



## 2023 Letter of Engagement

Liberty Financial Consulting provides tax services for individuals and small businesses. The following policies and procedures will be effective for the 2023 filing season:

1. The returns to be completed for the following taxpayers:
  - a. Individuals – Form 1040 and proper state form
  - b. Businesses – Form 1120 (C and S) for corporations; Form 1165 for partnerships (including LLCs)
2. Clients are responsible for providing data to LFC for the timely preparation of their returns. Complete the taxpayer organizer (found on website). Clients are responsible for timely payment of all income taxes.
3. Tax preparer will rely on the client's information accuracy in preparing taxpayer's return.
4. The client is to keep and retain all documents and data to support their income and deductions on the tax return.
5. New clients should provide LFC with 3 prior year's tax return before work begins. LFC will provide a review of these returns to determine if errors were made.
6. Fees will be based on complexity of return and time spent on processing. Simple returns will start at the following rates:
  - a. Individual returns – minimum fee: \$375
  - b. Business returns (Form 1120, Partnership 1165) – minimum fee: \$800
7. Provide data to LFC for timely filing of tax return (no later than):
  - a. Individuals – March 15<sup>th</sup>, 2024
  - b. Businesses – February 20<sup>th</sup>, 2024

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8. Taxpayers are ultimately responsible for filing their tax returns. Providing LFC with data on a prompt basis to prepare their taxes is the taxpayer's obligation.
  
9. Sign and return this document for work to begin tax preparation.
  
10. New clients will need to prepay fees before work begins. Fees can be paid with check or credit/debit card.

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Taxpayer

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Date

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Owner – Liberty Financial Consulting, Inc.



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Date

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