

**Paller Financial Services, Inc.**  
A CPA and Registered Investment Advisory Firm  
9000 E. Nichols Ave., Ste. #120  
Centennial, CO 80112  
303-858-0045



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\*\*\* Important - Tax Preparation Engagement Letter for Tax Year 2024 \*\*\*

This letter describes our mutual understanding for the preparation of your income tax return(s).

It is your responsibility to provide us with complete and accurate data for the preparation of your return(s).

Our responsibility is to use that information, apply the income tax laws and populate our tax software. Should we notice something that might be missing or appear to be odd or unusual we will ask for clarification. Timely responses are necessary for efficient processing.

If the taxing authorities have additional and or contradictory data from what you provided, then they will most likely will send correspondence requesting a reconciliation. Should we be engaged to respond, then additional fees will be charged.

Following are our standard disclosures and related information. This is also included on our website (<https://www.pallerfinancial.com/forms>) contains the following:

- **Terms and Conditions** – A description of our respective responsibilities and liabilities.
- **Standard Rates** – Our standard services and the related fees.
- **Privacy Policy** – How we safeguard your information and who has access.
- **Cyber Security Notice** – A notification to remind you to be vigilant.
- **Standard Tax Preparation Engagement Letter** – Copy for future reference.
- **SmartVault Instructions** – Online Portal & Helpful instructions to access SmartVault.

By signing this letter, you confirm the review of these documents and agreement. It is understood that the above may not cover every potential risk or related liability. Should an issue arise that is not addressed then we agree to collaborate on a resolution.

A worksheet or workbook will be provided to assist you in assembling your information. They are designed to be a reminder and may or may not address all your affairs. If you engaged in a transaction that is not addressed and should be considered, please provide that information.

Some items for consideration are:

- Adjustments to your historic returns (tax notices)
- Business equipment purchases and or rental real estate improvements
- Childcare expenses and reimbursements
- Crypto-currency transactions
- Energy credits
- Foreign earnings
- Gifts
- Health insurance costs and reimbursements
  - o Employer, government supported or self-employed
- Refinancing of prior loans
- Significant non-cash contributions and the related documentation

You agree to review the return(s) provided before signing and advising us of any items that may need to be adjusted or clarified.

We follow the guidelines set forth by the American Institute of Certified Public Accountants, the Board of Certified Financial Planners, the IRS and any other regulatory agency that may have jurisdiction over these services.

Fees for our services are based on our standard rates, which is published on our website and referenced above. Our goal is to be fair and reasonable, and we reserve the right to adjust our fees as necessary to be competitive in the marketplace.

All invoices are due and payable upon presentation and late after thirty days. Any fee disputes must be in writing and brought to our attention within thirty days of billing. Otherwise, all fees will be considered applicable, appropriate, and due and payable in accordance with the above. Should it be necessary to pursue collections all disputes will be handled within the Arapahoe County, Colorado, Court System, all costs, including but not limited to, attorney fees, filing fees, consulting, and delivery fees will bear interest at 1% per month and be reimbursed to Paller Financial Services, Inc.

Additional services will be outlined in a separate engagement letter which will outline that scope of work and expected fees. Ad hoc and support services will be considered as part of this engagement and be subject to our standard rates.

If you provide the information required for these services and we start work on your behalf without a signed copy of this letter it will be our understanding that you have agreed to this engagement.

We need to receive your information twenty (20) days in advance of the filing deadline for your tax return to be able to prepare, deliver and transmit it to the tax authorities on time.

Otherwise, an extension of time to file will be required. Then, once all your information is received, we will diligently work on your affairs.

As confirmation of the tax payments on file we would like you to complete the following:

- NO estimated tax payments have been made.
- If estimated payments were made, please check the method:

\_\_\_ Voucher and check via US Mail

\_\_\_ Paid electronically on IRS Direct Pay and the related state website

\_\_\_ Paid through the tax software at Paller Financial Services, Inc.

	Internal Revenue Service	State
Overpayment on prior year return		
April 15, 2024		
June 17, 2024		
September 16, 2024		
January 15, 2025		

You attest to the fact that these payments were debited from your bank account and unless otherwise noted you did not receive any notices from the tax authorities adjusting any overpayments.

We appreciate your business and should you have any questions please call.

Sincerely,



Mark Paller, CPA, CFP  
Paller Financial Services, Inc.

Agreed and Acknowledged:

  
  

\_\_\_\_\_ Date

  
  

\_\_\_\_\_ Date