrual up until the date of payment. If you anticipate the need to file an extension and would like to avoid additional penalties and interest, we recommend making an estimated tax payment by the original deadline.

**Franchise Tax Board website access authorization**

By signing this agreement, you authorize JL Wennes CPAs to execute the Online Account View Access Authorization on the Franchise Tax Board’s website. JL Wennes CPAs will have view only access to all the tax year information available on the FTB’s website that is associated with you. This authorization remains in effect until you revoke it in writing.

**Fees**

**Our fee does not include responding to Internal Revenue Service or Franchise Tax Board inquiries.** Your tax returns may also be selected for review by the taxing authorities. If the government selects your return for examination, we will be available to assist you. At our discretion, there may be additional fees for this service.

All invoices are payable upon time of presentation. Tax returns will not be filed without payment. It is also our firm’s policy not to release tax refund or amount due information prior to receiving payment for our services.

If the foregoing fairly sets forth your understanding, please sign below.

Acknowledged:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_