

TAX RETURN PREPARATION ENGAGEMENT LETTER

Thank you for choosing our firm, L&M Tax Plus ("We") to assist you with your tax returns. This letter confirms the terms of my engagement with you and outlines the nature and extent of the services I will provide.

Services: Our service will involve preparing the federal and applicable state income tax returns as needed. The information you give will be utilized to prepare these returns. It is your responsibility to provide us with all the necessary information to prepare complete and accurate income tax returns. We won't verify the information you give us, but we may ask for more clarification of certain details. The data you provide us will be trusted and we will not verify it through audits or any other means. At lmtaxplus.org, there are checklists that can assist you in collecting the necessary data for your return. The checklist may help you avoid overlooking important information. Safeguards are in place to protect the information you provide us.

Payments and Fees: We accept a variety of payment methods. Your consultant will let you know about these options. The fee will be based on the complexity of the return. An estimate may be provided in advance. If there are any additions or discoveries made during the preparation of your tax return, there will be a fee adjustment. We will usually get in touch with you before finalizing the return preparation if the original quote requires significant revision.

Upon completion of the return, your consultant will give you a general overview of your tax return. Once the overview is rendered, we will send our invoice for tax preparation. When we submit our bill, your payment will be due. Without a payment in place, your return will not be filed. Until payment is received, we have the right to halt further services. In the event that you use a bank product to pay your fees and it doesn't get funded within 50 days, ten percent interest will be added to the original invoice.

Financial Advice: If it suits you, we are willing to consult with you and offer guidance on financial matters related to taxes, such as retirement planning and audit assistance. Financial matters that are not related to filing your tax return are considered additional services. You will receive a separate quote for the additional services. Fees are due when the invoice is sent to you.

Review of Returns & Documents: Your returns and supporting documentation are subject to inspection by federal and state taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the income and deduction items shown on the tax return. If there is an examination, we will represent you if you choose and at your request. Representation of you during an examination of your tax returns is an additional service and is not included in our fee for preparing your tax returns.

Prior Year Information and Returns -- If, during our preparation of your tax returns we discover information that affects your prior year tax returns, we will make you aware of this information. However, we are not responsible for identifying all items that may affect prior year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue.

Penalties and Interest: If a taxpayer makes a significant understatement of their tax liability, the law allows for a penalty to be imposed. There are other instances where penalties and interest are applicable. Calculating these penalties and interest is not our responsibility. Your balance will be updated after the IRS calculates it. The tax agency will usually send you a letter to inform you of the changes.

Copies of Return: Once your invoice is paid, you will receive a copy of your return that you can review and sign. Make sure to keep a copy of both your tax return and supporting documents. If you are working remotely, you can access your copy in DocuSign. The initial fees include the cost of the first copy. Additional requests for copies may be subject to a fee.

Arbitration Agreement: All disputes and claims between you and L & M Tax Plus shall be resolved through binding individual arbitration unless you opt out of this Arbitration Agreement. However, either you or L & M Tax Plus Parties may bring an individual claim in small claims court, as long as it is brought and maintained as an individual claim. All issues are for the arbitrator to decide, except that issues relating to the validity, enforceability, and scope of this Arbitration Agreement, shall be determined by the court and not the arbitrator.