**North Village Personal Tax & Accounting, LLC.**

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Subject: Preparation of Your Individual Tax Returns

Thank you for selecting NORTH VILLAGE PERSONAL TAX & ACCOUNTING, LLC. to assist you with your tax affairs. This letter confirms the terms of our engagement with you and the nature and extent of services we will provide.

This letter is to confirm this firm’s representation regarding your tax preparation for the 2021 calendar year. Specifically, we will prepare your 2021 Federal and Minnesota Income Tax Returns and all Schedules and forms therein. You are responsible for informing us if you have tax filing obligations in another state. Unless otherwise agreed in writing, this engagement does not include tax-planning advice or additional services not identified herein, and the returns that we prepare are not intended for use for any other purpose. A tax organizer is available upon request to help you gather the information required for a complete return. If you use the organizer it will help you avoid overlooking important information, and it will help us efficiently prepare your returns.

In order to timely file your tax returns, we need all required information no later than April 1, 2022. You are required to request an extension if we do not receive all required information by the above date. We do not file extensions automatically. If you want us to request an extension, you must notify us in writing no later than April 10, 2022. Please note that an extension is an extension of time to file the return, and not an extension to pay taxes due. We can help you determine the amount to pay with a request for an extension.

It is your responsibility to give us information required for the preparation of complete and accurate returns. We will not audit or verify the data you submit, although we may ask for clarification or require specific additional documentation. You are certifying that the information you provide to us can be substantiated by appropriate documentation, and that it is true, correct, and complete to the best of your knowledge.

We must use our 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. In order to avoid penalties, we will apply the “more likely than not” reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your returns.

Penalties of as much as $100,000 can be imposed on you for failing to disclose participation in “reportable transactions,” that is, certain arrangement the IRS has identified as potentially abusive. We will insist that all such transactions be properly disclosed.

The law also imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please call us.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to assist you. Such assistance will be a separate engagement for which an engagement letter will be provided to you. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

Our fee for preparation of your tax returns will be based on the number and types of forms required for your tax return. Any unusual tax issues which require additional work will be billed at standard billing rates. All invoices are due and payable upon presentation.

We will retain copies of your tax returns as well as copies of any records which include federal withholding information, such as W-2 forms, for a period of seven years. After seven years, our work papers and engagement files will be destroyed. All of your original records will be returned to you at the end of this engagement. You should keep the original records in secure storage.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated and return it to us.

We appreciate your confidence in us. Please call if you have questions.

Sincerely,

NORTH VILLAGE PERSONAL TAX & ACCOUNTING, LLC.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preparer Signature

(Both primary taxpayer and spouse must sign for preparation of joint returns)

Accepted By:

**(Taxpayer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**(Spouse) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

**Signature Date**