

# Mikoleit Inc.

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Topeka, KS 66615  
info@mikoleit-assoc.com

Phone: (785)271-8113 Fax: (785)271-2844.

Taxpayer(s): \_\_\_\_\_

Subject: Preparation of Your 2023 Tax Returns

Thank you for choosing Mikoleit Inc. to assist you with your 2023 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2023 federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. We will return your original records to you at the end of this engagement. Store these records, along with all supporting documents, canceled checks, etc., in a secure location in case these items are needed later to prove accuracy and completeness of your returns.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will inform you of any material errors, fraud, or other illegal acts we discover.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if you have concerns about such penalties. We reserve the right to suspend our services or withdraw from the engagement.

Our fee for this service is due and payable upon completion of the return. If we have not received all of the information to prepare a complete and accurate return at least 15 days prior to the due date it may be necessary for us to request an extension for your return. An extension is

only an extension of time to file, not pay. If an extension of time is required, any potential tax due must be paid with that extension. Any amounts not paid by the due date may be subject to interest and late payment penalties. We will provide you with one copy of your tax returns upon completion. An additional fee of \$10.00 per return will be charged upon the request for extra copies from our office, including faxing or emailing returns to third parties per your written request.

Our engagement to prepare your 2023 tax returns will conclude with the delivery of the completed returns to you (if paper-filing) or your signature and our subsequent submittal of your tax returns (if e-filing). Review all tax-return documents carefully before signing them. We will electronically file your tax returns through a secured third-party filing service unless you opt out of electronic filing. If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign in the space indicated and return it to us.

Thank you for the opportunity to be of service. If you have any questions, contact our office at 785-271-8113.

Sincerely,

Deborah D Mikoleit  
Mikoleit Inc

(Both spouses must sign for preparation of joint returns.)

Accepted By:

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Taxpayer

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Spouse

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Date

Preferred email address: \_\_\_\_\_