

# Cyndy & Associates Tax Services LLC

2915 Portland Rd, Newberg OR 97132

503-487-6935

info@cyndystax.com

Subject: **Preparation of Your 2023 Tax Returns**

(Both spouses must sign for preparation of joint returns.)

Accepted By:

\_\_\_\_\_  
Taxpayer signature

\_\_\_\_\_  
Spouse signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Thank you for choosing Cyndy & Associates Tax Services LLC to assist you with your 2023 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide. Also included is a list of what you need to bring to us so can prepare the best possible tax return(s) for you.

**Please read this letter carefully as it is important to both our firm and you that you understand what you can and cannot expect from our work.**

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations, or agreements, *written or oral*, regarding these services.

**We will prepare your 2023 federal and state income tax returns. We will depend on you to provide all the information needed to prepare complete and accurate returns.** We may ask you to clarify some items but will not audit or otherwise verify the data you submit.

**A Tax Organizer is enclosed to help you collect the data required for us to prepare tax returns.** The Organizer will help you avoid overlooking important information. By using the Organizer, you will contribute to the efficient preparation of your tax returns and help minimize the cost of our services as well as reduce unnecessary phone calls and emails, assisting in faster compilation time.

**Our tax preparation fees are based on forms filed with the appropriate tax agencies** using the tax forms provided to you by employers, banking institutions, investment agencies, etc. Examples include but not limited to W-2s, 1099 forms, 1098 forms, plus information pertaining to Schedule C, E, and F business income and expenses. Each tax return will include one (1) consultation to be used within the year. Additional consultations require a scheduled appointment and will be on an hourly basis.

**Our office is not responsible for prior tax returns not prepared by our office.**

Tax consultations, such as advising and planning, can be scheduled with our office for a fee of \$75 for one (1) hour. The consultation must be scheduled in advance with our office and the fee is due at the time of the meeting.

**Bookkeeping services** required for sorting, totaling, and determining disposition of loose documents such as receipts, papers, and notes, **will incur a charge of \$65 per hour rounded to the nearest quarter hour**. Our services will not include procedures to find defalcations or other illegal acts, though it may be necessary for you to clarify some of the information we submit. We will inform you of any material errors, fraud, or other illegal acts we discover prior to filing.

**Our tax preparation fees do not include** responding to inquiries or examination by taxing authorities or third parties, for which you will be separately billed for time and expenses. All accounts not paid within 30 days are subject to interest charges to the extent permitted by state law. **Our tax fees do not include** additional fees for not related directly to the preparation of your tax return(s).

**Payment for tax preparation services is due in full at the time of signing. We accept cash, checks, debit, or credit cards ONLY.**

**Tax penalties:** Federal and state tax agencies impose penalties when taxpayers underestimate their tax liability. Call us if you have concerns about such penalties. **Although we can submit a tax filing extension for you, it is important to note that this is an extension to file, NOT an extension to pay taxes owed.** Failure to pay taxes owed by Tax Day, Monday, April 15, 2024 will result in penalties and interest.

**Tax law:** Should our office encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable course of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the legal alternative you select.

**We will return your original records**, if you provided them, at the end of this engagement. Please store these records, along with all your supporting documents, in a secure location. We retain copies of your records and our work papers from your engagement for up to seven years, after which these documents will be destroyed.

If you select not to e-file your returns, you will be solely responsible for filing your tax returns with the appropriate taxing authorities. **Review all tax-return documents carefully before signing them.** Our engagement to prepare your 2023 tax returns will conclude with the delivery of the completed returns to you, or with e-filed returns, with your signature and our subsequent submittal of your tax return.

You acknowledge that you have reported to our office all 2023 income you received including barter, consumer-to-consumer activity, cash-based income, and all other income whether received in-person, in-kind, or electronically. You also confirm that you have or will timely file any applicable required Forms W-2 and W-3 with the Social Security Administration and IRS for business employees or home-workers.

**Crypto currency:** *Congress, and the IRS are very aggressively pursuing cryptocurrency activity, reporting, and tax situations. Failure to report crypto-currency activity of any kind, including sales, staking, mining, lending, NFT activity, trades and other activities must be reported on your return, so you also acknowledge that you have reported all crypto currency activity to us.*

**CRYPTOCURRENCY (including but not limited to Bitcoin, Ethereum, Tether, Litecoin, Dogecoin, Bitcoin Cash)**

1. Did you buy, sell, stake, lend, trade, or any other activities any cryptocurrency in 2023?

YES       NO

2. Did you participate in farming or mining in cryptocurrencies in 2023?

YES       NO

For tax year 2023 we will accept cryptocurrency ONLY if it is reported on a form 1099B or reported from a wallet with a year-end report. We are not able to accept returns with crypto mining, farming, staking, etc.

**IMPORTANT:** To affirm that this letter correctly summarizes your understanding of the arrangements for this work, sign the enclosed copy of this letter in the space indicated and return it to us with their tax documents.

Thank you for the opportunity to be of service. If you have any questions, contact our office at (503) 487-6935 or email us at [info.cyndystax@gmail.com](mailto:info.cyndystax@gmail.com).

Sincerely,

Cynthia MJ Rawlinson  
Cyndy & Associates Tax Services LLC  
EA #106297/LTP31648P

Please provide the following information:

(\_\_\_\_) \_\_\_\_\_  
Contact Phone

(\_\_\_\_) \_\_\_\_\_  
Contact Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address