

# WoodsTaxes, LLC

P.O. Box 150857

Lakewood, Colorado 80215

(303) 776-0498

[diane@woodstaxes.com](mailto:diane@woodstaxes.com)

[www.woodstaxes.com](http://www.woodstaxes.com)

---

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services I will provide. I will prepare, from the information you provide, your 2023 Federal and State tax returns. My minimum fee to prepare the returns is \$200.00. Your fee will be based upon the complexity of your return and the forms filed. The information furnished will be relied on without independent verification. I will not audit, review, or otherwise verify the data you submit although I may ask you to clarify some of the information. The Internal Revenue Service imposes penalties on taxpayers, and on us as return preparers, for failure to observe due care in reporting for income tax returns.

By signing this document, you affirm that:

- You are responsible for maintaining adequate records to support the income and expense items claimed. **All records, receipts, canceled checks and other documents used to prepare this tax return should be retained by you for three years.** You will provide me with all W-2, 1099, 1095, 1098 and any other official IRS documents.
- You agree that you have reported all 2023 income you received including barter, crypto-currency, foreign, consumer-to-consumer activity, cash-based revenues, and all other income whether received in-person, in-kind, or electronically. You have disclosed any foreign bank account.
- Your eligibility for the earned income credit, education credit, filing status and child credit will be determined by answers to a series of questions that will be documented during the interview process, questions on the Tax Organizer or checklists sent to you.
- If you have a business or farm, you have issued all the 1099's required by the IRS.
- Business owners have been advised that you must keep adequate records for local and out-of-town travel, and business gifts. You are aware that you are not entitled to deductions for these expenses unless the proper records have been kept.
- If you are claiming deductions for listed property such as automobiles, you are responsible for maintaining adequate records concerning the business percentage claimed.
- You will receive a copy of the tax return for your records. Before signing the return, you will have reviewed it to verify that the information contained in it is true and accurate.
- You will provide me, in a timely manner, with a copy of all correspondence received by the IRS, the Colorado Department of Revenue, or any other state agency concerning this return. If the audit is due to an error on my part, I am not responsible for paying any taxes owed, but will cover any penalties assessed.
- WoodsTaxes, LLC is the owner of the portal; the use of the client portal is for sharing and storing tax documents only. Files will be available for 4 years and then will be deleted. If you want to have them longer than the required 4 years, please save them to your own device.
- Payment is expected when tax returns are filed.

Sincerely,



Diane R. Woods

Acknowledged:

---

Date

---

Date