Date: \_\_\_\_\_\_\_\_Client Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. We are pleased to confirm our understanding of the arrangements for your income tax return(s). This letter confirms the services you have asked our firm to perform and the terms under which we have agreed to do that work. Please read this letter carefully because it is important to both of us that you understand what you can and cannot expect from our work. In other words, we want you to know the limitations of the services you have asked us to perform. If you are confused at all by this letter or believe we have misunderstood what you need, please call us before you sign it.

2. This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations, or agreements, written or oral, regarding these services. It shall be binding on the heirs, successors and assigns of you and us. 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. To ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare tax returns to confirm the following arrangements. We will prepare the returns from information which you will furnish to us. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. We will furnish you with any questionnaires and/or worksheets that you request to guide you in gathering the necessary information. To the extent we render any accounting and/or bookkeeping assistance, including (but not limited to) telephone calls, letters, emails, and 3rd party consultations it will be limited to those tasks we deem necessary for preparation of the returns and will be billed at our standard professional billing rate of $300 per hour, billed in ¼ hour increments.

**Blaze Tax Services LLC Responsibilities**

3. We will prepare your Federal and Oregon income tax returns for the year ended December 31, 2023, from the information you furnish us. We will not prepare any other tax returns except those identified during our tax appointment without your authorization to do so. 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.

***Our services are not intended to determine whether you have filing requirements in taxing jurisdictions other than your business home state/city and the one(s) for which you have indicated separately. Our firm is available under the terms of a separate engagement letter to provide a nexus study that will enable us to determine whether any other state tax filings are required.*** ***If you have taxable activity in a state/city other than that of your home state/city, you are responsible for providing our firm with all information necessary to prepare any additional applicable state or local income tax returns, as well as informing us of the applicable states. We will prepare only those state/city returns for your home state and any additional state(s) you have separately indicated.***

4. ***We are responsible for preparing only the specific individual income tax forms for the specified reporting agencies listed in this letter. Any other required services, forms or other actions on our part require a separate written, signed engagement letter. In the absence of written communications from us documenting such services, our services will be limited to and governed by the terms of this engagement letter. Our services are not intended to determine whether you have filing requirements in taxing jurisdictions other than the one(s) which you have requested in paragraph 3 above. Our firm is available under the terms of a separate engagement letter to provide a nexus study that will enable us to determine whether any other state tax filings are required.***

**Client Responsibilities-PLEASE READ CAREFULLY**

5. Please note that any person or entity subject to the jurisdiction of the United States (includes individuals, corporations, partnerships, trusts, and estates) having a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having an aggregate value exceeding $10,000 in a foreign country, shall report such a relationship. Although there are some limited exceptions, filing requirements also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s). Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties. Such disclosure includes filing Form 8938 with this Form 1040, and Form FinCen 114 directly with the Department of the Treasury. ***If you do not provide our firm with information regarding any interest you may have in a foreign account, we will not be able to prepare any of the required income tax related forms; consequently, penalties may be due, for which we have no responsibility. In the absence of such information being provided, we will presume you do not have any foreign assets or financial interests and will not file any applicable disclosure forms without separate written authorization.***

6. You will be responsible for compliance with the Corporate Transparency Act (“CTA”), if applicable to your business, and for ensuring that any required reporting of beneficial ownership information is timely filed with the Financial Crimes Enforcement Network (“FinCEN”) as required by the CTA. As Blaze Tax Services LLC is not rendering any legal services as part of our engagement, we will not be responsible for advising you regarding the legal or regulatory aspects of your company’s compliance with the CTA, nor are we responsible for the preparation or submission of your beneficial ownership information reports to FinCEN. If you have any questions regarding your compliance with the CTA, including but not limited to whether an exemption may apply to your organization or to ascertain whether relationships constitute beneficial ownership under CTA rules, we strongly encourage you to consult with qualified legal counsel experienced in this area.

7. United States citizens and resident aliens are required to report worldwide income on their US tax return.

8. In addition, currently the Internal Revenue Service, under IRC §6038 and §6046, requires information reporting if you are an officer, director or shareholder with respect to certain foreign corporations (Form 5471); foreign-owned U.S. corporation or foreign corporation engaged in a U.S. trade or business (Form 5472); U.S. transferor of property to a foreign corporation (Form 926) ); and, if you hold foreign financial assets with an aggregate value exceeding $50,000 (Form 8938). Additionally, recent Form 1040 changes require that you report any activity you may have in cryptocurrency, including mining, sale, barter, etc. By your signature below, you accept responsibility for informing us if you believe that you fall into one of the above categories and you agree to provide us with the information necessary to prepare the appropriate form(s). We assume no liability for penalties associated with the failure to file or untimely filing of any of these forms.

