

# ALPINE SUMMIT CPAs

TAX, ASSURANCE, ACCOUNTING, ADVISORY

January 9, 2024

Re: Preparation of your 2023 Income Tax Returns

Dear Client,

Thank you for selecting Alpine Summit CPAs to assist you with your tax returns. This letter confirms the terms of our engagement with you and the nature and extent of the services we will provide.

We will prepare your 2023 federal and state income tax returns using the information that you provide to us. We may ask for clarification of some items, but will not audit or otherwise verify the data you submit. We have enclosed a tax preparation checklist to aide in gathering the necessary documents. Once your tax information has been collected, it may be submitted to our office at any time.

You should keep all documents, cancelled checks and other data that support your reported income and deductions. This information may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully before you sign them.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible. Substantial authority supports the taxpayer's position when the weight of the authorities supporting the tax treatment of the item is substantial in relation to the weight of authorities supporting a contrary treatment. The likelihood that the taxpayer would prevail does not need to rise to the standard of "more likely than not" unless the issue relates to a tax shelter or reportable transaction. The law imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please contact us.

You should also know that IRS audit procedures will almost always include questions on bartering transactions and on deductions that require strict documentation such as travel and entertainment expenses and expenses for business usage of listed property (autos, computers, and property used for entertainment, recreation or amusement). In preparing your returns, we rely on your representations that we have been informed of all bartering transactions and that you understand and have complied with the documentation requirements for your expenses and deductions. Please contact us if you have questions about these issues.

For 2023 tax returns, the due date is March 15<sup>th</sup> for S corporations and partnerships, and April 15<sup>th</sup> for C corporations, trusts, and individuals. The extended due dates are September 15<sup>th</sup> for s-corporations and partnerships, September 30<sup>th</sup> for trusts, and October 15<sup>th</sup> for individuals and c corporations. Please note that extensions do not extend the time to pay your taxes, but only extend the time to file the return. Please assist us by providing your tax information early to avoid applicable late paying or late filing penalties.

We are required by the IRS to electronically file all eligible returns. Please notify us in writing if you do not wish to file your return electronically.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you. Fees and expenses for representing the returns will be invoiced in accordance with the terms we agree on for that engagement.

**ALPINE SUMMIT**CPAs

office (208) 777-1099 fax (208) 773-5108  
1810 E Schneidmiller Ave #310  
Post Falls, ID 83854

Our fee for the preparation of your tax returns will be based on a fee schedule and various other factors. Other factors typically involve bookkeeping services that need to be performed and/or additional requests for necessary information in order to accurately prepare your tax returns. These fees will be charged based on the time involved and the experience level of the person performing the services. Any consultation time outside the scope of the preparation of your tax returns will be billed at the rate based on the experience and education of the accountant. All invoices are due and payable upon completion of the return unless prior arrangements are made. To the extent permitted by state law, an interest charge may be added to all accounts not paid within 30 days.

We will retain our work papers and electronic copies of your tax returns for a period of three years. After three years, our work papers and engagement files may be destroyed. All of your original records will be returned to you at the end of the engagement. We may scan and electronically maintain copies of pertinent documents subject to the same record retention policies mentioned above. You should keep your original records in secure storage.

The terms of this engagement cover the preparation of your 2023 federal and state income tax returns.

The terms of this engagement do not include any services related to the Corporate Transparency Act – Beneficial Ownership Information Reporting (“CTA”). The CTA may necessitate legal guidance and direction, as such, our firm is not able to provide you with advice related to the Act.

To indicate that this letter accurately summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space provided and return it to us with your tax information.

We appreciate your business and please feel free to contact us if you have any questions or concerns.

Sincerely,

*Alpine Summit CPAs*

Alpine Summit CPAs

Accepted By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_