

REBECCA TUCKER CPA

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Dear Client,

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services you have asked our firm to provide.

We will prepare the Federal and State (if applicable) Form(s) 1099 and Transmittal Form 1096 and/or Form W-2 and Form W-3 for the tax year 2025. We will not audit or review any information you provide to us in the preparation of these forms. You are solely responsible for the information reported on the 1099, 1096, W-2 and W-3 Forms. It is also your responsibility to mail the forms to the recipients by the respective due date (unless you have made other arrangements with our firm). We will be electronically filing your forms with the IRS, if required, and, if eligible, to the State Tax Departments. If electronic filing is not required and you wish to file paper return, you will be responsible for mailing in a timely manner.

You are aware that it is your responsibility to determine the recipients of your 1099s and W-2s from your company's books and records (unless you have made other arrangements with our firm). It is your responsibility to gather the recipient's correct information required to issue the 1099s (i.e. obtaining W-9 from recipients) and W-2s (i.e. obtaining W-4, I9, etc.), and to retain proper receipts and other documents in your office to comply with 1099 and W-2 filing and for timely filing of your 1099s. We have no responsibility for any penalty that may arise from our client(s) failure to provide 1099/W-2 information to our office by our requested dates. It is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Our services will conclude upon delivery of the completed services discussed above or upon our suspension of services or resignation from the engagement.

We appreciate the opportunity to serve you. Please sign, date and return this letter to our office to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement.

Sincerely,



Rebecca Tucker, CPA

Entity Name

I have read the above terms of the engagement letter and agree with the terms of this engagement.

Client Signature

Date

Print Name & Title