HERITAGE TAX
Representation & Services

DO NOT DISCARD!

IMPORTANT REMINDERS REGARDING 2023 TAX SEASON CHANGES

January 2, 2024

To all our valued clients,

It is hard to believe 2024 is here and another year has flown by. We hope this year brings success and happiness to each of you. As tax season 2023 approaches, we at Heritage Tax Representation and Services are reaching out to let you know about some procedural changes and friendly reminders for next season. Please carefully read this letter so you will be prepared for tax season.

Inside this packet you will find an engagement letter to reserve your spot for the 2023 tax season and a pricing list.

Clients who wish to use our services for the 2023 tax season (January – April 15, 2024) should return a signed engagement letter postmarked before January 31, 2024. You may sign and return an engagement letter by uploading it to your secure portal (visit our website to access the portal at https://www.heritagetrs.com) or by mailing the letter to our office at this address: P.O. Box 430, Maineville, OH 45039. The signed letter indicates your intent to use our business and allows us to better plan for staffing and time management. Failure to send the letter forfeits your spot as we may offer it to a new high-quality prospective client who calls our business during tax season.

Updated Secure Portal for Document Upload

You have a NEW Secure Portal Account. The old account associated with "Heritage Income Tax" no longer works. You received an activation email with instructions on creating new login credentials. You will need to access your portal and assign yourself a new password. Your PIN is the last 4 digits of the 2022 Taxpayer's (not spouse's) SSN. Emailed documents will not be considered "received" by our office. Use the Guest Credentials if you have difficulties, and call our office to request assistance.

New "After Hours" Drop Box

We prefer that you hand us your documents or upload them to our portal. Life happens however, and we want to make it easier for our clients. For 2024 we now have a drop box located on the back side of our office building, away from the street. The black drop box is affixed to the post near the stairs on the back porch. Please notify us of any after-hours drops with an email to info@heritagetrs.com As a reminder, our new office location is at 2263 W US-22, Maineville, OH 45039.

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Need an Extension?

Extensions and Safe Harbor Extension Payments: We are making efforts to minimize extensions this year. Overseas clients, those waiting on K-1s from other firms and those with serious illnesses will be the exception.
Calculating Estimated Payments: Please visit the IRS web page: https://www.irs.gov/businesses/small-businesses-self-employed/estimated-taxes in order to calculate your estimated tax payments to avoid penalties.

Prices will be lower earlier in the season.

Pricing for Pass Through Entities: After Friday, February 23, pass-thru entity clients (partnerships, multi-member LLCs and S-corporations) who have not provided complete books, all K-1 information for shareholders, and asset data will be charged an additional 30% preparation fee.
Pricing for Individuals: All domestic individuals (residing in the USA) must have all income and deduction documents turned into our office for preparation prior to Friday, March 15, 2024 in order to pay regular pricing. Those who have documents missing will have a preparation fee increase of 30%.
Foreign residing clients should contact our office as early in the season as possible.

Need Legal Services?

Additional Services: Our office provides services such as Wills and Trusts, Powers of Attorney, Tax Court representation, audit representation, IRS negotiations, and business consultations. These services are separate from tax preparation and billed separately. We continue to provide notary service to our clients free of charge. Please call our office at (513) 900-9513 for more information.

We look forward to serving you this year.

Sincerely,

Heritage Tax Representation and Services, Inc.
(513) 900-9513
info@heritagetrs.com

Enclosures:
Engagement Letter
Pricing List

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Pricing Sheet for TY2023 (Jan 1 2024 – October 15, 2024)

Tax Form	**Starting at** *(Before date of price increase)*
1040 with one state and 15-minute review with preparer	$325
Additional States	$75 each
Municipal Tax Return – must request in writing (these returns can be prepared at no cost by making an appointment at your municipal tax office)	$125 each
1040 with Clergy/Minister	$350
1040 with Schedule C or E (sole proprietor or rental/royalty income). This price is for clients who provide a prepared set of books/profit and loss statement to our office.	$500
1040 preparation **with one hour in-person meeting to review**	+$250/hour
S Corporation (1120S) with 1 K-1, one state. Includes 15-minute signing appointment. This price is for clients who bring a prepared set of books/profit and loss statement/balance sheet to our office.	$750
S Corporation Municipal Tax Return (includes fax of documents to city tax office)	$150
Partnership tax return (1065) with 2 partners, one state. Includes 15-minute signing appointment. This price is for clients who bring a prepared set of books/profit and loss statement/balance sheet to our office.	$850
Partnership Municipal Tax Return (includes fax of documents to city tax office)	$150
1120 – We will not be preparing tax returns for C Corporations.	n/a
Business Returns with **1-hour consultation during signing appointment**	+250/hour
Business, including Schedule C filers **with no profit and loss statement;** Balance sheets are *required by IRS* for certain businesses. Please call (513) 900-9513 and request bookkeeping referrals if you cannot prepare your own profit and loss statement and balance sheet.	Additional $450 - $4000 depending on time to prepare
1040X (amended individual tax return), original prepared outside our office	$450
W-2, W-3 or 1099-NEC for your employees or general contractors	$15 – 25
Additional copies of tax return (you are provided one paper copy or PDF copy at signing)	$65 for paper or $15 for PDF

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Additional Services

Client Concierge Service	2 hours of phone or in-person discussion of questions not related to tax preparation. Elect *prior to April 15*. Those opting out will pay ala carte pricing for consultations. Price includes 12 months contract.	$100 – individual $200 – business owners
Preparation of Last Will and Testament	Please contact Bryan Corcoran, attorney for pricing	varies
Power of Attorney	Representation rights before IRS and/or state taxing authorities	$1500
Transcript evaluation	Price includes 1-4 years.	$750
Business Consultation, Tier 1	2 separate hour-long visits. There is time, typically 1-2 weeks, between the visits where we strategize tailored options for your business to save taxes.	$1500
Business Consultation, Tier 2	45-minute-long session that focuses on your tax and record keeping obligations as a sole proprietor.	$450
Audit Representation	Please inquire about price as this varies based on the complexity of the audit.	varies
Installment Agreement	For clients who owe over $10,000, our office can assist in setting up a payment plan for tax liability.	$750+
Offers in Compromise	Our office can prepare and present an Offer to the IRS. Please inquire about pricing as it varies due to complexity and time required to complete.	varies

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TAX PREPARATION AGREEMENT

Please complete this form, sign (a typed signature is acceptable) and return via mail or scan and upload to our secure portal by January 31, 2024.

