

Plumb & Associates
104 S Freya Street, Suite 118, Lilac Flag Bldg.
Spokane, WA 99202
509-368-974

Privacy Policy

We value your trust and confidence and we want to assure you that your personal information is kept completely confidential. As Certified Public Accountants (CPAs) and members of the American Institute of Certified Public Accountants, we adhere to the highest level of professional ethical responsibility and have an obligation to protect the confidentiality of all client information.

This Privacy Policy is to help you understand what information we collect about you and what measures we take to protect your privacy. Please read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

- * Interviews regarding your tax situation
- * Organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data
- * Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, stock transactions, and other tax related documents

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law. If information is to be released to a third party by your request, we will require a signed release on file. Otherwise all information will be sent to you and then you will be responsible to forward it on. We do not sell or otherwise disclose our client list or any of your information to outside companies for their marketing or solicitation use.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

As CPAs, our professional ethical obligations and responsibilities have always demanded no less than the highest regard and duties for the confidentiality of your personal information and the security of your privacy. We will protect your personal information, use it only as necessary, and perform our work to always maintain your trust and confidence in us.

Thank you for allowing us to be of service. We truly value our relationship with you. We hope you view our firm as your trusted advisor and will work to continue earning that trust. Please call us anytime if you have questions or concerns or if we may be of further service.

Warm Regards,

R Scott Plumb, CPA, MBA
Tarra Bouanani, Tax Manager
Plumb and Associates, LLC

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104 S Freya Street, Suite 118, Lilac Flag Bldg.
Spokane, WA 99202
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2023 Tax Engagement Letter

January 9, 2024

Dear :

We are pleased to have you as a client and look forward to working with you. This letter provides pertinent information about the services we will provide and what your responsibilities are.

We will prepare your 2023 federal (and state, if applicable) individual tax returns from information you provide us. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of the information. To assist you in gathering this information, we have provided a tax organizer for your convenience. Having this information gathered in one place provides us with the necessary information we need to prepare your return and helps identify areas of specific concern you may have. Please understand that omission of information or related documentation can delay the completion of your return.

It is your responsibility to maintain the documentation necessary to support the data used in compiling your return. If you have any questions about the kind of records required, please ask us for advice. **It is also your responsibility to carefully examine and approve your completed tax returns before signing and filing it with the tax authorities.** We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for any resulting taxes, penalties, and interest. If it is found that the increase in tax, penalties, and interest are due to our error, we will be responsible for the penalties and interest, but not the tax.

Please note the "IRS" considers virtual currency (e.g., Bitcoin and other digital assets (e.g., NFT's) as property for US federal tax purposes. As such, any transactions involving crypto assets or transactions that use or exchange virtual currencies are subject to the same general tax principles that apply to other transactions. If you had any crypto asset or virtual activity during the 2023 tax year, you may be subject to tax consequences associated with such transactions and may have additional foreign reporting obligations.

We are responsible for preparing your tax returns. **Our fees do not include responding to inquiries or examination by the taxing authorities.** However, we are available to represent you; our fees for these services are at our standard rates.

In cases where a tax law is unclear, we will use our judgment to resolve questions in your favor if there is a reasonable justification for doing so. Whenever we are aware that an applicable tax law is unclear or there are conflicting interpretations of the law, we will explain possible positions that may be taken on your return. We will follow whatever position you request, as long as it is consistent with the codes and regulations currently in place. If the IRS should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties, taxes, or interest.

An important legal note: If any dispute arises among the parties, they agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its rules for Professional Accounting and Related Services Disputes. All unresolved disputes shall then be decided by final and binding arbitration under the rules of the AAA. Fees charged by mediators, arbitrators or the AAA will be shared equally by all parties. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

By providing your tax information to us for use in the preparation of your return, or by the submission to tax agencies of the tax return we have prepared for you, or the payment of our return preparation fees, you are affirming your understanding of, and agreement to the terms and conditions of this letter.

It is our policy that we only retain the current year and the prior 3 years returns along with our copies of all documents.

Please call us with any questions you may have. We work hard to provide you with the latest tax advice and are honored to have your trust.

Warm Regards,

R Scott Plumb, CPA, MBA
Tarra Bouanani, Tax Manager
Plumb and Associates, LLC