Affinity Financial Advisors, LLC
1396 US Hwy 46 / P.O. Box 455
(Please use the P.O. box for USPS mail.)
Ledgewood, NJ 07852
(862) 251-3898
info@afafinancial.net

Date: ______________________________

Client Name: ____
Street Address: ____
City/State/Zip: ____

AFA Client Engagement Letter

Dear Client(s):

This letter confirms the terms of our engagement and outlines the nature and extent of services we will provide to you. Based on the information you furnish to us, we will prepare your federal and one or more applicable state income tax returns for 2023. Your returns will be filed electronically, unless the return(s) must be filed on paper due to a requirement of one or more of the taxing authorities.

We generally do not audit or verify the data you submit to us: however, in some instances, we may ask you to provide clarifications, as necessary. The information you submit to us will, to the best of your knowledge, be correct and complete and will include all items necessary for the completion of accurate tax returns. If AFA must tabulate or otherwise summarize your income or expense information, a separate data entry charge may apply.

If required by recent IRS guidelines, we will prepare 2024 estimated tax vouchers for you, based on your income and withholding taxes for 2023. If you anticipate a substantial change in income or withholding taxes for 2024, please advise us as soon as possible. We will then determine whether an adjustment should be made to your tax estimates. Please keep in mind, due to the time required and complexity of creating estimated tax projections an additional charge will apply.

Your returns may be subject to review by the taxing authorities. In the event of an examination or audit, we can be available upon request to represent you, or to review the results of any examination by a taxing authority. Billing for additional services, such as correspondence with the IRS or the preparation of amended tax returns, will be at our then standard rates. We will review all fees with you prior to commencing work.

We will work diligently to prepare accurate tax returns and use the "more likely than not" standard in preparing returns, as defined by the IRS. Should it be necessary to include disclosures in your tax returns, we will review these with you prior to filing your returns.

Please keep in mind, if you receive one or more Forms 1099-NEC, Form 1099-MISC or Forms 1099-K for 2023, it is possible that the IRS will require you to file a self-employment tax return as part of your personal tax returns. You agree to provide copies of all 1099 forms received for 2023 to AFA for review and possible inclusion in your tax returns. Upon request, prior to completing your returns, AFA will review with you the cost of including all 1099 self-employment income in your 2023 tax returns.

The charges for our services are based on our fee schedule and the complexity of your returns. You agree to pay in full for your tax returns and any related services prior to the filing of your returns. You also agree to sign all required signature documents and release forms prior to the filing of your tax returns. We will provide you with a complete hardcopy of your federal and state returns. You can also opt to receive a PDF copy of your returns through our secure client portal for an additional fee of $25.

You have the final responsibility for your income tax returns. Please review them carefully before you sign them. We will be happy to review the completed returns and address any related questions with you.

If the above is in accordance with your understanding of the terms and conditions of our agreement, please sign below. If spouses are filing a joint return, both spouses must sign this engagement letter.

We look forward to working with you and appreciate the confidence you have in Affinity Financial Advisors.

Sincerely,

Susan Truman, CFP®, EA

Accepted by:

____

Client signature

____

Spouse signature (if Married)

Client Consent to Use Tax Information

{By signing this document, you allow us to look up information for your tax returns. You can also allow us to make recommendations to you related to your taxes and finances. <u>This is for your convenience.</u> If you sign this release, we are not allowed to sell your personal or financial information to anyone and no one will call or otherwise contact you to sell you something.}

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot use, without your consent, your tax return information for purposes other than the preparation and filing of your tax return(s). In addition to tax preparation services, this firm is in the business of providing year-round financial consultation and tax planning services. These services cannot be provided without your prior consent.

You are not required to complete this form. If we obtain your signature on this form by conditioning our services on your consent, you consent will not be valid. Your signature is valid for the amount of time you specify. If you do not specify the duration of your consent, your consent is valid for one year.

CONSENT TO USE:
I consent to the use of my tax information for purposes other than preparing my tax return. I consent for you to use my information to look up additional information for my tax returns and to communicate with me in person, via phone, email, or other means with information and recommendations that may be of use to me, including, but not limited to:

Please review this list. If you wish to omit any items, please put a line through them and initial.

1. All data gathering. Using my personal information to obtain additional information for the preparation of my tax returns, such as: state income tax refund amounts for prior years; property tax amounts paid; NJ Homestead rebate amounts; NJ property tax reimbursement amounts; and other data as needed, from 3rd-party sources.
2. Tax planning. Review and recommendations for prior and future tax years, such as: preparation of estimated tax vouchers for subsequent tax years.
3. Tax advice. Providing advice on life and/or financial events that have tax consequences, such as, but not limited to: higher education, marriage, investment transactions, divorce and retirement.
4. Retirement planning. Services related to retirement planning, Social Security planning, minimum required distributions from retirement accounts and other retirement planning services.
5. Investment and asset advice. Recommendations related to the tax considerations of buying, selling and exchanging property, including stocks, bonds and real estate.
6. Other tax and financial advice. Services related to responding to your tax and financial questions.

By signing this form, you expressly consent to the use of your tax information for the purposes of providing these auxiliary tax and/or financial services to you:

"I understand the firm is using tax information provided by me to provide me with the services described here. I also understand that I may terminate this consent at any time by providing a written request for termination. Except as provided here in or upon further written approval by me or as required by law, the firm will not disclose my confidential tax information to any other person for any other purpose."

Duration of the consent: ____________________________
(If left blank, the duration will be one year from the date of the signature on this form.)

Name (print): ____________________________________ Spouse's name (print): ____________________________

Signature: ______________________________________ Signature: ______________________________________

Date: ____ Date: ____

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484 or by email at complaints@tigta.treas.gov.