

BRYLENTAX, LLC

43572 Habitat Circle, Lansdowne, VA 20176

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

We will prepare your federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or verify the data you submit. We will furnish you with a tax organizer, questionnaires, and/or worksheets to guide you in gathering the essential information. Your use of such forms will assist in keeping pertinent information from being overlooked. It will help in the efficient preparation of your returns and help minimize the cost of our services.

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

The law imposes penalties when taxpayers underestimate their tax liability. 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.

We will return your original records to you at the end of this engagement (applicable for hard original copies only). Store these records, along with all supporting documents, canceled checks, etc., in a secure location in case these items are needed later to prove the accuracy and completeness of a tax return. We retain copies of your records and our work papers for your engagement for three years, after which these documents will be destroyed.

Our engagement to prepare your tax returns will conclude with the delivery of the completed returns to you (paper or electronic copy) for your signature and our subsequent online submittal of your electronic tax return to the tax authorities. Suppose you have not selected to e-file your returns with our office; in that case, you will be solely responsible for filing the paper returns with the appropriate taxing authorities, for which we will provide you with the proper address. Review all tax return documents carefully before signing them.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, sign the enclosed copy of this letter in the space indicated and return it to us.

Thank you for the opportunity to be of service. If you have any questions, contact our office at 703-755-0035.

Sincerely,

Lia Veliz-Hutson
Tax Lead and Owner

Accepted by:

Taxpayer Name & Signature _____

Spouse Name & Signature: _____

Date _____