



## Terms of Engagement – Tax Preparation

Thank you for choosing BlueSky Wealth Advisors, LLC, to assist you with your 2023 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of our services.

We will review your current federal and state income tax returns. We will depend on you to provide the information we need to complete an accurate assessment and provide recommendations. We may ask you to clarify some items but will not audit or verify the data you submit. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.

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

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties.

Should we encounter instances of unclear tax law or 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.

Tax preparation prices are based on complexity. We cannot estimate your tax preparation price in advance of preparing your return. Invoices are due and payable upon receipt. Due to compliance regulations, tax prep payments cannot be deducted from your brokerage account. Review or revision of prior year(s) filings are also available at an additional charge. *Tax preparation services are not included in advisory services cost.*

If you provided physical documents to our office for your return, they will be returned to you upon request at the end of this engagement. We recommend securely storing tax records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove the accuracy and completeness of your tax return. We will retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.

Our engagement to prepare your tax returns will conclude with the delivery of your return and any recommended clarifications. Review all tax return documents carefully before signing them. This engagement does not include any audit or examination of your books or records. If your return is audited, you will be responsible for verifying the reported items.

Submission of your tax documents to BlueSky Wealth Advisors, LLC constitutes your agreement with our Terms of Engagement.