

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. I further declare that I will review the completed return and confirm that it is true, correct, and complete prior to executing the 8879 Form to authorize DiSalvo & Associates, PLLC to electronically file my tax return.

Under penalties of perjury, I declare that I will examine the information provided in connection with preparing my tax return and to the best of my knowledge and belief, it will be true, correct, and complete.

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

Sincerely,

Jill DiSalvo
DiSalvo & Associates PLLC

Accepted By:

Name(s)

Date