

Hough Accounting & Tax Services

2023 Tax Preparation Engagement Letter

We appreciate the opportunity to work with you. To minimize the possibility of a misunderstanding between us, we are explaining important information about the services we will provide for you.

We will prepare your 2023 federal, state and local tax returns from information that you furnish us. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of the information.

We must receive the majority of your tax information before assigning your placement number. We understand some documents are unattainable until later in the calendar year. If you receive a late document, K-1 or broker statement, please get to us asap, but no later than April 8th to avoid an extension. We will let you know at drop off if we expect to finish your return prior to April 15th, 2024. If we are not able to finish, we may have to request an extension of time from the tax authorities, and you may be subject to late payment penalties and interest on tax amounts due and not paid by April 15th.

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns, including but not limited to the auto, travel, entertainment, and related expenses and the required documents to support charitable contributions. If you have any questions as to required documentation, please let us know. It is also your responsibility to examine and approve your completed tax returns before signing them and mailing them or authorizing us to e-file them to the tax authorities. We are not responsible for the disallowance of deductions without adequate support documentation, nor for the resulting taxes, penalties and interest.

We are responsible for preparing only the returns listed above. Our fee does not include responding to inquiries or examinations by taxing authorities, misprocessing of your return by the IRS or other government agency or any tax identity theft issues. However, we are available to represent you in such matters, but additional fees for that representation will apply at standard rates.

If we make an error on any of your tax returns that later results in additional taxes, penalties and interest, we will reimburse for the penalties and interest caused by our error. We will use our professional judgment and expertise to resolve questions in your favor whenever a tax law is unclear, as long as there is reasonable basis for doing so. Whenever there are conflicting interpretations, or alternative positions that may be taken on your tax returns, we will follow whichever position you request, so long as it is consistent with the applicable tax codes and regulations. If a tax authority should later contest such a requested position, and there is an assessment of additional tax, penalties or interest, we will assume no liability for such an assessment.

Our fees for tax preparation are due and payable in full upon completion and release of your tax returns to you. Unfortunately, we cannot allow any exceptions to this requirement, but for your convenience we will accept cash, check or credit card.

Please sign below to confirm your understanding and acceptance of the above terms and conditions of your 2023 tax return preparation. This letter must be signed and returned to us prior to our beginning any work on your tax returns.

I/We agree to the terms and conditions set forth in this letter:

SIGNATURE: _____

DATE: _____

CONSENT TO USE OF TAX RETURN INFORMATION

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot use your tax return information for purposes other than the preparation and filing of your tax return without your consent.

You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. Your consent is valid for the amount of time that you specify.

I/We authorize Hough Accounting & Tax Services to use tax return information contained in my/our federal income tax returns and supporting schedules for 2023 for the purpose of providing to the taxpayer(s):

- Information that may be of interest to the taxpayer.
- Financial advice, including tax planning, discussion of investments, and other aspects of your financial life.
- Newsletters, including email updates, of Hough Accounting & Tax Services.
- Upcoming seminars, webinars, and webcasts.
- Hough Accounting & Tax Services announcements.

If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

This consent will be valid for a period of ____ month(s) beginning on _____ and will expire on _____.

Alternative expiration date requested by client: _____.

Name(s) (please print) _____

Signature(s) _____

Date: _____

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

HOUGH ACCOUNTING & TAX SERVICES
TAX INFORMATION QUESTIONNAIRE
2023

Name: _____

Please provide us with your personal e-mail address _____.

Please provide your phone numbers and **indicate with an *which one you would prefer us to use** to contact you:

Home: _____

Cell: _____

The following questions help us understand your current year tax situation. If you are filing jointly, each question also applies to your spouse. Please answer each question by circling yes (Y) or no (N). **For every question you answered yes, please provide details.** If a question does not pertain to you, please circle no. If you require help answering any of these questions, please contact us.

Y N 1. Electronic filing is mandated for most tax preparers with some exceptions. Do you approve of your tax return being electronically filed?

Y N 2. If you are expecting a refund, would you like to have it directly deposited? If yes, please provide the following: (must be completed for direct deposit)

Bank Name _____

Routing #: _____

Account #: _____ Checking _____ Savings _____

Y N 3. Did your marital status change during the year? (If yes, please explain.)

Y N 4. Did your address change from last year? (If yes, please list new address & date of move.)

Y N 5. Were you a resident of, or did you have income in, more than one state during the year?

