



## **2023 W-2 Engagement Letter**

The IRS requires that businesses with employees file a W-2 for all employees. Failure to file the forms could result in a penalty as much as \$500 per each omitted employee, late or incorrect W-2. The W-2s must be provided to both the employee and the IRS by January 31<sup>st</sup> or penalties apply.

### **Tax Preparer Responsibilities:**

1. We will prepare your W-2s **SOLELY** from the information you provide. It is your responsibility to provide all the information required for the preparation of complete and accurate forms.
2. We charge a separate year-end fee to prepare and electronically file W-2s for the employees listed by you/your accounting software.
3. It is our policy to keep records related to this engagement letter for five years, after which they are destroyed. **We do not keep any original client records; we will return those to you at the completion of the services. When records are returned to you, it is your responsibility to retain and protect your records for five years for possible future use.**

### **Taxpayer Responsibilities:**

1. It is your responsibility to maintain the records, forms, documentation, and W-4s.
2. For non-QuickBooks users – in order to timely file your W-2s in agreement with this letter, you must provide to us complete payroll reports as well as copies of all payroll tax filings for the year.
3. For QuickBooks users – in order to timely file your W-2s in agreement with this letter, you must provide us a QB Accountants Copy File or QBO access with accurate information for each employee – **BE SURE TO RUN YOUR PAYROLL UPDATE IN QB BEFORE SENDING US YOUR FILE!!!**

Please sign and date below to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement.

\_\_\_\_\_  
Client Business Name

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

*By signing, I have read the above engagement letter and agree with the terms.*