**Engagement Letter**

Dear Tax Client,

This letter is to confirm our understanding of the terms of our agreement and outline the nature and extent of the services we (Provision Financial Services) will provide. Based on the information you furnish to us (Provision Financial Services), we will prepare your Federal and applicable state income tax returns for 2022.

We will not audit or verify the data you submit to us, although we may ask you for clarification when necessary. All the information you submit to us will, to the best of your knowledge, be correct and complete and include all information necessary for the completion of your tax return. You should retain all the documents, canceled checks, and other data that formed the basis of income, expenses, credit, and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority.

Our work in connection with the preparation of your income tax return does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will render such bookkeeping assistance as determined to be necessary for the preparation of the income tax return

We will also prepare 2023 estimated tax vouchers if required, based on your income and withholding taxes for 2022. If you anticipate a substantial change in income or withholding taxes for 2023, please advise us as soon as possible. We will then determine whether an adjustment should be made to your tax estimates.

Your returns are subject to review by the taxing authorities. Any items that may be resolved against you by the examining agent are subject to certain rights of appeal. In the event of an examination, we will be available upon request to represent you or to review the results of any examination. Billing for these additional services will be at our standard rates.

The charges for our services are based on our fee schedule and the complexity of the returns. Once your return is submitted all associated fees are non-refundable.

You have the final responsibility for your income tax returns. Please review them carefully before you sign or mail them.

If the above is in accordance with your understanding of the terms and conditions of our agreement, please sign and return a copy of this letter.

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Taxpayer Signature Spouse Signature