

We look forward to helping you with your tax preparation!

TAX PREPARATION PROCESS

1. Gather your applicable documents according to the checklist on the following page
2. Ensure all documents are not password protected, and provided to us in PDF format ^a
3. Upload PDF files to your client portal ^b
4. Email Admin@SusanCurranFinancial.com to let us know when your TAX SUBMISSION PACKAGE is complete and you are ready for tax preparation ^c
5. Be sure that you receive a "Tax Submission Package Acknowledgement" email from our office confirming that we have received your notice and are submitting your documents for tax preparation. ^d

ALL DOCUMENTS MUST BE SUBMITTED THROUGH THE CLIENT PORTAL TO BE INCLUDED IN YOUR TAX PREPARATION PACKAGE

SUBMISSION DEADLINES

- March 15th Filings
 - Recommended: January 10th
 - **REQUIRED: February 10th**
 - Returning Client Extensions: If you are unable to submit your complete tax submission package by this date, we will automatically apply for an extension of the filing deadline on your behalf.
 - **AN EXTENSION TO FILE IS NOT AN EXTENSION TO PAY! All taxes owed are due to the IRS by the original filing deadline.**
- September 15th Filings
 - Recommended: June 10th
 - **REQUIRED: August 1st**

WE MUST HAVE YOUR COMPLETE TAX SUBMISSION PACKAGE BY THE REQUIRED SUBMISSION DEADLINE IN ORDER TO MEET YOUR FILING DEADLINE.

^a Most online documents are available for download in PDF form from your statement provider. Physical documents can be scanned and saved as PDFs. *If you do not have a scanner, there are a variety of smartphone applications for free or at low cost. We do not accept photos of documents.*

^b On the home page of our website, www.SusanCurranFinancial.com, click on the green "Client Portal" button.

^c **You must notify our office when your TAX SUBMISSION PACKAGE is ready for tax preparation. We will not know that your files are uploaded and ready UNTIL you notify us.**

^d *If you haven't received confirmation within three business days after your initial email, please send a follow-up email or call our office.*

TAX SUBMISSION PACKAGE CHECKLIST

- ☐ COMPLETED and signed engagement letter
- ☐ Your completed Business Income Organizer (*see accompanying pages*) OR
 - Financial Statements: Balance Sheet and Income Statement (QBs Profit & Loss) OR
 - An Accountant's Copy of your QuickBooks File with a dividing date of 01/02 of the current year OR
 - A QuickBooks Online accountant's invitation (*if not already sent*)
- PLUS: The business vehicle and home office areas completed on attached Business Income organizer (*if applicable*)
- ☐ Copies of prior year tax returns — *new clients only*
- ☐ Changes to owners from the prior year — include social security numbers, addresses, and percentage of ownership in profits, losses, and capital
- ☐ Changes to contact information or addresses
- ☐ Form(s) 1099 that you've received (contract labor, interest, dividends, etc.)
- ☐ Form W-3 (wage transmittal form) and W-2(s) of officers
- ☐ Loan balances at year-end
- ☐ Form(s) 1098 (mortgage interest) and property tax statements
- ☐ Health insurance information, if applicable
- ☐ Closing statements pertaining to real estate transactions (purchases and/or sales)
- ☐ Any tax notices received from the IRS or other taxing authorities (including Texas Franchise information)
- ☐ Any election forms filed with the IRS regarding filing status or entity classification
- ☐ Any other information that you have that is pertinent (sales/purchases of assets, etc.)

TIPS FOR EFFICIENT PROCESSING

- To ensure efficient processing of your tax information and prevent additional fees.
 - Please use our organizer and worksheets
 - Do not provide unnecessary documents or duplicate any information
 - Please submit all documents as pdf files; we cannot process Excel, ZIP, PNG, or JPEG files

Please contact us if you need assistance!

I have read and understand the Tax Preparation Process guidelines and requirements _____

(initial here)

At your service,



Susan Curran, CPA, CFP

Susan Curran Financial

- ❖ Certified Public Accountant
- ❖ Certified Financial Planner

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Susan Curran Financial, LLC is pleased to provide you with the professional services described below. This letter confirms the terms of our engagement and the nature and extent of the services we will provide.

We will prepare your federal income tax return and Texas franchise return using information and representations you provide to us. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some information.

We provide a tax checklist and/or organizer to help you gather the information required for a complete and accurate return including all worldwide income. You agree that you will deliver all records requested by our staff to complete this engagement on a timely basis. We will rely on your source documents in determining the tax, character, and treatment of a given transaction. You confirm that personal expenses are segregated from business expenses and expenses such as meals, travel, vehicle use, gifts, charitable contributions, and other deductions are supported by necessary records required by the IRS. Management is responsible for proper recording of transactions in the accounts, safeguarding assets, and substantial accuracy of the financial records.

You are responsible for the returns, so you should review them carefully for accuracy and completeness before you sign them. You should retain all documents that provide evidence and support for reported income, credits, and deductions on your returns as required under tax law. Our engagement does not include any procedures to discover fraud, theft, defalcation or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns. Returns are prepared solely for filing with the Internal Revenue Service and state and local tax authorities. They are not intended to benefit or influence any third party, to obtain credit or any other purpose. You agree to indemnify and hold our firm and any of its officers or employees harmless with respect to any and all claims arising from the use of the returns other than filing with the IRS, state and local tax authorities. Susan Curran Financial, LLC's errors and omissions liability will not exceed fees you have paid, regardless of the amount of damages.

We adhere to the strictest standards of professionalism and confidentiality in the work we do for you. The tax process is complex. The results we achieve for you cannot be pre-determined or inordinately influenced and a favorable experience cannot be guaranteed. You agree not to denigrate the company by posting, publishing or otherwise releasing any material in verbal, written or electronic format that disparages Susan Curran Financial LLC, its operations, clients, employees, products, or services. For more information, please see our Non-Disparagement policy: www.susancurranfinancial.com/non-disparagement-notice.

