



Dear _____

Thank you for selecting E&M Tax Services, Inc. to assist you in preparing your tax returns for this upcoming tax season. This letter confirms the terms of our engagement and the nature, timing, and limitations of the services we will provide.

Your tax preparation fee for your Partnership tax return is \$2,000. Payment is due once we provide you with your tax return. We only e-file or submit your return once payment is received. We will prepare your 2023 Partnership federal and state income tax returns from the information provided. We do not provide bookkeeping services or any other state or city licenses in this tax preparation fee.

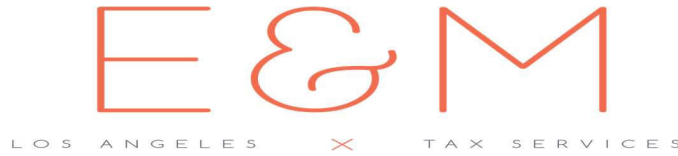
All Partnerships in the City of Los Angeles must file a business tax renewal each year by February 29th. We will not file this renewal for you unless you engage us to do so by signing the City of Los Angeles Renewal Engagement Letter. We will not file any other business licenses or other city tax renewals.

We will not audit or otherwise verify the data you submit, although requesting clarification and/or documentation of some of the information may be necessary. Generally, we will rely on your representation that you have maintained the documentation required by law to support the information you provide, including expenses for meals, travel, gifts, vehicle use, charitable contributions, etc. You cannot solely rely on bank statements; the taxing authorities require receipts of such deductions. You have the final responsibility for the income tax returns. Therefore, you should carefully review them before you sign and file them. In your records, you are responsible for maintaining the documentation necessary to support the data used in preparing your tax returns. Please ask us for advice if you have any questions about the type of records required. We are not responsible for any additional taxes, penalties, or interest resulting from the disallowance of doubtful deductions or inadequately supported documentation.

The filing deadline for your Partnership is March 15th, 2024. To meet the filing deadline, we must receive your information in complete form by February 16, 2024. We cannot ensure a timely filing if we receive your documents after February 16th. If an extension of time to file is required, we will use the information on file to prepare your extension. An extension only provides you an extension to file, not an extension to pay. Taxes paid after March 15th will result in penalties and interest. If you would like us to file an extension, please submit an extension request form so we can e-file. We charge a non-refundable \$100 extension deposit that is applied to your tax preparation fee.

We will electronically file your returns unless circumstances disallow us from doing so. Our engagement is for your income taxes. If you have other taxes due, such as payroll tax, City of Los Angeles Business Tax, Sales Tax, etc., these services are offered for an additional fee.

Your return may be selected for review by the taxing authorities. If the government chooses your return for examination and/or you receive a notice or letter from taxing authorities, we will assist you. There will be an additional fee for this service on an hourly basis.



We will use our judgment in resolving issues in your favor where tax law needs to be clarified if there is reasonable justification for doing so. Whenever we know that applicable tax law is unclear or conflicting interpretations of the law by authorities, we will explain the possible positions that may be taken on your return. In accordance with our professional standards, we will follow whatever position you request if it is consistent with the codes, regulations, and interpretations that have been promulgated. If the IRS should later contest the position taken, there may be an assessment of additional tax, plus interest and penalties. We assume no liability for any such penalties or assessments. If you ask us to take a tax position that, in our professional judgment, will not meet the applicable laws and standards as promulgated, we reserve the right to stop work. We will not be liable to you for any damages that occur because of ceasing to render services.

We generally retain, for seven years, the final work product generated for our clients. After the retention period, we will destroy the documents. We do not keep original documents. Your responsibility is to retain your records for possible future examination by the taxing authorities. Fees for our services will be at our standard rates. We reserve the right to stop work on any account 60 days past due. All invoices are due and payable upon presentation. Tax returns will only be electronically filed when fees are paid.

If we are asked by a taxing authority to disclose any privileged communication, unless we are required to disclose the communication by law, we will not provide such disclosure until you have had an opportunity to argue that the communication is privileged. You agree to pay all reasonable expenses that we incur, including legal fees, resulting from attempts to protect any communication as privileged.

By your signature below, you acknowledge and agree that upon the expiration of the 7-year period, E&M Tax Services, Inc shall be free to destroy our records related to this engagement.

If the above fairly sets forth your understanding, please sign the enclosed copy of this letter and return it to our office. Work cannot commence until a signed copy of this document is returned. If this is a joint return, both spouses must sign.

We are pleased to have you as a client and look forward to a long relationship.

Yours truly,

Erin Wayland

E&M Tax Services, Inc

Acknowledged:

Member

Signature: _____ Print Name: _____ Date: _____