

# DiSalvo & Associates PLLC

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January 02, 2025

Subject: Preparation of 2024 Tax Returns

Dear Valued Client

Thank you for choosing DiSalvo & Associates PLLC to assist with the 2024 taxes for your company.

DiSalvo & Associates PLLC will assist in the preparation based on the necessary information provided to us to prepare complete and accurate returns. We may ask to clarify some items but will not audit or otherwise verify the data submitted.

Please be aware that the law imposes penalties when taxpayers underestimate their tax liability. 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 return the original records to you upon completion of your return. These records, along with all supporting documents, canceled checks, etc., should be securely stored, as these items may later be needed to prove the accuracy and completeness of a return. We will retain copies of the records and our work papers for seven years, after which these documents will be destroyed.

By signing below, you are acknowledging the following declaration:

I declare that I have written records and documentation to support the information provided to DiSalvo & Associates PLLC in connection with the preparation of my tax return for my business. Also, I declare that the compensation for officers and stockholders, including wages and or management fees, is reasonable for the value of services provided for such individuals (if applicable). I further declare that I have reviewed the completed return and confirm that it is true, correct, and complete.

Under penalties of perjury, I declare that I have examined the information provided and to the best of my knowledge and belief, it is true, correct, and complete.

We appreciate your confidence in us. Please call if you have questions.

Sincerely,

Jill DiSalvo  
DiSalvo & Associates PLLC

Accepted By:

\_\_\_\_\_

\_\_\_\_\_  
Officer / Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date