

Waterline Tax Advisors
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Engagement Letter: 2025 Business/Fiduciary Income Tax Preparation

We are pleased to confirm the terms of our engagement for the preparation of your 2025 **Federal and requested State income tax return(s)** (Business or Fiduciary).

Scope of Services

- We will prepare your 2025 Federal and requested State income tax returns based on the information you furnish to us.
- **This engagement is limited exclusively to the 2025 tax year.** It does not include the preparation of any other tax year returns or any other services unless specifically noted.
- **Tax Projections (2026):** Any tax projections for the 2026 tax year are subject to the terms of this letter. We have no obligation to update this work based on subsequent changes in law or your financial facts unless we are separately engaged to do so. Our projections will be based on the prior year's facts unless you inform us of changed circumstances.

Your Responsibilities (Client Acknowledgement)

Information	You are responsible for providing all necessary information for complete and accurate returns. We will not audit or verify the data you submit.
Accounting	You are responsible for maintaining an adequate and efficient accounting system, safeguarding assets, and authorizing business transactions.
Documentation	You must retain all original supporting documentation (invoices, checks, receipts, etc.) to prove the accuracy of your income and deductions.
Expense Records	By claiming deductions for expenses like travel, entertainment, and business use of autos/computers/cell phones, you represent that you have complied with all strict documentation requirements (e.g., receipts for all lodging and T&E over \$75; business gifts under \$25).
Final Review	You have the final responsibility for your income tax returns and must review them carefully before signing them.

Timeliness and Extension Policy

Submission Deadline	The timeliness of your cooperation is essential. We must receive your business income and financial statements by February 13, 2026.
Extensions	If we do not receive your information by the deadline, it may be necessary to prepare an extension of time to file. We may file extensions on your behalf if no balance is due, and you will receive copies. Extension preparation requires a separate, signed engagement letter.

Privacy and Use of Information

We may disclose non-public information about you to affiliates of the firm and non-affiliated third parties who perform services for us. Any such disclosure will only occur under a contractual agreement that prohibits them from using the information other than for the purposes for which it was disclosed.

Tax Liability, Penalties, and Examinations

- **Tax Liability:** You acknowledge that any understated tax liability, and any imposed interest or penalties, are **solely your responsibility**. We have no responsibility in this regard.
- **Estimated Taxes:** We will assist you in determining correct estimated tax payments for both the current and subsequent years. However, you acknowledge that any penalties or interest arising from the underestimation of current or subsequent year taxes are your responsibility if facts differ from the information you provide.
- **Government Examination:** If your return is selected for review, we will be available to represent you or respond to inquiries upon request. **Any such examination or inquiry will require a subsequent, separate engagement letter** and will be subject to additional fees and expenses.

Fees, Billing, and Termination

- **Fees:** Our fees are based on the time spent, the complexity and value of the services, time limitations, and an allocation of administrative costs. You agree to reimburse us for any out-of-pocket costs incurred.
- **Completion:** Our engagement is complete upon delivery of the final returns to you. You are solely responsible for filing the returns with the appropriate taxing authorities.
- **E-Filing:** Most returns are filed electronically. We will provide this service, but we cannot release the returns until we receive the **signed e-file authorization forms** and **payment for our services in full**.
- **Termination:** If we elect to terminate our services (e.g., due to non-payment, inability to sign the return, or non-response for requested information), the engagement will be deemed complete upon written notification. You will be obligated to compensate us for all outstanding and final invoices, and to reimburse us for all allocable out-of-pocket costs up to the date of termination.

Communication and Document Retention

Primary Contact	We will communicate primarily via email and telephone calls .
Text Messaging	You consent to receiving text messages (SMS) for non-substantive matters like scheduling and quick inquiries. Do not use text for urgent matters . All formal instructions or critical documents will be communicated via Email or Secure Portal.
Document Retention	Please forward copies of your documents. Any records we accumulate will not be returned to you. The balance of our engagement file is our property. We will provide copies of such documents at our discretion and if compensated for associated time and costs.

Partnership/S-Corp Clause

If the returns prepared are for a Partnership or S-Corporation, **each partner/shareholder is considered our client**. You each acknowledge there is no expectation of privacy from the other concerning our services, and we are at liberty to share all documents and information concerning the preparation of your returns with any partner/shareholder without prior consent.

Governing Law and Agreement

This letter is contractual in nature, supersedes any prior representations, and includes all relative terms governing this engagement. It shall be governed by the laws of the **Commonwealth of Massachusetts**. Any material changes require a written amendment signed by all parties.

Authorization and Return Instructions

If you agree to authorize us to prepare your business income tax returns pursuant to the terms set forth above, please sign this letter on the line(s) below and return it to our office.

Your required return documents are:

- The fully executed (signed) copy of this engagement letter.
- A completed copy of the Business Financial Reports and the supporting documentation requested therein.

CRITICAL POLICY: We will **not** prepare or sign a completed tax return until we receive **payment in full** and the **signed engagement letter**.

Deposit Instructions:

Once this letter is signed and returned, we will invoice you for the **\$600 deposit** to secure your spot for the 2025 tax season. This deposit is **non-refundable** but will be credited toward your 2025 Business or Fiduciary tax return fee.

Alternatively, you can write a check payable to **WATERLINE TAX ADVISORS** and include it with your signed copy of this agreement, mailing it to the address listed above.

Thank you and please contact us with any questions you may have.

Sincerely,

Wendy B Goldstein EA

Enrolled Agent

IRS License #73282

ACCEPTED AND AGREED:

Print Name _____

Sign Name_____

Business/Trust name_____

Telephone Number_____

Date_____

Pursuant to the applicable U.S. Treasury regulations that any tax advice included in this communication is not intended or written to be used and cannot be used by a recipient for avoiding penalties that may be imposed on the recipient by any governmental taxing authority or agent.