



214 S. Main St. Suite 218, Duncanville TX 75116

Individual Tax Return Engagement Letter

Dear Client:

Thank you for selecting our firm to assist you with your tax matters. This letter confirms the terms of our engagement with you and clarifies 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 _____(Tax Year) Federal and State(s) income tax returns, using information you provide to us. We may ask for clarification of some items but we will not audit or otherwise verify the data you submit. Accordingly, our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist.

We have enclosed a “Client Tax Organizer” (CTO) to help you gather the information required for a complete return. If you use the CTO, it will help you avoid overlooking important information and contribute to efficient preparation of your returns, which in turn will help keep the cost of our services as low as possible.

It is your responsibility to provide all the information required for the preparation of your tax return.

By doing so, you are confirming that all the information you are supplying to us is accurate and complete to the best of your knowledge and that any expenses claimed for meals, travel, business gifts, education, vehicle usage, transportation, charitable contributions etc. are supported by records as required by law. In addition, we will presume you are residing in the State where your address is listed. Remember, even if you need to travel to a client location away from the home office that may not make the rental or travel expenses deductible.

You should keep all documents for 7 years, canceled checks and other data that support your reported income and deductions, as this data may be necessary to prove the accuracy and completeness of the returns to a taxing authority. We are not responsible for the dis-allowance of doubtful deductions or inadequately supported deduction or for any resulting taxes, penalties or interest. You are responsible for the returns, so you should review them carefully before you sign them. It is not our responsibility to verify your deductions or exemptions or to audit your tax return.

We will use our professional judgment in preparing your returns. Whenever we are aware that a possible applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. We will adopt whatever position you request on your return as long as it is consistent with the codes, regulations, and interpretations that have been promulgated. If the Internal Revenue Service should later contest the position taken; there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties of assessment. In the interest of expediting our services, we may communicate with you through electronic devices such as – e-mail, fax, secure website etc. such communications may include information that is confidential to you. While we use our best efforts to keep such communications secure in accordance

with our obligations under applicable law and professional standards, you recognize and accept that we have no control over unauthorized interception of these communications once they have been sent and consent to our use of these electronic devices during this engagement. We will not providing confidential information or copies of your returns to anyone other than you without your specific, written authorization.

We will retain copies of records you supplied to us along with our work papers for your engagement for a period of four years. After four years, our work papers and engagement files will be destroyed.

All of your original records will be returned to you when you receive your copy of the return. You should keep the original records in secure storage. You should permanently keep a copy of all tax returns. Save a paper copy as the password and link expires after 60 days. A fee will be charged for any additional copies of any records you request from our office. (\$25 processing fee)

We do not automatically file tax extensions for clients. You must notify us in writing via e-mail or fax if you wish us to file an extension. If your return is extended, it does not relieve you from paying any tax due by the original due date. Failure to pay any tax due with the extension may subject to various penalties and interest, and will make your extension ineffective for avoiding the late filing penalty of 5% per month (up to a total of 25 %).

Full payment of your tax preparation fee is required before we will electronically file your return or release the paper return to you. Insufficient funds checks returned to us by the bank will incur an additional **\$50 fee**, and if we have to take collection action to collect our fees, any and all costs of collection, including attorney fees that we incur, will be added to the final amount to be collected. We have the right to withdraw from this engagement if you do not provide us with any information we request in a timely manner, refuse to cooperate with our reasonable requests, or misrepresent any facts. Our withdrawal will release us from any obligation to complete your return and will constitute completion of our engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of our withdrawal.

Your return(s) may be selected for audit by a taxing authority. You agree to immediately notify us upon the receipt of any correspondence from the taxing authority related to this service covered by this letter. Our fee does not include responding to inquiries or examination by taxing authorities. However, we are available to assist you in preparation for any audit, as well as to attend any audit. Our fees for such services will be billed separately.

We appreciate the opportunity to serve you. Please write your name, sign and date the enclosed copy of this letter to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement. It is our policy to initiate service after we receive the sign engagement letter along with CTO and required tax documents to prepare your return.

Sincerely,
Diamond Integrity Tax Services

Taxpayer Name: _____ Spouse Name: _____
(If married)
Taxpayer Signature: _____ Spouse Signature: _____
(If married)

Date: _____ Date: _____

KNOW THE BASICS EITC ELIGIBILITY RULES FOR ALL EITC CLAIMANTS

ALL TAXPAYERS CLAIMING EITC MUST MEET THESE RULES:

Rule 1- Adjusted gross income (AGI) limits

Your adjusted gross income (AGI) must be less than:

\$56,838 (\$63,398 for married filing jointly) if you have three or more qualifying children,
\$52,918 (\$59,478 for married filing jointly) if you have two qualifying children,
\$46,560 (\$53,120 for married filing jointly) if you have one qualifying child, or
\$17,640 (\$24,210 for married filing jointly) if you do not have a qualifying child.

