



2025 Tax Preparation Service Agreement

Thank you for choosing Kreuser Financial and Tax Service, Inc. (KFTS) to prepare your 2025 federal and state income tax returns. I appreciate your business and will work hard to make sure that you are satisfied with my services. My goal is to get you the best possible result and to provide you with financial services that set me apart from other tax preparers.

This letter provides a clear understanding of the terms of my engagement with you, what you can expect from me, as well as what I need from you to provide a complete and accurate return. Your signature(s) or electronic “**Approval**” will be a record of your understanding of this agreement and your selection of KFTS to prepare your returns.

Responsibilities: I will prepare your 2025 federal and state income tax returns from the information that you provide. It is your responsibility to provide legal, accurate, and supporting documentation in a timely manner for the completion of your federal and state income tax returns.

Although I may make reasonable inquiries to determine that the information you provide appears to be accurate, consistent, reasonable, and substantially complete, I will make no audit to verify that the documentation you submit is lawfully compiled. At times, certain areas of IRS focus and compliance emphasis may require additional documentation and due diligence.

Privacy Policy: KFTS is committed to protecting your privacy and the confidentiality of your personal and financial information. KFTS uses procedural, physical, and electronic system safeguards to store and secure information about you in compliance with IRS standards. Our systems protect your information from unauthorized access, alteration, and destruction. Access is permitted only to those individuals within our organization who need the information to perform their job responsibilities. When we enter into agreements with other companies to provide services available to you, we include a confidentiality clause. Under such agreements, we may transmit confidential information to or through these companies, but they may only use it for the intended purpose, **which is necessary** to prepare and process your tax return.

Record Keeping: All original client records will be returned to you. Additionally, you will be given an original and complete copy of both your federal and state income tax returns at the end of this engagement. These records must be kept **BY YOU** in secure storage for a minimum of 7 years to prove the accuracy and completeness of the returns to the taxing authorities. Electronic file copies of our engagement are the sole property of KFTS and are retained for a period of 7 years after which they may be destroyed. I would be happy to provide additional copies of these files to **YOU** upon receiving **specific written authorization** for each individual request as required by the IRS. **YOU** will be responsible for sending copies to third parties as needed or requested.

Tax Law: I may use professional judgement and acceptable industry guidelines in resolving questions where the tax law is unclear or where there may be different interpretations of the law. Tax law is subject to continual change and at times these changes may be on a retroactive basis. Such changes may result in incremental taxes, interest and/or penalties. Should the facts provided to me be incorrect, incomplete or should the tax law or its interpretation change, this advice may be inappropriate. While I may provide forward tax guidance, you are responsible for complying with all existing and future tax laws, changes to existing tax laws and any change in your personal tax situation going forward.

Please Initial: _____ / _____

Audits & Verification: All returns are subject to audit or ID verification by the taxing authorities for any reason. Please note that these can be completely random and are not necessarily an indication that there are errors on your return but will result in a delay of your refund if due. It is advisable to contact me immediately upon receiving correspondence from either the federal or state taxing authority questioning your return. I will be available to assist you upon request and additional charges may apply for such services.

Errors & Liability: You, the taxpayer, are legally responsible for paying any tax due on the original or corrected (amended) tax return. In the unlikely event of a calculation error in the preparation of your tax return, I will reimburse you for any interest and penalties for which I made you liable, provided the information that you supplied to me was correct. This guarantee does not apply to the disallowance of deductions and/or credits due to inadequate, incomplete, or un-substantiating documentation on your part, nor for the resulting taxes, penalties, and interest that may apply.

Furthermore, KFTS is not responsible for the client's failure to resolve a tax issue in a timely manner or technical issues with electronic filing and/or returns lost in the mail or by the taxing authorities. Returns electronically filed or mailed within 3 days of the tax due date cannot be guaranteed to be received in a timely manner.

Client Portal: Secure document management, messaging, and client communications are provided through our secure client portal ***TaxDome***. The use of these systems **ARE** required to meet the specific security requirements set forth by the IRS. KFTS is not responsible for loss or breach / theft of confidential client information if the client fails to use such systems.

Right to Withdraw: I reserve the right to withdraw from our engagement without completing the work if you fail to comply with the terms of this service agreement or if after reviewing your tax information, I feel that I am not adequately qualified or suitable to prepare your returns. In both cases, all client documentation you provided to me will be returned to you within 3 business days. If you terminate our engagement prior to my completion of your federal and state tax returns, time for services rendered up to that point will be billed at a rate of \$150 per hr.

Fees & Payment (cash, check or credit cards accepted): Fees for my services will be determined based on the complexity of your return and the amount of time required for the compilation of your data and return completion. Non-binding estimates will be offered upon request based on your representation of the difficulty of the return. Actual charges may vary due to unforeseen complexities in your return at the time the estimate was made. In most cases, fees are due upon completion and presentation of the work with a minimum retainer fee of \$150 per engagement. I do, however, reserve the right to ask for fees to be paid in advance of work done.

The tax preparation fee that I will charge will cover, at minimum, the following services:

- ❖ The tax preparation interview and completed tax presentation appointments.
- ❖ Preparation and electronic filing of your 2025 personal and/or small business federal and state tax return.
- ❖ A complete personal copy of your tax returns, supporting schedules / forms and worksheets as filed.
- ❖ Year-round service to answer your questions by phone, mail and/or e-mail.
- ❖ Access to and maintenance of your secure client portal TaxDome.

Completion Time: I will make every effort to complete your return in a timely manner. All returns, however, are completed in the order in which **all necessary documentation** to complete the return is received from you. As my client, it is your responsibility to contact me immediately if you discover additional information that will lead to a change in your return. Such changes may delay the filing of your return or result in additional charges.

If any unforeseen circumstances arise during our engagement which will impact the completion of my work or the cost, I will contact you immediately and discuss the causes, costs and methods of resolving the issue with you before proceeding with the engagement.

Please Initial: _____ / _____

Contact Information: To ensure proper communication and resolution to issues that may arise during the preparation and completion of your tax returns, it is your responsibility to provide me with, at minimum, a **working daytime phone number and your confidential and personal email** (completed below) so that I may contact you if needed.

Please print clearly and legibly:

Primary daytime phone No.? _____	Cellphone / Text? <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary contact email? _____	Private / Confidential? <input type="checkbox"/> Yes <input type="checkbox"/> No

Client Acceptance:

To the best of my knowledge, the information that I will provide to Kreuser Financial & Tax Service, Inc. during this engagement is correct and includes all income, deductions, and other information necessary for the lawful preparation of my 2025 tax returns. I agree that I will review my return thoroughly prior to signing and submitting it to any tax authority. Furthermore, I understand that as a taxpayer by law, I am responsible for the accuracy and filing of my return and the payment of any tax liability due.

By signing and dating this letter below, I am stating that this service agreement correctly expresses my understanding of the nature, scope and terms of the services Kreuser Financial & Tax Service, Inc. will provide.

Additional signatures will be required **upon completion of your return on IRS Form 8879** (joint returns must be signed by both parties) prior to filing.

Primary Taxpayer Printed Name

Secondary Taxpayer Printed Name

X _____ /
Primary Taxpayer Signature / Date

X _____ /
Secondary Taxpayer Signature / Date

I appreciate your confidence in me and thank you for your business. I will be in contact with you when your tax return is completed. In the meantime, please feel free to contact me if you have any questions or concerns.



Todd M. Kreuser, CFP®
Tax Preparer | Financial Advisor
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