Client Name:	**Client Phone:**
Client Address:	**Client Email:**

I. Introduction

Thank you for choosing Heritage Tax Representation and Services, Inc. for your tax planning and compliance needs. We are a full-service tax firm dedicated to the success of our clients' individual and business needs. Our Enrolled Agents have earned the highest credential the IRS awards. However, we do not work for the IRS and are committed to working in the best interest of our clients.

II. Scope of Work

You are retaining our office for the purpose of tax preparation. Our office will not provide legal services or consultation pursuant to this agreement. Representation before the IRS is available for a separate hourly fee.

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. Our client questionnaire will help us collect the data required for your return. The questionnaire will also help you avoid overlooking important information. It is important that you complete the questioner accurately as it will contribute to the efficient preparation of your returns and help minimize the cost of our services.

We will perform accounting services only as needed 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, though it may be necessary for you to clarify some of the information you submit. We will inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if you have concerns about such penalties.

Should we encounter instances of unclear 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.

III. Fee Structure and Billing

Payment is due in full when work is completed. Examples: Immediately following in-person consultations and/or video meetings; Work is "complete" when the return is ready to be signed and prepared for filing with the IRS. We will not submit any returns without full payment.

All invoices are mailed (or e-mailed) monthly and due within 10 days of receipt. The client agrees to a 1.5% late fee (calculated monthly) for payments not received within 10 days of invoice and/or 1.5% fee for document storage. We will bill clients $25 for no-show appointments unless the clients provide 24 hours of notice.

IV. Exchange of Documents and Use of Secure Portals

Our office provides an encrypted document exchange portal that can be accessed at the following web address: https://heritagetrs.securefilepro.com/portal/#/login. Guest Exchange can be used for any client who cannot locate their login credentials. Clients agree to use this portal exclusively for electronic document sharing, and agree to never attach documents in emails to their preparer. In addition, as an added security measure, we delete the content of all client portals every 14 days. Please download and save copies of any document provided in the portal, including copies of the tax returns.

V. Audit Protection

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While your likelihood of a tax audit is low, an audit can be time consuming and unpleasant. Our office provides no guarantees, implied or otherwise regarding your likelihood of an audit or results of an audit. We will not engage the IRS on your behalf in the event of an audit. However, we do offer audit insurance for individual taxpayers through a third-party vendor, Protection Plus. If you purchase audit insurance, you may file a claim with Protection Plus here: https://taxprotectionplus.com/contact-us

VI. Payment of Taxes Owed

Clients must request in writing for tax payments to be automatically transferred from their bank accounts via ACH transaction. When making a payment with an extension, the IRS will typically transfer the ACH payment on the date the tax return is due. We recommend making estimated payments *at least one week prior to the tax deadline*, to allow time to correct any errors and avoid underpayment penalties. Guidance on how to calculate estimated tax payments to avoid penalties and interest can be found here: https://www.irs.gov/businesses/small-businesses-self-employed/estimated-taxes.

The tax preparer will provide vouchers for making tax payments, including quarterly payments upon request, inside the tax return. Our office recommends visiting the taxing agency's website and making electronic payments whenever possible using the taxpayer's (not the spouse's) Social Security number or business TIN. Retain the date of the payment, confirmation number, and amount in a secure location.

VII. Miscellaneous Provisions

We will return your original records (copy of return, etc.) to you at the end of this engagement. A Client Copy of the tax return will be provided to you. Store these records, along with all supporting documents, in a secure location. Additional copies of your tax return documents may be available for a fee. If you have not selected to submit tax forms with our office, you will be solely responsible to file the returns with the appropriate authorities. Review all forms carefully before signing them. Follow-up questions after signature may require a new client agreement.

Thank you for the opportunity to be of service. If you have any questions, contact our office at (513) 900-9513.

VIII. By Signing this Engagement Letter, the Client Agrees:

I understand that Heritage Tax Representation and Services will not begin work until I have provided all documents necessary to prepare my tax return(s) and certify that I have provided all tax documents requested by my tax preparer and known to me.

Unexpected additional work is sometimes required in the course of tax preparation and/or planning despite the best efforts at transparency of both Heritage Tax Representation and Services, Inc. and our clients. In the event we identify additional work is required to perform that is not outlined here, we will contact the client with an estimate prior to executing that additional work

I have reviewed the **Pricing Sheet**, and am aware of the cost, or estimated cost, of my tax return preparation service.

______________________________________ ______________________

Signature of Taxpayer or Authorized Representative Date

Signing on behalf of a Corporation or Partnership:

______________________________________ ______________________

Business Name (Print) Title of authorized Signatory

Is our business preparing both Corporate and Individual returns for you this year? YES NO

Would you like to enroll in Audit Protection for an additional $75? YES NO

Would you like to enroll in Client Concierge Service for 2024 (see pricing sheet) YES NO