

**Waterline Tax Advisors**  
**Wendy Goldstein EA**  
100 Recreation Park Drive, Hingham MA 02043  
Phone 781-804-1339 fax 781-917-3437  
[info@waterlinetax.com](mailto:info@waterlinetax.com)

**ENGAGEMENT LETTER**

We are pleased to confirm and specify the terms of our engagement with you, and to clarify the nature and extent of the services we will provide regarding the preparation of your income tax return(s).

**Scope of Services** We will prepare your 2024 federal and requested state income tax returns based on the information you provide. This engagement pertains solely to the 2024 tax year and does not include the preparation of any other tax returns.

**Confidentiality** Nonpublic information about you may be disclosed to affiliates of the firm and non-affiliated third parties for service purposes, provided we have a contractual agreement with the other party that prohibits further disclosure or use of the information beyond the purposes for which it was disclosed.

**Completion and Filing** Our engagement is complete upon the delivery of the completed returns to you. We will provide electronic filing services but cannot release the returns until we receive signed e-file authorization forms and full payment for our services. If you prefer to mail the returns you are responsible for ensuring the returns are sent to the appropriate taxing authorities. We will provide mailing instructions.

**Penalties and Responsibilities** You acknowledge that any understated tax liabilities, interest, and penalties are your responsibility. Should your returns be selected for review, or you receive a notice from the taxing authorities, we will represent you or respond upon request, issuing a subsequent engagement letter for these services and additional invoices for incurred expenses.

**Information Provision** You are responsible for providing all necessary information for the preparation of accurate returns. The Tax Organizer must be completed and signed by you. We will render services limited to tasks deemed necessary for return preparation. Tax projections for 2025 are subject to this engagement letter and will not be updated unless engaged separately.

**Timeliness** Your cooperation is essential. We must receive sufficient information by March 15, 2025, to avoid filing extensions. We may file extensions on your behalf if no balances are due, and you will receive copies. Penalties and interest for underestimation are your responsibility.

**Verification** We will not audit or verify your data. Our engagement will not disclose errors, fraud, or illegal acts. We will inform you of any material errors or fraud that come to our attention. You should notify us of any prior year information affecting returns.

**Documentation** You are responsible for maintaining adequate records and supporting documentation. Retain all documents, cancelled checks, and data forming the basis of income and deductions. Review

your returns carefully before signing. We rely on your representations regarding compliance with documentation requirements for deductions.

**Tax Law Uncertainties** We will communicate alternative actions and their consequences where tax law is unclear. We must have substantial authority or a reasonable basis to sign returns with specific tax positions.

**Fees and Termination** Our fees are based on time, complexity, and administrative costs. You agree to reimburse us for any out-of-pocket expenses. We may terminate services upon written notification of termination, obligating you to compensate us for all outstanding invoices and out-of-pocket costs.

**Records Retention** Retain original documents and provide us with copies. Engagement files, excluding your tax return copy, are our property. We may provide copies at our discretion for a fee.

**Contractual Terms** This letter governs the engagement and supersedes prior agreements. Amendments require written consent. The letter is governed by the laws of the Commonwealth of Massachusetts.

**Agreement** Sign and return this letter with a \$450 non-refundable deposit to reserve your spot for the 2024 tax season. We will not prepare returns without full payment, the signed engagement letter, and the completed Tax Organizer. The deposit will be credited toward your 2024 tax preparation fee.

**Binding Agreement** By signing this engagement letter, you agree to the terms and conditions outlined herein, making this a legally binding agreement.

Thank you. Contact us with any questions.

Sincerely,

Wendy B. Goldstein EA

Enrolled Agent IRS Lic #73282

**ACCEPTED AND AGREED:**

---

Taxpayer: Please Sign/ Print Name/ Date

---

Pursuant to U.S. Treasury regulations, any tax advice included is not intended or written to be used for avoiding penalties imposed by any taxing authority.