

Premier Tax Inc

111 S McKay Avenue
PO Box 208
Spring Valley, WI 54767
715-778-4500

Dear Tax Client,

We appreciate this opportunity to work with you. The purpose of this letter is to confirm our mutual understanding of the terms and objectives of this engagement and the nature and limitations of the services to be provided.

We will prepare your **2024** Federal and Resident State corporation/partnership income tax returns. You are responsible for informing us if you have tax-filing obligations in another state. We will prepare these returns from information furnished by you. We will not verify the data you submit, although we may ask you to clarify portions of it. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign and file them.

You should retain all the documents, canceled checks, and other data that support your reported income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority.

In order to timely file your tax returns, we need all required information no later than March 1, 2025. You may be required to request an extension if we do not receive all required information by the above date. We do not file extensions automatically. If you want us to file an extension, you must notify us by no later than March 8, 2025. Please note that an extension is an extension of time to file the return, and not an extension to pay taxes due.

We must use our 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. In order to avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues.

Our fees for these services, together with any out-of-pocket expenses, will be billed to you when the returns of other specific projects are completed. Payment is expected at that time. We will be available to answer your inquiries on specific tax matters and to consult with you on income, estate tax and financial planning matters for an additional fee.

Signature required on back

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. Please contact us immediately if you receive any letters from the IRS or state taxing authorities. In the event of a tax examination, we can arrange to be available to represent you. There may be an additional fee for any letters or phone calls we make to IRS or state agencies on your behalf. Billing for such services will be at our standard rates for the nature of the services performed.

We may terminate our representation of you if you fail to pay our statements when due; if you insist that we pursue objectives that we consider unethical, unprofessional or imprudent; or if we feel further representation is not warranted for personal reasons. Regardless of the reason for termination, you are obligated to pay for services provided and costs incurred through the date of termination.

Please signify your approval for the services and terms outlined in this letter by signing in the space provided and return to us. We will keep the original letter in our file. If you are married, we will need signatures from both spouses.

Very truly yours,

Premier Tax Inc

I agree to the terms and conditions set forth in this letter.

Print Taxpayer(s) Name: _____

Taxpayer Signature: _____ **Date:** _____