

**Bonus Tax Pros**  
**Engagement Letter for Tax year 2024**

*(This letter when signed by you is the document that defines the agreement between you the taxpayer and Bonus Tax Pros as tax preparer. If you agree, please return the signed copy as an email attachment to victorb@bonustaxpros.com.)*

Thank you for choosing Bonus Tax Pros to assist you with your 2024 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2024 federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit.

We may perform limited accounting services if needed to organize and summarize the information we received from you to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts. Please consider our request for clarifications as necessary for us to arrive at an accurate return.

We will inform you of any material errors, fraud, or other illegal acts we discover, if any. The law imposes penalties when taxpayers underestimate their tax liability. Call us if you have questions and concerns about such penalties.

Should we encounter instances of unclear applicability of tax law, or of 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 ultimately adopt, on your behalf, the alternative you select.

Our fee is based on the time required at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation. All accounts not paid within thirty (30) days are subject to interest charges to the extent permitted by state law.

We will return your original records to you at the end of this engagement. Store these records, along with all supporting documents, in a secure location. We retain copies of your records and our work papers from your engagement for up to seven years, after which these documents will be destroyed.

If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them. Our engagement to prepare your 2024 tax returns will conclude with the delivery of the completed returns to you, or with e-filed returns, with your signature and our subsequent submittal of your tax return.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, sign the enclosed copy of this letter in the space indicated.

Thank you for the opportunity to be of service. If you have any questions, contact our office at (909)549-4307.

Sincerely,  
Victor Bonus  
Bonus Tax Pros

(Both spouses must sign for preparation of joint returns.)

Accepted By:

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Taxpayer

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Spouse

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Date