

ENGAGEMENT LETTER



751 Farmington Avenue
Bristol, CT 06010
www.adamssamartinocpa.com

Dear Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2023 federal and resident income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping the fee to a minimum.

This engagement does not include any other tax returns that you may be required to file such as Form 114, Report of Foreign Bank and Financial Accounts (FBAR). If you have additional filing requirements, please contact our office so that a separate engagement letter may be prepared.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax return does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation. Invoices past due will incur a monthly finance charge of 1.50 percent. In the unlikely event we should incur legal or other costs to collect our fee, you agree to reimburse us for such costs. Your tax materials must be received by our office no later than March 22nd to ensure timely preparation. If your information arrives later than March 22nd, your tax returns may be placed on extension.

Requests for additional copies of your tax returns may be subject to additional fees.

By signing this engagement letter, you have agreed to the fair allocation of risk between us. As such, you agree, to the fullest extent permitted by law, to limit the liability of our firm to you for any and all claims, losses, costs and damages of any nature whatsoever, so that the total aggregate liability of our accounting firm shall not exceed our firm's total fee for services rendered under this agreement. Both parties agree that there is a one-year limitation period to bring a claim against us for errors or omissions. The one-year period will begin upon the date of the tax professional's signature on the tax returns covered by this engagement letter.

If the foregoing fairly sets forth your understanding, please sign in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of the return copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,
Adams Samartino & Company, PC

Accepted By:

Taxpayer Signature: _____

Print Name: _____

Spouse Signature: _____

Print Name: _____

Date: _____

You agree to use the last five digits of your social security number for you tax return pin on Form 8879

Internal Use Only	
Included, but not scanned	
<input type="checkbox"/> Medical	<input type="checkbox"/> Charitable

PERSONAL INFORMATION:

NAME: _____

PHONE NUMBER: _____

EMAIL: _____

TAX RETURN DELIVERY METHOD

By Default: Your return will be emailed to you through SafeSend, which is an IRS approved method of delivery. You will be able to review, sign and email your return back to our firm securely from your computer or smart phone/device. Additionally, you will have access to your return via the email link for 7 years.

If you would prefer to have your return mailed or you would like to pick it up from our office, please check the appropriate box below. There may be an additional charge.

I would like to have my Tax return
EMAILED through SafeSend and
supporting documents **MAILED** to me.
No additional fee

Default Option

I would like my Tax return and supporting
documents **MAILED** to me
Additional fee of \$15-30 will apply

I would like to **PICK UP** my Tax Return at
the office. We will call you for Pick-up
Additional fee of \$15-30 will apply

UPLOADING TAX DOCUMENTS

YOU CAN NOW SECURELY UPLOAD YOUR TAX DOCUMENTS TO US BY
USING THE LINK BELOW.

<https://adamssamartinocpa.com/uploading-tax-documents/>

You can also visit our website at www.adamssamartinocpa.com and click on the uploads button in the top right corner of the home page.

Scan to Upload



CLIENT QUESTIONNAIRE

ESTIMATED TAX PAYMENTS

Please list dates and amounts paid for estimated payments to the IRS and states for the tax year 2023:

Due dates for the payments would be April, June & September 2023 and January 2024

IRS

CT

Other State

Amount Paid	Date Paid

Amount Paid	Date Paid

Amount Paid	Date Paid

GENERAL QUESTIONS

YES

NO

Did your marital status change during the year?

If yes, explain: _____

Did your address change from last year?

If yes, when did you move? _____

New address? _____

Can you be claimed as a dependent by another taxpayer?

Did you change any bank accounts, or did routing transit numbers (RTN) and/or bank account numbers change for existing bank accounts that have been used to direct deposit (or direct debit) funds from (or to) the IRS or other taxing authority during the tax year?

If no or nothing is selected, your information from last year will be used again

If yes, please provide a voided check or the following information:

Bank Name: _____

Checking

Routing #: _____

Savings

Account #: _____

Did you or any dependents receive an Identity Protection PIN (iP PIN) from the IRS or have been a victim of Identity theft?

If yes, attach the IRS letter

DEPENDENT INFORMATION

YES

NO

Were there any changes in dependents from the prior year?
If yes, explain: _____

If you have added a dependent, please provide the following
Name as it appears on Social Security Card _____
Date of Birth _____ **Social Security Number:** _____

Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of \$2,100?

Do you have dependents who must file a tax return?
If yes, will they be claiming themselves?

Did you provide over half the support for any other person(s) other than your dependent children during the year?

Did you pay for child care while you worked or looked for work?
If yes, please provide a year end statement from the provider. This must include their name, address and federal ID number.

Did you pay any expenses related to the adoption of a child during the year?

If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?

PURCHASES, SALES AND DEBT INFORMATION

Did you start a new business or purchase rental property during the year?

Did you acquire a new or additional interest in a partnership or S corporation?

Did you sell, exchange, or purchase any real estate during the year?

Did you acquire or dispose of any stock during the year?

Did you previously take out a home equity loan to improve your home?

Did you previously refinance a residence above the original purchase cost?

Did you lend money with the understanding of repayment in this year and it became totally uncollectible?

Did you have any debts cancelled or forgiven this year, such as a home mortgage, student loan(s) or credit cards?

