



Integrated Tax Consultants, LLC

358 US Route 1, Suite 102 • Falmouth, Maine 04105

Dear ITC Business Client,

Hello from our team here at ITC! We trust that 2022 has been a successful business year for you thus far. We truly hope that 2023 brings you success and prosperity and hope that we can be of service to you toward that end.

Enclosed please find your 2022 Business Tax Return Engagement Letter for you to **review, sign, and return to our office as soon as possible** to initiate this year's business tax returns. The purpose of this engagement letter is to clearly define the nature and scope of the responsibilities we at ITC will undertake on your behalf, as well as those responsibilities which you, the business owner or officer, have in this process.

Over the past three years we have kept our billing rates relatively flat in consideration of emergent client circumstances in navigating the pandemic and its aftermath. However, due to the confluence of such elements as rising insurance and labor costs, an over eight percent increase in cost of living in 2022 alone (Social Security Administration), and other market factors, we will be increasing our hourly rates this year. This is also addressed in the business engagement letter. For budgeting purposes, if your tax returns are similar in scope to last year, you can expect your bill for the preparation, review, and filing of your 2022 tax return to be 10%-15% higher than in 2021.

Another change to be aware of is that we have outgrown our current office space at 400 US Route 1, and so we will be moving to a larger space less than one mile south at 358 US Route 1. We are already receiving mail at this location and will be moving there physically effective January 1, 2023. Our new address is:

358 US Route 1, Suite 102  
Falmouth, ME 04105

Finally, included with your engagement letter is an ACH (Automatic Clearing House) Form that will enable us to process payment on your behalf from your bank account on the due date of the invoice, streamlining the payment process for tax returns. Please complete this form and include it when submitting your engagement letter. As a reminder, payment is due 10 days after invoicing. Should you have any questions about this, please let us know.

We are excited to work with you and appreciate your confidence in us and look forward to hearing from, or seeing, you soon.

Please feel free to contact us anytime.

Sincerely,

Integrated Tax Consultants, LLC



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## 2022 BUSINESS TAX RETURN ENGAGEMENT LETTER

Dear ITC Business Client:

Thank you for selecting Integrated Tax Consultants, LLC to assist you with your business tax returns. This letter serves to confirm the terms of our engagement with you and the nature and extent of services we will provide.

We will prepare your **2022 federal business income tax and any state business income tax returns** filed in the prior tax year, using information you provide to us. If you believe that you may have filing requirements in additional states, or if you believe your state filing requirements have changed in any way, it is your responsibility to advise us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks, and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority.

You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that your expenses for meals, entertainment, travel, business gifts, charitable contributions, dues and memberships, and vehicle use are supported by records as required by law. We will not verify the information you give us; however, we may ask you for clarification.

Tax return preparation services do not constitute accounting or auditing services. Our work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work we will do is that which is necessary to prepare your income tax returns.

**Materials are due** for preparation of the tax returns by **Monday, February 13, 2023**. Businesses that we filed in previous years that do not submit tax materials by this date will automatically be put on federal extension unless we receive a written request by the tax matters partner or shareholder that an extension should not be filed. If your returns are extended, please be advised that your tax materials will then be due by Friday, August 18, 2023.

We will bill for these services based on our standard billing rates. Our expectation is that this work will be completed at an average hourly rate of \$285. This has been consistent with past invoicing but is only an approximation. Should we incur the need to involve additional expertise, which would bill at a higher rate, we will advise you before commencing such work. In the instance where you fail to submit your tax materials by February 13, 2023 (or August 18, 2023 for extension deadline), but you still need the business returns filed by the March 15<sup>th</sup> (or September 15<sup>th</sup>) deadline, and we are able to accommodate this request, tax work will be completed at an hourly rate of \$400.

It is the policy of Integrated Tax Consultants, LLC that payment is due upon completion of any engagement and is considered past due 10 days after the invoicing date. If our records indicate that your account is not current, payment must be made prior to us providing any additional services. If a balance is owed, please call our office (207-805-1040) immediately to resolve this matter. Additionally, any business clients that have past due balances on their accounts as of December 31, 2022, must pay in full prior to any work being performed on the tax year 2022 returns.

