



J.A.M. FINANCIAL SERVICES

127 Windsor Drive
Wake Forest, NC 27587

919-556-5993

_____, 2024
(Month) (Day)

Dear _____,
(First, Middle and Last Name – Spouses First, Middle and Last Name)

Thank you for choosing our firm to prepare your income tax returns for tax year **2023**. This letter confirms the services we will provide.

We will prepare your federal income tax returns for tax year **2023** based on information you provide. Although our work will not include procedures to discover irregularities or inaccuracies in the tax data you provide, we may ask for clarification of certain information, or additional information, so that we can prepare accurate and complete returns for you.

It is your responsibility to provide all necessary information related to income and deductions for tax year **2023** and to respond to our inquires in a timely manner so that we are able to accurately complete your returns by the appropriate due dates. You are responsible for maintaining appropriate records, such as official tax documents you receive, receipts and substantiation for your deductions, and purchase and sales information for assets.

It is your responsibility to review your returns before they are filed to determine that all income has been correctly reported and that you have substantiation for your deductions. Filing your returns by the due dates is our responsibility, if you have reviewed, signed the efile form and tax returns and returned to our office. Otherwise, it is your responsibility to timely file your tax return.

If your returns are later selected for review or audit by taxing authorities, we will be glad to assist or represent you if you desire. Our fees for preparing your returns do not include time that might be necessary to assist you during a taxing authority review.

I do ___ or do not ___ (please circle your answer) own or have direct control over monies of over \$10,000 in a foreign account which is subject to a FBar filing?

Our fees for preparation of your return are based upon our standard by form billing rates plus out-of-pocket expenses. **Our fees require a retainer of a minimum of ½ your prior year’s fee. The remainder of our invoiced fees are due and payable upon presentation of the return for signature.** *The remaining fee is due before your return is efiled by our ERO. The retainer will be applied toward your total fee and you will only pay the difference. If you decide after we complete your return that you do not want to use our firm to finish your filing, we may keep the retainer (based on the hourly and expense basis that we have spent) on your return.*

If this letter accurately summarizes your understanding of our agreement relating to the preparation of your tax returns, please sign the enclosed copy in the space indicated and return to us.

Thank you again choosing our firm the prepare your **2023** tax return. We appreciate your business.

Sincerely,

Judy F. Mims, EA

Accepted by:

Date _____

Date _____