YES

NO

Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year? If yes, please answer the following questions

Does the vehicle have an external charging source, if so did you have costs incurred installing an external charging source? Amount_____

Does the vehicle have a battery capacity of at least 7 kilowatt hours?

Is the gross vehicle weight rating less than 14,000 pounds

Is the vehicle new?

What date did you take physical possession of the vehicle?

Does your electric vehicle meet all the criteria below

- Was your vehicle made by a qualified manufacturer?
- Did your vehicle undergo final assembly in North America?
- Meet critical mineral and battery component requirements? (as of April 18, 2023)

INCOME INFORMATION

Do you expect a large fluctuation in income, deductions, or withholding next year?

Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or a foreign employer?

Did you receive any income from property sold prior to this year?

Did you receive any unemployment benefits during the year?
If yes, please provide Form 1099-G
Form 1099-G for CT residents can be printed by logging in to
https://reemployct.dol.ct.gov/accessct/faces/login/login_local.xhtml

Did you receive any disability income during the year?

Did you receive tip income not reported to your employer this year?

Did you receive any awards, prizes, hobby income, gambling or lottery winnings?

Do you have any sales or other exchanges of virtual currencies, or used virtual currencies to pay for good or services, received crypto as a form of compensation or gift, or you are holding virtual currencies as an investment?

If yes, where are all of the accounts that contain crypto currencies?
Crypto wallets, crypto exchanges, OTC desks?

Transactional history will need to be provided for each account listed above.

Did you have any of the following situations:
Crypto trades related to margin/shorting, staking income, deposits due to forks, mining income, air drops and ICO contributions?

Did you use a crypto tax calculator for pricing index valuations and determining the cost basis using a method of averaging?

RETIREMENT INFORMATION

YES

NO

Did you receive any Social Security benefits during the year?

Did you make any withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified plan?

Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?

Did you make any contributions to an IRA or Roth IRA?

If self-employed, did you make any contributions to a retirement plan?

EDUCATION INFORMATION

Did you, your spouse, or your dependents attend a post-secondary school during the year or plan to attend one in the coming year?

Did you have any educational expenses during the year on behalf of yourself, your spouse or a dependent?
If yes, attach Form 1098-T

Do you have documentation to substantiate the educational expenses?

Did anyone in your family receive a scholarship of any kind during the year?

Did you make any withdrawals from an education savings or 529 Plan account?

Did you pay any student loan interest this year?

Did you cash any Series EE or I U.S. Savings bonds issued after 1989?

Did you make any contributions to an education savings or 529 Plan account?
if yes, please attach year-end statement

Did you pay off student loans with a 529 Plan? If so, did it exceed \$10,000

HEALTH CARE INFORMATION

Did you have health insurance through the Affordable Health Care Act (Access Health CT for CT residents) during the year?
if yes, please attach Form 1095-A

Did anyone in your family have Medicare or Medicaid coverage for the year?

Did you make contributions to a Health Savings Account (HSA)?
If yes, please attach Form 5498-SA

Did you make distributions from a Health Savings Account (HSA)?
if yes, please attach Form 1099-SA

Did you pay long-term care premiums for yourself or your family?
If so, how much? _____

ITEMIZED DEDUCTION INFORMATION

YES

NO

Did you incur a casualty or theft loss or any condemnation awards in a federal disaster area during the year?

Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)? **If yes**, please provide a total amount and hold evidence such as receipts for your records. _____

Did you make any charitable contributions by cash or check? **If yes**, please provide a total amount and hold evidence such as receipts for your records. _____

Did you make any noncash charitable contributions (clothes, furniture, etc.)? **If yes**, please provide a total amount and hold evidence such as a receipts from the donee organizations for your records. _____

Did you donate a vehicle or boat during the year? **If yes**, attach Form 1098-C or other written acknowledgement from the donee organization.

Did you make any major purchases during the year (cars, boats, etc.)?

Did you make any out-of-state purchases (by telephone, internet, mail, or in person) for which the seller did not collect state sales or use tax?

MISCELLANEOUS INFORMATION

Did you make gifts of more than \$17,000 to any individual?

If you are self-employed, did you utilize an area of your home for business purposes?

Did you engage in any bartering transactions?

Did you retire or change jobs this year?

Did you pay any individual as a household employee during the year?

Did you make energy efficient improvements to your main home this year?

Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?

Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country?

Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?

Did you receive correspondence from the State or the Internal Revenue Service?

If yes, explain:

Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?

TAX DOCUMENTATION TO GATHER CHECKLIST

- Forms W-2 for wages, salaries and tips.**
- All Forms 1099 for interest, dividends, retirement, miscellaneous income and non-employee compensation.**
- Form UC-1099G for unemployment income. (You must obtain this form online and print a copy. One will not be sent to you.)**
- Social Security, state or local refunds, gambling winnings, etc.**
- Year-End tax information statements from brokerage accounts.**
- Schedule K-1 from partnerships, S corporations, estates and trusts.**
- Statements supporting deductions for mortgage interest, taxes, and charitable contributions (including any Form 1098-C).**
- Copies of closing statements regarding the sale or purchase of real property.**
- Legal papers for adoption, divorce, or separation involving custody of your dependent children.**
- Any tax notices sent to you by the IRS or other taxing authority.**
- A copy of your income tax return from last year, if not prepared by this office.**
- Support information for questions answered yes on client questionnaire.**
- Form 1095-A Health Insurance Marketplace Statement**