Rule 2- you must have a valid social security number (SSN)

Rule 3- your filing status cannot be married filing separately

Rule 4- you must be a United States citizen or resident alien all year

Rule 5- you cannot file form 2555 or form 2555-ez

Rule 6- your investment income must be \$11,000 or less

Rule 7- you must have earned income of at least \$1

Rule 8- your child must meet the relationship, age, residency, and joint return tests

Rule 9- your qualifying child cannot be used by more than one person to claim the EIC

Rule 10- you cannot be a qualifying child of another taxpayer

Rule 11- you must be at least 25, but under age 65 (if no qualifying child)

Rule 12- you cannot be the dependent of another person

Rule 13- you must have lived in the United States more than half of the year

The maximum amount of credit for Tax Year 2023 is:

- \$7,430 with three or more qualifying children
- \$6,604 with two qualifying children
- \$3,995 with one qualifying child
- \$600 with no qualifying children

When Can I Expect My Refund?

If you claim the earned income tax credit (EITC) or the additional child tax credit (ACTC) on your tax return, by law the IRS can't issue your refund before mid-February — even the portion not associated with EITC or ACTC

Disclosure: I understand the rules to claim EITC. I understand that the information I provided meets the IRS guidelines to receive the EITC. I found to be perjury, I, the taxpayer could be fined for misrepresentation of the Earned Income Credit Tax Laws.

Print: _____ Sign: _____

Social Security Number: _____ Date: _____



214 S. Main St. Suite 218, Duncanville TX
75116
Office: 469-729-9837/ Fax 972-803-6174

PREPARER: _____

CLIENT INFORMATION

Referred By: _____

Please complete this form as accurately as possible. The information provided is used to accurately prepare your tax return and/or your free quote. *Incorrect information can delay your return or cause a rejection by the IRS.*

IMPORTANT: The following items *must* be included with this form for your return to be processed.

- Driver's License/Government Issued ID
- Social Security Cards (Taxpayer, spouse & all dependents)
- Income Documents (W2's, 1099's, etc.)
- Other Documents (Interest, Student Loan & any related statements)
- Home Business Info (*if applicable*) (Business Name, Income, Expenses)

SSN#: _____ Spouse SSN#: _____

Name: _____ Spouse Name: _____

D.O.B. _____ Spouse D.O.B. _____

DL#: _____ Issue Date: _____ Exp Date: _____

Spouse DL#: _____ Issue Date: _____ Exp Date: _____

Address/City/ST/Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Occupation: _____

	Dependent Name	DOB	SSN	Relationship	Months In Home	Disabled	FT College Student
1						<input type="checkbox"/>	<input type="checkbox"/>
2						<input type="checkbox"/>	<input type="checkbox"/>
3						<input type="checkbox"/>	<input type="checkbox"/>
4						<input type="checkbox"/>	<input type="checkbox"/>

I certify that the dependents listed above lived with me for 12 months, if audited; I will provide sufficient documentation to the IRS. _____ (initials)

Did you file taxes last year? (Select Filing Status)

YES / NO

Single | Head of Household | Married Filing Jointly | Married Filing Separately | Widow

Do you currently have a debt with IRS, Student Loans or Child Support? YES / NO

If so, what's an estimated amount of what you owe? \$ _____

Purchasing or selling a _____ within the next year (Circle all that apply): House | Vehicle

Did you have any of the following? (Select all that apply)

- Rental Estate Taxes
- Own Rental Property
- Home Mortgage
- Medical Expenses or pay Health Insurance
- Contribution to church, charity, etc...
- Childcare Expenses
- Out of pocket expenses or used personal vehicle on the job
- Loss from casualty (fire, theft, natural disaster)
- College Tuition and/or Expenses
- 1099-MISC
- Home business or self-employed (sole proprietor)

ADDITIONAL SERVICES: As a valued Diamond Integrity Tax Services client, you will have access to the following services at no additional cost.

- Do you currently have a Life Insurance policy *outside* of your employer? (Yolanda) YES / NO
- Do you have a 401K from a previous employer that has *not* been rolled over? YES / NO
- Are you 100% satisfied with your credit score?(Contact Audrie) YES / NO
- Home Owners needing an offer free roof inspection? (Contact Luis) YES / NO
- Do you have marketplace health insurance last year? YES / NO
- Protection Plus with Identity Restoration \$89.99**

RETURN STATUS: Once your return is accepted by the IRS, *please allow 21 days for processing.* You may check the status of your return by taking the following steps:

- www.TaxpayerInfo.com or call 888-875-8372
- www.IRS.gov/Refunds or call 800-829-1040

DIRECT DEPOSIT: YES / NO

Bank Name: _____ Account Type: _____

Routing #: _____ Account #: _____

ACKNOWLEDGEMENT

I, the above mentioned taxpayer/spouse, solemnly swear that the information that was forwarded to the tax preparer is true to the best of my knowledge. In no way am I attempting to file a fraudulent claim by providing the tax preparer with false documentation. I understand that if the information is false or conjured, that I am liable to a fine and/or imprisonment by the federal and/or my local government. I also want to acknowledge that any wrong doing on my behalf, is not a reflection of the tax preparer. I also agree that if I receive a bank product, and the IRS does not fully deposit all or none of the fees, that I am liable to Diamond Integrity Tax Services for all or the unfounded portion of the fees, as well as any collection, and attorney fees in connection with the collection of my fees if I fail to pay the fees after thirty (30) days of being notified by Diamond Integrity Tax Services.

Print Name (Taxpayer)

Print Name (Spouse)

Signature Date

Signature (Spouse) Date