9. You acknowledge that you have reported all 2023 income you received including barter, consumer-to-consumer activity, cash-based income, and all other income, whether received in-person, in-kind, or electronically. You also confirm that you have or will timely file any applicable required Forms W-2 and W-3 with the Social Security Administration and IRS for business employees or home workers. **Cryptocurrency: Congress and the IRS are very aggressively pursuing cryptocurrency activity, reporting, and tax situations. Failure to report cryptocurrency activity of any type, including sales, staking, mining, lending, NFT activity, trades, and other activities must be reported on your return, so you also acknowledge that you have reported all cryptocurrency activity to us.**

**Other Items**

***10. Our fee does not include responding to inquiries or examination by taxing authorities or third parties, for which you will be separately billed for time and expenses involved. However, we are available to represent you under a separate engagement letter, and our fees for such services are at our standard professional billing rates and would be covered under a separate engagement letter. You agree to immediately notify us upon the receipt of any correspondence from any agency covered by this letter. Please do not respond to or click on any links from emails purportedly from the IRS. The IRS never initiates correspondence via email and any such emails are attempts to steal your identity.***

11. It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns for three years from the filing date. It is also your responsibility to carefully examine and approve your completed tax returns before signing. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties, and interest. We will rely, without further verification, upon information you provide to us from 3rd parties including, but not limited to, K1’s, 1099’s, 1098’s, and receipts and similar items.

*12.* ***We DO NOT automatically file tax extensions for clients. You must notify us in writing, email or fax if you wish us to file an extension, and the notification should include your estimate of any balance due with the extension. We must receive your tax information by March 15th in order to complete your return in a timely manner and information received after that date may cause your return to be extended and completed after the April 15th due date. Failure to file an extension may make you subject to various penalties and interest.***

***An extension, however, only provides you with an extension of time to file, NOT an extension of time to pay. An extension does not relieve you from paying any tax due on the due date or from making quarterly estimated tax payments for the current year.*** Any taxes still due after the due date will result in accruing interest. Additionally, applying for an extension of time to file may extend the time available for a government agency to undertake an audit of your return or may extend the Statue of Limitations.

13. Equity loans are not deductible unless the mortgage funds are used to buy, build, or improve your personal residence and does not exceed the allowable mortgage debt. To comply with these rules, we need to know any amounts borrowed against your home, the date borrowed, and the use of the funds**.**

14. ***Business Owners: When a self-employed taxpayer reduces taxable income through tax deductions there is also a reduction in earned income reported to the Social Security Administration, which could reduce current and future benefits for the taxpayer and his or her dependents. You acknowledge and agree to the current tax reduction and acknowledge and agree to the potential negative effects on future social security benefits for you, your spouse and any dependents. Additionally, new state laws regarding the collection of sales taxes by online sellers require separate registration, collection, filing and payment with many states at very low activity levels. We were not engaged to, nor did we, determine whether individual state sales tax rules apply to your business. Determination of whether an individual state’s sales tax rules apply to your activity are your responsibility unless we have a SEPARATE written engagement letter acknowledging our responsibility to determine or apply sales tax rules for an individual state. Failure to register and file with an appropriate state may expose you to severe penalties.***

15. Privacy laws established by the IRS prohibit us from providing confidential information or copies to anyone other than you without your specific, written authorization. To comply with these new regulations, we provide all copies of all returns to you in a secure web portal as discussed below. In the interest of maintaining service quality and timeliness, we may use a 3rd party service provider to assist us in the use of technology to facilitate compliance with disclosure and storage of your tax information. We and the 3rd party provider have established written procedures and controls designed to protect client confidentiality and maintain data security.

16. If we are asked to disclose any privileged communication, unless we are required to disclose the communication by law, we will not provide such disclosure until you have had an opportunity to argue that the communication is privileged. You agree to pay all reasonable expenses that we incur, including legal fees, that are a result of attempts to protect any communication as privileged. In addition, your confidentiality privilege can be inadvertently waived if you discuss the contents of any privileged communication with a third party, such as a lending institution, a friend, or a business associate. We recommend that you contact us before releasing information to a third party.

