

## Our 2023 Work Agreement

To: Prince & Associates,

I have engaged your firm to prepare my Individual Federal, Illinois and/or \_\_\_\_\_  
Income tax returns for the year ending **December 31, 2023**. In that regard I state that, to the best of my  
knowledge and belief:

- I have provided true, correct and complete information regarding my income as listed on the attached forms W-2, 1099 and/or attached written summaries and that it is my responsibility to provide all the information necessary to complete the returns. You should retain for 4 years all the documented receipts, cancelled checks and other records to substantiate the items of income and expense claimed on your return.
- I have provided true, correct and complete information regarding amounts I have provided to you to claim as tax deductions and have maintained written documentation supporting all amounts, including logbooks and receipts. I understand that if a question arises interpreting tax law, and a conflict exists between the tax authorities' interpretations of the law and other supportable positions that you will use your professional judgement in resolving the issues.
- I understand that the taxing authorities may examine my returns, that documentation should be retained to support the information provided to you, especially business travel & entertainment deductions, business % of autos and other assets, and barter activities, and that penalties may be imposed on returns that are late, unpaid or incorrect.
- I understand that you will not audit or otherwise verify any information, that you may require clarification or additional information, that you are not responsible for disallowed deductions, inclusion of additional income or any resulting taxes, penalties or interest.
- **I understand that I will be charged an additional fee if you are asked to assist or represent me in a tax examination or inquiry.** I understand that, in the event of preparer error, I am responsible for additional tax that may be due, but that Prince & Associates extent of responsibility is to pay for any interest and penalty that the IRS may assess.
- I understand that I am responsible for the timely payment of quarterly payment vouchers.
- I will contact you if I discover any additional information that will lead to a change in my tax return.
- **I understand that your bill will be due and payable upon completion of these returns** and those additional services will not be performed until the bill for these returns is fully paid.
- **Invoices more than 30 days past due will be assessed a \$25.00 late fee per month.**
- **In the event we hire an attorney to collect monies due under this engagement letter you agree to pay our attorney's fee and collection costs as permitted by law.**

If there are other tax returns, I expect you to prepare, such as sales tax or payroll taxes please note them at the bottom of this letter.

We appreciate the opportunity to serve you, and look forward to a continuing, mutually satisfying relationship.

Regards,

Prince & Associates

The terms described in this letter are acceptable and are hereby agreed to and shall remain in effect until terminated by either party in writing.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IF PAYING BY CREDIT CARD or DEBIT CARD, FILL OUT BELOW**

VISA (    ) DISCOVER (    )	Master Card (    )	Expires _____
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CARD # _____ Security Code on Back of Card _____
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Signature _____
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**Please update the following:**

**Home Phone Number-** \_\_\_\_\_

**Cell Phone Number -** \_\_\_\_\_

**Email address-** \_\_\_\_\_