



5742 Coventry Lane | Sipecpa.com
Fort Wayne, IN 46804 | (260) 432-9996

Name: _____

Dear Client

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will prepare your 2025 federal and state income tax returns from information you provide to us. You are responsible for reviewing the completed returns carefully to ensure that there are no omissions or misstatements of material facts. We will not audit or otherwise verify the data you provide to us, but we may request additional documentation and clarification.

Our fees are based generally on the complexity of your return and the standard hourly charges for time to complete, this includes meetings. There is a minimum cost of \$300 (or \$120 if a dependent child's return). You may incur additional fees if the return has to be reworked or significant time is spent obtaining missing information. Fees may also be affected by the increased complexity of additional tax law and changes.

Payment for services is expected at the completion of your return. We will only electronically file your return once we receive your signed e-file authorization form(s) along with your payment for services.

If you have any questions or need assistance, please e-mail us at info@sipecpa.com or call us at 432-9996.

Sincerely,

Sipe CPA Firm, LLC

RESPONSE:

I understand and agree to the above terms.

Taxpayer's Signature: _____

Spouse's Signature: _____

Date: _____