17. It is our policy to keep records related to this engagement for three years, after which they are destroyed. ***However, we do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for three years for possible future use***, ***including potential examination by any government or regulatory agencies***.

18. In the interest of facilitating our services to you, we utilize a secure web portal. Your use of this portal must comply with our standards of use, and as owners of the portal, we retain the right to limit and deny use of the portal for inappropriate purposes. Your access to files maintained on the portal will be terminated no later than 30 days after the earlier of your or our termination of services under this agreement or April 15th unless we are notified in writing of your desire to extend your tax return. All confidential information sent to your or third parties (at your instruction), as well as the portal, will be password protected. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent and consent to our use of these devices during this engagement.

19. From time to time during our relationship, you may seek our advice regarding potential investments. We are not investment advisors. Accordingly, we suggest that you seek the advice of qualified investment advisors appropriate to each investment being considered. Unless otherwise specifically agreed to in a separate engagement letter signed by both parties, we will not advise you regarding the economic viability or consequences of an investment or whether you should or should not make a particular investment.

20. In recognition of the relative risks and benefits of this agreement to both the client and the tax firm, the client agrees to the fullest extent permitted by law, to limit the liability of the tax firm to the client for all claims, losses, costs, and damages of any nature whatsoever, so that the total aggregate liability of the tax firm to the client shall not exceed the tax firm’s total fee for services rendered under this agreement. The client and the tax firm intend and agree that this limitation apply to all liability or cause of action against the tax firm, however alleged or arising, unless otherwise prohibited by law. Both parties agree that there is a one-year limitation period to bring a claim against us for errors and 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.

21. ***From time to time, you may need verification of income, employment, or tax filing status for various third parties. Because we were engaged only to prepare your income tax return, without examination, review, audit, or verification, we are unable to sign such requests; but rather, will only be able to provide copies of tax returns for the tax years needed, as originally filed. These returns are not intended to benefit or influence any third party, either to obtain credit or for any other purpose.***

22. We are required to obtain a copy of Form W-2, 1099-R, and 1095-A before we can electronically file your return under the rules of IRS Circular 230.

23. Notwithstanding anything contained herein, both the accountant and client agree that regardless of where the client is domiciled and regardless of where this Agreement is physically signed, this Agreement shall have been deemed to have been entered into at the offices of Blaze Tax Services LLC, located in Multnomah County, Oregon, USA, and Multnomah County, Oregon, USA, shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of Oregon.

24. In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

25. Timing of the Engagement and E-File Requirement - We expect to begin the preparation of your returns upon receipt of your 2023 tax documentation. Our services will be concluded upon delivery to you of your 2023 tax returns for your review. ***You have the final responsibility for the income tax returns and, therefore, you should review them carefully before signing the e-file authorization forms.*** Your returns will be e-filed by us upon receipt of the e-file authorization forms and upon payment of our billing statement (see Fees and Billings). ***We cannot file your returns until our fees are paid.***

26. Penalties - Federal, state, and local taxing authorities impose various penalties and interest charges for noncompliance with tax law, including for example, failure to file or late filing of tax returns and underpayment of taxes. You as the taxpayer remain responsible for the payment of all taxes, penalties, and interest charges imposed by taxing authorities.

27. Fees and Billings - Our professional fee for the services outlined above will be billed based upon the availability, quality, and completeness of your records, and the complexity of the work to be done. You agree that you will deliver all records requested to complete this engagement on a timely basis. In the event your records are not submitted in a timely manner, or they are incomplete or unusable, we reserve the right to charge additional fees and expenses for services required to correct the problem.

We will bill you for our professional fees, expenses, and out-of-pocket costs as of the date we deliver our work product to you. Rates are subject to change and are usually updated in January of each year. Payment is due upon presentation of the billing statement.

28. We appreciate the opportunity to serve you. Please sign and date this letter in the signature box below to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement. Both spouses must sign for preparation of joint returns. It is our policy to initiate services only after we receive the executed engagement letter. If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected, and all other provisions remain in full force and effect.

Thank you,

Mariette Blay

Blaze Tax Services LLC

**Acceptance**

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| I (We) have read the above terms of the engagement letter and agree with the terms of this engagement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Taxpayer Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Spouse Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) |