**STEPHEDENA TAX SERVICES LLC**

# Schedule C and Business Tax Preparation Agreement

## DESCRIPTION OF SERVICES

STS will prepare your Schedule C and business tax return using professional judgment deemed necessary or advisable. Returns are prepared solely based on the information you provide. STS will not audit or verify your documents, though clarification may be requested.

## CLIENT RESPONSIBILITIES

You are responsible for providing all information necessary for accurate tax return preparation, including all tax forms, income records, and substantiation for deductions or expenses. STS relies on your full disclosure and will not investigate income or expenses. You must retain supporting documents for all items reported. You are ultimately responsible for the accuracy of your returns.

## ERRORS, MISREPRESENTATIONS, FRAUD, ILLEGAL ACTS

STS does not conduct audits or investigations. Clients must accurately report all income, including foreign income. Penalties for failing to report foreign activities can be severe. STS liability for any errors or omissions is limited to the amount of fees paid for the service and excludes consequential damages. Claims expire two years from the filing date of your return.

## PROFESSIONAL JUDGMENT

STS will use professional judgment in resolving tax law uncertainties. When laws are unclear or subject to differing interpretations, STS will inform you of possible positions and consequences. STS cannot sign a tax return containing a position lacking a reasonable basis under IRS standards. STS is a tax preparation and accounting service, not a law firm, and no attorney-client relationship is established by this agreement.

## DEADLINES, EXTENSIONS, AND PENALTIES

The filing deadline for partnerships and S corporations is March 15; for individuals and C corporations, April 15. An extension to file does not extend the time to pay taxes owed. Penalties and interest may apply to any unpaid balances after the due date. You acknowledge full responsibility for any additional tax, interest, or penalties assessed by the IRS or state authorities.

## EXAMINATION OF RETURNS

If your return is selected for audit or review, STS may assist you under a separate engagement. You must promptly forward any IRS or state correspondence to STS to avoid forfeiting appeal rights.

## CONFIDENTIALITY

STS will not disclose your confidential information without your written consent unless required by law.

**I AGREE TO ALL TERMS AND CONDITIONS OF THIS SCHEDULE C AND BUSINESS TAX PREPARATION AGREEMENT.**

Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STS Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_