Integrated Tax Consultants has always stood behind the advice we provide to our clients, whether verbally or in writing. However, practice requirements now regulate written communications from our firm, including email, about federal tax matters. As a result, we are required to inform you that unless we provide you with written tax advice or a tax opinion, you may not rely on our advice to avoid federal tax penalties. In the event you desire written tax advice on which you may rely for protection from the imposition of penalties, we encourage you to discuss the matter with us.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless you instruct us otherwise, we will apply the "substantial authority" standard to resolve such issues in your favor where possible. This standard requires us to make a determination about whether there is a greater than forty percent chance of successfully defending a tax position based upon statutory, judicial, and other precedential authority.

The law imposes penalties when taxpayers understate their tax liability. In certain circumstances, penalties may be reduced by disclosing uncertain tax positions on Form 8275. We will bring to your attention any position we feel does not meet the "substantial authority" standard and determine whether you wish to take that position in your return by filing Form 8275.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement and may require an additional engagement letter. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement. If no additional engagement letter is signed, this work will be completed at an average hourly rate of \$375.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information only to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. Integrated Tax Consultants' failure to secure written client consent prior to transferring tax return information could result in the imposition on us of up to a \$1,000 fine and up to a year in prison for the responsible individual(s). As a result, we intend to adhere to this policy without exception. Please contact us with any questions regarding our privacy policy.

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

Sincerely,

Integrated Tax Consultants, LLC

*PLEASE PRINT YOUR NAME AND BUSINESS NAME IN THE SPACES PROVIDED AND SIGN AND DATE THIS AGREEMENT*

To indicate that this letter correctly summarizes your understanding of the arrangements for this work, please sign and fill in the spaces indicated below. No services will begin for the 2022 business tax filings until we receive the signed and dated engagement letter.

I \_\_\_\_\_, owner, or officer, of \_\_\_\_\_ would like to engage Integrated Tax Consultants as our business accountants for 2022. I have read the above engagement letter and agree to the terms of service listed.

Accepted by:

Officer/ Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**2022 BUSINESSES TAX RETURNS**  
**MATERIALS DUE: MONDAY, FEBRUARY 13, 2023**

In order to guarantee that we will have sufficient time to prepare and review your 2022 Business Tax Return(s) to meet the IRS deadline of March 15, 2023, we will need to receive all of your business tax materials by **Monday, February 13, 2022**. Please make every effort to get your documents to us by this date.

We are encouraging all our clients to use our secure file portal on our website to send your 2022 tax documents. Please go to our website at, [itctaxes.com](http://itctaxes.com) and click on the button "Client File Upload" that is in the right side of the top menu bar. If you prefer, you can mail or deliver your materials in person to our office at **358 US Route 1, Suite 102, Falmouth, Maine 04105**. We do have an after-hours drop box for your convenience.

If, for some reason, you are unable to get your materials to us by **Monday, February 13, 2022** we will file a federal extension on your behalf. We will continue to process materials in the order in which they are received.

Feel free to contact us with any questions you may have. **We would also appreciate any updates you can provide regarding when we can expect to receive your materials or if you know in advance that you will need to file for an extension this year so it can be processed.**

Thank you for your attention to this matter and we look forward to hearing from or seeing you soon.

Regards,

Integrated Tax Consultants, Tax Department

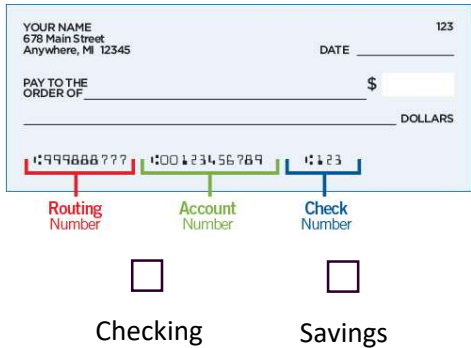
# ACH Payment Authorization 2022 Business Tax Returns

## Authorization Agreement

I, \_\_\_\_\_, hereby authorize **Integrated Tax Consultants, LLC (ITC)**, to charge the following bank account for the amount billed related to services rendered on behalf of \_\_\_\_\_ for the preparation and review of 2022 business tax returns. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that **ITC** may, at its discretion, attempt to process the charge again within 30 days and I agree to an additional \$25 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I certify that I am an authorized user of this bank account and will not dispute these scheduled transactions with my bank.

## Account Information

Bank Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Routing Number: \_\_\_\_\_



## Signature

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Account Holder's Signature)

RETURN BY FAX TO: 888-603-5188  
 RETURN BY MAIL TO: 358 US ROUTE 1, SUITE 102 | FALMOUTH, ME 04105  
 RETURN ELECTRONICALLY BY VISITING [itctaxes.com](http://itctaxes.com) AND  
 CLICK "Client File Upload"