



**Dear Client:**

Thank you for choosing EPL Tax Group, LLC to assist you with your taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

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 otherwise verify the data you submit. Review or revision of prior year(s) returns is also available at an additional charge.

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 it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal 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 of 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.

Our fee will be based on the quote provided at the time of preparation. All preparation fees must be paid before your returns are filed, there are no refunds. If you've opted into using a pay-by-refund product, such as Refund Advantage, and your case has been denied or reduced, you are still responsible to pay for your tax preparation invoice and any other fees associated with this outcome.

We engage qualified third-party professionals, who may be located internationally, to assist with tax and bookkeeping services under strict confidentiality standards. All work is thoroughly reviewed and signed off by our team to ensure accuracy and compliance with local regulations.

We will return your original records to you at the end of this engagement as an electronically scanned .pdf format and will shred the copies you've sent us physically, if any. You will be able to download these from your Intuit portal account. You should securely store these records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a 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 our analysis of your return along with any recommended clarifications or corrections. This is not tax advice. If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them.

All disputes arising from this engagement shall be resolved through binding arbitration in the state of Arizona. The filing party shall bear all associated fees and costs. Both parties agree to abide by the arbitrator's decision.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated.

**Signed & Dated:** \_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Spouse

**Please provide the following Tax documents needed to prepare your return**

If you are a new client or referral please upload your previous year tax return.

Please upload W-2 from your employer(s)

Please upload 1099-R from your Pension or Retirement provider

Please upload 1099-Misc/NEC from Other Income sources

Please upload 1099-B from Broker and Barter Exchange Transactions or 1099 DA from Crypto sales.

Upload copies of any vehicle or equipment receipts for electric vehicle or energy efficient home improvement credits.

Please upload any K-1 forms from Partnerships, S Corps, or Trusts that we do not prepare for you.

Please upload W-2G from your gambling winnings as well as a win/loss statement.

If you started a new business this year please upload your SS-4/EIN letter from the IRS.

Please upload your 1099-E for student loan interest.

Please upload your 1095-A if you have health insurance from the healthcare.gov exchange.

Please provide your 1098-T for any tuition or education expenses.

Upload a copy or photo of your driver's license or state ID. Failure to provide ID information may result in delayed refunds.

Please upload 1099-INT Interest Income from your bank(s)

Please upload SSA-1099 from the Social Security Administration

Please upload 1099-DIV Dividends and Distributions from your financial institution(s)

Please upload 1098 mortgage interest statement from your bank or lender

If you purchased a vehicle in 2025 eligible for deductible interest payments please upload the sales receipt from your dealership.

If you are eligible for "no tax on overtime" wages please upload your year end paystub.

Please upload any rental property organizers, or profit and loss statements if applicable.

If you uploaded a profit and loss statement to show income and expenses please also upload page 2 of the small business organizer or vehicle mileage report, equipment purchases, and home office information.

Please upload 1099-G from the government for unemployment or tax refunds.

Please upload your small business organizer or profit and loss statement, if applicable.

Please upload anything else here!

**Please provide the following information needed to prepare your tax return**

What is your current mailing address and phone number? Please also include an email address for your spouse if applicable. \_\_\_\_\_

Name, Birthdate and SSN of any dependents. Please indicate if any prior dependents will not be claimed this year. \_\_\_\_\_

Did you live in, or receive income from a state that is not your primary address? \_\_\_\_\_

Please provide the occupation for both taxpayer and spouse. For single income families, it is common for the spouse to be entered as "Homemaker" \_\_\_\_\_

If you would like to have your refund directly deposited, please provide your Bank Name, Routing Number and Account Number. If you would like to have any portion of the refund applied to the following year please note that. \_\_\_\_\_

If you end up owing taxes and would like to have it electronically withdrawn from your bank account, please provide your Bank Name, Routing Number and Account Number. \_\_\_\_\_

Did you have any daycare or dependent care expenses? Please include care provider's name, address, SSN/EIN, and total amount paid to care provider or upload an annual statement showing this information. \_\_\_\_\_

**Please provide the following information needed to prepare your tax return**

Did you donate money, clothes, cars, or stock to a charitable organization? If so, please provide the organization and total amount donated, and upload any supporting documents.. \_\_\_\_\_

Please provide your out-of-pocket medical expenses, including amounts paid to doctors, hospitals/clinics, prescriptions and devices (such as eye glasses). \_\_\_\_\_

Did you make a contribution to an HSA, IRA, SEP or SIMPLE account outside of your paycheck or W2 during the year? You have until tax day to make contributions to an IRA or max out your HSA, please indicate if you would like to discuss those options.

Did you purchase an electric vehicle eligible for a tax credit? If so please upload your financial paperwork. \_\_\_\_\_

Did you make any energy efficient home improvements? If so please upload your receipt or credit statement. \_\_\_\_\_

Did you make any estimated tax payments? If so please provide the amounts and dates of each payment for both the IRS and your state(s). \_\_\_\_\_

Have you been issued a six digit identity theft pin number (IP PIN) by the IRS? If yes, please provide the number, indicate whether it is for the taxpayer or spouse, and upload the IRS letter. \_\_\_\_\_

Did you own or transfer any crypto or electronic assets last year? If yes, please provide details or brokerage statements and your 1099 DA. \_\_\_\_\_

Did you make any alimony or spousal support payments, if so provide the amount, legal date of separation or divorce, and name and social of the person paid. \_\_\_\_\_

Please list any questions or other concerns you might have, or any other major changes from last year. Married/divorced? Moved out of state? New rental property or business? Now's your chance to let us know, don't keep it a secret! \_\_\_\_\_

EPL Is a Fee-Only Fiduciary investor holding assets at Schwab, as well as an established Real Estate firm and life/health insurance broker. If you would like to schedule a free consultation for 401k or IRA rollovers or Roth conversions, Real Estate transactions, or to establish a trust, please make a note below and we will have the appropriate department follow up.