



VILLEGAS & ASSOCIATES, INC.

Navigating smarter tax solutions for you

Dear Valued Client,

Thank you for selecting Villegas & Associates, Inc. to assist you in preparing your personal income tax returns. This letter confirms the terms of our engagement and the nature, timing, and limitations of the services we will provide.

We will prepare your 2024 Federal and State personal income tax returns from information you provide. We will not audit or otherwise verify the data you submit, although it may be necessary to request clarification and/or documentation for some of the information. Generally, we will rely on your representation that you have maintained the documentation required by law to support the information you provide, including expenses for meals, entertainment, travel, gifts, vehicle use, charitable contributions, etc. If you are not clear regarding what documentation is needed for any given item of income or deduction, we'd be happy to discuss it with you. **Note: you have the final responsibility for the income tax returns and, therefore, you should carefully review them before you sign and file them.** Nonetheless, provide us with originals or copies of originals of all government tax documents including W-2s, 1099s, 1098s, and property tax statements.

We will use professional judgment in resolving issues when the tax law is unclear or when there is conflict among the authorities. **The filing deadline for tax returns is April 15, 2025.** If an extension to file is required, we will use the information available to us at the time to prepare the extension. To prepare a valid, accurate extension, we need as much information as possible. We also need your approval to file the extension on your behalf.

Under both federal and California law, we are required to electronically file your returns. However, you may opt out of electronically filing without explanation. If you would rather not e-file, please let us know and we will provide you with the government opt-out forms you must sign and return to us. If a joint return is prepared, tax returns and copies of all supporting documentation will be made available to either spouse without the consent or notification of the other spouse.

Your tax returns may be selected for review by the taxing authorities. If the government selects your return for examination, **we will be available to assist you.** At our discretion, there may be additional fees for this service. **We do not keep original documents** — they are returned to you after completion of the returns. It is your responsibility to retain your documents for future use, including possible examination by the taxing authorities. **If you need a copy of your current year return, a service fee of \$20 will be applied. There will be a \$30 service fee for any prior year returns.**

Our fees for tax preparation services are based on the amount of time required at our standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation. Tax returns will not be filed electronically until fees are paid.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter and return it to our office. Work cannot commence until a signed copy of this document is returned. If this is a joint return, both spouses must sign.

Yours Truly,

Villegas & Associates, Inc.

Signature: _____

Signature: _____

Print name: _____

Print name: _____

Date: _____

Date: _____