

# JEFFREY M. CRAVEY, P.C.

## CERTIFIED PUBLIC ACCOUNTANT

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Telephone (713) 960-0110 · Telecopier (713) 960-0461

January 21, 2022

Re: 2021 Federal Individual Income Tax Return

Dear Client:

This letter is to confirm and specify the terms and 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 individual tax return clients to confirm the following arrangements.

We will prepare the 2021 federal income tax return from information you furnish to us. We have provided you with questionnaires and / or organizers to guide you in gathering necessary information. Your use of such forms will assist us in keeping our fees to a minimum.

We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. Per the Internal Revenue Service, you have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

In the event of such government tax examination, we will be available upon request to represent you.

We 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, we will resolve such questions in your favor.

In an effort to provide each client with the proper attention necessary to prepare a complete and accurate income tax return, we need your assistance with regard to the submission of information. We are requesting that all clients who wish to file their individual income tax returns by April 15, 2022, to please submit their documentation to our office by Monday, March 21, 2022.

We understand the receipt of some information is beyond your control, such as partnership or trust K-1's or corrected 1099's, but the receipt of the rest of your documentation will allow us to prepare projections for extension purposes. For

clients with incomplete information who have provided us with the information available, we will automatically file extensions to protect them from "failure to file" penalties. The filing of an extension precludes taxpayers from the "failure to file" penalty but it does not preclude the "failure to pay" penalty or interest charges since all income taxes are due by April the 15<sup>th</sup>. Therefore, an accurate extension submitted with a payment for projected amounts due could save you additional penalties and interest.

For clients expecting a refund, there are no penalties or interest since penalties and interest are based on the amount of tax due.

For clients with extensions, we request you submit your information no later than Friday, September 17, 2022. Properly filed extensions are valid through October 15, 2022.

Our fees for these services will be based upon the amount of time required at our standard billing rates for the personnel assigned to the engagement plus out of pocket expenses. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign the enclosed letter in the space indicated and return it to our office.

We want to express our appreciation for this opportunity to work with you.

Sincerely,

Jeffrey M. Cravey

Accepted by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Accepted by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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