



Your Responsibilities and Our Responsibilities

Introduction

At Select Tax Solutions LLC ("We," "Us," or "Our"), we believe that a successful professional relationship is built on clear communication and mutual understanding of responsibilities. This document outlines the responsibilities of both the Client ("You" or "Your") and the Company in the course of providing tax preparation and consultation services.

Your Responsibilities

1. **Accurate Information**
 - **Complete Disclosure:** You agree to provide complete, accurate, and truthful information necessary for the preparation of your tax returns and any other requested services.
 - **Documentation:** You are responsible for providing all relevant documents, such as income statements, receipts, prior tax returns, and proof of eligibility for tax credit (if applicable) in a timely manner.
2. **Timely Communication**
 - **Prompt Responses:** You agree to respond promptly to our requests for additional information or clarification to avoid delays in service delivery.
 - **Updates:** You will inform us immediately of any changes in your financial situation or contact information that may affect your tax obligations or our ability to serve you.
3. **Review of Documents**
 - **Verification:** Upon receipt of your prepared tax returns or other documents, you agree to review them carefully and notify us of any discrepancies or concerns before submission.
 - **Approval:** You are responsible for approving the final documents before we file them on your behalf.
4. **Understanding Obligations**
 - **Legal Compliance:** You are responsible for understanding and complying with your legal obligations, including payment of taxes and adherence to tax laws.
 - **Consultation:** You should consult with us or another qualified professional if you have questions or concerns about your tax situation.
5. **Financial Obligations**

- **Payment of Fees:** You agree to pay all fees for services rendered as outlined in our [fee agreement](#).
- **Expenses:** You are responsible for any additional expenses incurred, such as filing fees or penalties resulting from late or inaccurate information provided by you.

Our Responsibilities

1. **Professional Service**
 - **Competence and Care:** We will perform all services with the utmost professionalism, diligence, and in accordance with applicable laws and regulations.
 - **Expertise:** We will utilize our expertise to provide accurate tax preparation and sound tax advice based on the information you provide.
2. **Confidentiality**
 - **Privacy Protection:** We will protect the confidentiality of your personal and financial information as outlined in our Privacy Policy.
 - **Secure Handling:** We will employ appropriate security measures to safeguard your data against unauthorized access or disclosure.
3. **Communication**
 - **Clear Explanations:** We will communicate complex tax matters in clear, understandable terms.
 - **Timely Updates:** We will keep you informed about the progress of your tax matters and notify you promptly of any issues or requirements.
4. **Compliance and Ethics**
 - **Regulatory Adherence:** We will comply with all applicable laws, regulations, and professional standards in the delivery of our services.
 - **Ethical Conduct:** We will act with integrity and objectivity, and provide you with accurate tax advice based solely on the facts and laws.
5. **Review and Accuracy**
 - **Thorough Analysis:** We will thoroughly review all information and documents provided by you to ensure the accuracy of your tax returns.
 - **Error Correction:** If we become aware of any errors or omissions after filing, we will inform you promptly and take appropriate steps to correct them.
6. **Support and Guidance**
 - **Advisory Role:** We will provide guidance on tax planning opportunities and strategies to optimize your tax position.
 - **Representation:** With your authorization, we will represent you in matters with tax authorities to the extent permitted by law.

Mutual Agreement

By engaging our services, both parties agree to uphold the responsibilities outlined in this document to facilitate a productive and effective working relationship.