Y N 6. Did any child cease to be or become your dependent in 2023?

Y N 7. Do you wish to have \$3 (or \$6 on a joint return) of your taxes applied to the Presidential Campaign Fund (this will not affect the amount of refund or balance due on your tax return).

- Y N 8. Do you have any dependents living with you or are you supporting anyone not living with you? If yes, provide details if there were any changes to any dependents in your household. (marriages, births, deaths, etc.).
- Y N 9. Did any of your dependent children under age 19 (24 if a college student) have any income (wages, interest, etc.)? Investment income over \$2,500 requires filing. Do you wish us to prepare any required returns?
- Y N 10. Are you or any dependents blind and/or disabled? Please provide details including any disability income received.
- Y N 11. Did you pay child-care or dependent care expenses? **(If yes, we need daycare statement.)**
- Y N 12. Did you adopt a child during the year 2023?
- Y N 13. Did you or any member of your household pay educational expenses for post secondary education? **If so, please provide 1098T form.**
- Y N 14. Did you make any contributions to an education savings or 529 Plan account? If so, we need the beneficiary, social security number and amount of contribution.
- Y N 15. Outside of W-2 contributions (401k, 403b, etc.) did you **contribute** to any retirement plan or did you convert any retirement funds to **Roth** funds?
- Y N 16. Did you receive or pay any alimony or separate maintenance payments?
Agreement Date: _____
- Y N 17. Did you have any gambling winnings during 2023?
- Y N 18. Did you make any withdrawals from any retirement plans?
- Y N 19. Did you have health insurance through Marketplace/Penny and receive a 1095-A? **(1095-A must be included.)**
- Y N 20. Did you give any gifts during the year directly or in a trust exceeding \$17,000 per person?
- Y N 21. Did you make any large purchases? (e.g. purchase boat or vehicles).
(if new vehicle, specifically state) If yes, list sales tax paid.
- Y N 22. Did you buy, sell or trade any assets or property?

- Y N 23. Did you have purchasing, selling, **refinancing**, financing, or foreclosing transactions on your personal residence or any other real estate? If yes, provide the settlement document (HUD-1), Form 1099-S, Form 1099-C or other related documentation if applicable.
- Y N 24. Did you have any debt that was cancelled in 2023? (i.e. debt that you owed to a creditor that you are no longer required to pay). If yes, provide details and copies of any 1099-C received.
- Y N 25. Do you own a vacation home that was rented to someone else at anytime? (If so, we will need further information, please contact us.)
- Y N 26. Did you make any qualifying energy efficient home improvements?
- Y N 27. Did you have any transactions involving Virtual Currency?
- Y N 28. Did you receive any type of 1099-NEC or 1099-Misc?
- Y N 29. Did you change jobs/retire, banks or investment companies during 2023?
- Y N 30. Did anyone on the tax return receive an identity protection personal identification number? If so, we need the document from the IRS.
- Y N 31. Have you provided ALL your income from ALL sources? If not, please use the space at the end to list any other income.
- Y N 33. Have you provided ALL your deductions? If you are uncertain about an item then provide details.
- Y N 34. Has the IRS/State/Local taxing authority made you aware, or are you aware of, any changes to your income, deductions and credits reported on any prior year tax return?
- Y N 35. Did you have any interest in, or signature, or other authority over a bank, securities, or other financial account in a foreign country? If yes, and the balance is \$10,000 or higher, we will need the account balances at 12/31/2023.
- Y N 36. For 2024, do you expect a significant fluctuation in your income, deductions or withholding?
- Y N 37. For 2024, do you need or want estimated tax payment vouchers prepared?

Y N 38. Did you make any federal, state, or local estimated tax payments for 2023?
If yes, provide the date and amount of each payment.

Y N 39. Did you make ANY purchases of goods or services subject to sales tax for
which the seller did not collect the correct amount of sales tax during 2023?

Y N 40. Do you wish to provide your driver's license information as requested by PA to help
prevent identity theft?? License Number: _____ Exp Date: _____

Issue Date: _____

License Number: _____ Exp Date: _____

Issue Date: _____

**If we have not prepared your tax return in a prior year, please list names, birthdates and
social security numbers for all individuals on the tax return.**

If you have an Identity Theft Pin, please include the letter from the IRS.

Other Information:

Please use the blank lines to provide additional information regarding the above questions (indicate question
number). This space can also be used for any other information or questions you may have.

Signature _____ Date: _____