

**JOSEPH A. MIRANDA, LLC**  
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January 6, 2023

Enclosed are a *2022 Client Engagement Letter* and a *2022 Individual Income Tax Questionnaire* and related worksheets for your use in compiling and submitting your 2022 income tax information. **Please take the time to read and utilize the forms as there are several changes and additions to required information.**

**Client Engagement Letter**

We are required to obtain a signed engagement letter annually from all clients for whom we prepare income tax returns. The purpose of the letter is to ensure a mutual understanding between you and our office for the tax services to be rendered by us in the preparation of your federal and state income tax returns. **Please read, sign and date the letter, and return it to us with your 2022 income tax information.**

**Questionnaire & Worksheets**

Your cooperation in utilizing the questionnaire and worksheets can help you to compile all your necessary information in accordance with the 2017 tax act, as amended, and can help us to prepare your returns accurately and efficiently as well as enabling us to comply with more stringent preparer responsibilities.

The questionnaire asks pertinent tax questions that are necessary for preparing your returns more completely and accurately. Please answer all the questions and attach the appropriate information or documentation for all "Yes" responses. We have also included various worksheets to help you compile your information and submit it to us in a **logical and organized format**. Please utilize the worksheets and submit them to us with your information. **Note that certain of the worksheets, if applicable to you, must be signed.**

If you have not utilized direct deposit of your refunds in the past, I strongly urge you to consider doing so to speed up receipt of your refunds.

Sincerely,  
JOSEPH A MIRANDA, LLC

*Joseph A Miranda, CPA*

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