We will use our judgment to resolve questions in your favor where 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 apply the "more likely than not" reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in returns. We assume no liability for, and you hereby release us, from any such additional tax, interest, and penalties or other fees and assessments.

Penalties of as much as \$200,000 can be imposed on the business for failing to disclose participation in "reportable transactions," that is, certain arrangements the IRS has identified as potentially abusive. We will insist that all such transactions be properly disclosed. The law also imposes penalties when taxpayers understate their tax liability. If you

have concerns about such penalties, please call. Management remains responsible for the payment of all taxes, penalties, and interest charges imposed by the taxing authorities. You agree that we will not be responsible for your failure to meet government and other filing deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet the deadlines, and for any other damages (including, but not limited to consequential, indirect, lost profits, or punitive damages) incurred by you as a result of the late filing or non-filing of the tax returns.

Our fee for the services outlined above is based upon the complexity of the work performed, our professional time to complete the work, and on the availability, quality, and completeness of your records. We reserve the right to charge additional fees, if records are not submitted in a timely manner, or are incomplete or unusable. A deposit may be required once the engagement has been accepted. Using the tax organizer provided will help you avoid overlooking important information and contribute to efficient preparation of your return, keeping the cost of our services as low as possible. Payment is due upon completion of your tax return. If special arrangements have been made to extend the payment due date you will be assessed interest charges of 1.75% per month on the unpaid balance.

We reserve the right to withdraw from this engagement without completing the returns if you fail to comply with the terms of this engagement letter or as we determine professional standards require.

We appreciate the opportunity to be of service to you!

A handwritten signature in dark ink, appearing to read "Susan Curran", with a stylized flourish at the end.

Susan Curran, CPA, CFP

PLEASE COMPLETE THIS PAGE

Tax Return Package for Your Records:

Your tax return package will be placed in our secure portal. Paper copies will not be provided.

You may need a copy of your tax return package or financial information in the future. Please be sure to download it to your own system so you will have it available when you need it. Your tax and financial information is highly confidential. For security purposes, please delete the file out of the portal once you have downloaded it to your computer system. Files should never be stored in the portal.

1099 Payments:

The IRS requires a business to issue a Form 1099-MISC to each person the business has paid at least \$600 for services, rents, or other income.

Were any payments made that would require the business to file Form(s) 1099? Yes ____ No ____

If 'Yes,' did you or will you file all required Forms 1099? Yes ____ No ____

Digital Assets/Virtual Currency: Check here if you received (as a reward, award, or payment for property or services), sold, exchanged, or otherwise disposed of a digital asset (or a financial interest in any digital asset): ____

If sold or exchanged, please submit pertinent information with your tax documents.

Accepted By: *Your printed name constitutes acceptance of this agreement.*

Authorized Officer Name: _____ Date: _____

Authorized Officer Title: _____

Entity: _____

Indicate Any Changes to Ownership below OR ____ **No change from previous year**

Partner Name: _____ Beginning Ownership % _____ Ending Ownership % _____

Address: _____

Partner Name: _____ Beginning Ownership % _____ Ending Ownership % _____

Address: _____

Partner Name: _____ Beginning Ownership % _____ Ending Ownership % _____

Address: _____

Partner Name: _____ Beginning Ownership % _____ Ending Ownership % _____

Address: _____

Partner Name: _____ Beginning Ownership % _____ Ending Ownership % _____

Address: _____

Partner Name: _____ Beginning Ownership % _____ Ending Ownership % _____

Address: _____

Business Income for

1099 Payments: The IRS requires a business to issue a Form 1099-MISC to each person the business has paid at least \$600 for services, rents, or other income.

Did you make any payments that would require you to file Form(s) 1099? Yes _____ No _____

If 'Yes,' did you or will you file all required Forms 1099? Yes _____ No _____

You do not need to complete this column if you are providing us with financial statements or your QuickBooks accounting file.

INCOME	\$
COST OF GOODS SOLD/ PURCHASES	\$
EXPENSES	
Accounting	\$
Advertising	
Bank charges	
Commissions paid out	
Contract labor costs	
Delivery & freight	
Dues & subscriptions	
Employee benefit programs	
Insurance (other than health)	
Interest on business loans	
Janitorial	
Legal & professional costs	
Meals (in full)	
Entertainment	
Miscellaneous expense	
Office expense	
Outside services costs	
Postage	
Printing	
Rent-office, warehouse, storage	
Rent-equipment	
Repairs & maintenance	
Security	
Supplies	
Taxes-payroll	
Taxes-sales tax included in income	
Taxes-other (property)	
Telephone	
Tools (<\$2500- each tool)	
Travel (business)	
Uniforms	
Utilities	
Wages paid out (send W-3	
Other expenses:	
Total expenses	

Equipment or Asset Purchases
(>\$2500 per item)

Please provide new asset purchases below.
Description/ Date purchased/Cost

Vehicle Use (if applicable)

Is this your only vehicle? Yes ____ No ____

Written evidence for business use? Yes ____ No ____

Year and model of vehicle

Business miles

Commuting miles

Personal miles

Total miles for the year =

Auto loan interest \$

If not taking the mileage allowance and electing to deduct actual costs instead, please complete the following for your vehicle costs:

Actual cost:

Fuel costs \$

Maint & repair

Insurance

Other

Business Use of Home (if applicable)

Must be used EXCLUSIVELY and REGULARLY as your principal place of business. Other criteria may apply.

Business use area in sq ft

Total area of home in sq ft

Insurance \$

Utilities

Other expenses: