High Falls ADVISORS
Your Trusted Financial Guides

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HighFallsAdvisors.com

2022 TAX YEAR ENGAGEMENT LETTER

Dear Tax Client:

This letter is to confirm and specify the terms of our engagement with you.

We will prepare your 2022 federal and state individual income tax returns, including 2023 estimated tax payments, if applicable, from the information you provide to us. We will not audit or otherwise verify the data submitted. We may ask clarifying questions regarding the data and documentation. We have available checklists and worksheets to guide you in gathering the necessary information.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns and to review the prepared returns prior to filing. You should retain all the documents, canceled checks and other data that form the basis of your income and deductions as these may be necessary to prove the accuracy and completeness of the returns.

It is your responsibility to provide us with complete and correct data. Our work in connection with the preparation of your income tax returns does not include any procedures to discover irregularities, should any exist.

The filing deadline for the tax returns is **April 18, 2023.** To meet this filing deadline, the information needed to complete the return will be due in our office no later than **April 3, 2023**.

Our fee for these services will be based upon the amount of time required at standard billing rates plus any out-of-pocket expenses. All invoices will be due and payable upon receipt of the tax return.

If the above is acceptable to you, please sign this letter in the space indicated and return it to us with your tax return data**. If this is a joint return, we ask that both taxpayers sign this letter**.

We appreciate this opportunity to work with you.

Very truly yours,

High Falls Advisors, Inc.

Accepted By (Taxpayer 1): _____ Date: _____

Accepted By (Taxpayer 2): _____ Date: _____

PLEASE SIGN AND ENCLOSE THIS **ENGAGEMENT LETTER** WITH YOUR TAX DOCUMENTS

Securities offered through Leigh Baldwin & Co., LLC Member: FINRA SIPC
Accounts carried by National Financial Services, LLC Member NYSE