

DAKOTALAND FINANCIAL SERVICES LLC  
CLIENT INFORMATION FORM

TAXPAYER INFORMATION

FIRST	MIDDLE INITIAL	LAST
SOCIAL SECURITY NUMBER	BIRTHDATE	PHONE NUMBER
ADDRESS	CITY	ZIP
EMAIL ADDRESS	OCCUPATION	

SPOUSE INFORMATION

FIRST	MIDDLE INITIAL	LAST
SOCIAL SECURITY NUMBER	BIRTHDATE	PHONE NUMBER
<input type="checkbox"/> SAME AS ABOVE OR ADDRESS	OCCUPATION	

DEPENDENT INFORMATION

FIRST	MIDDLE INITIAL	LAST
SOCIAL SECURITY NUMBER	BIRTHDATE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
FIRST	MIDDLE INITIAL	LAST
SOCIAL SECURITY NUMBER	BIRTHDATE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
FIRST	MIDDLE INITIAL	LAST
SOCIAL SECURITY NUMBER	BIRTHDATE	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

☐ ADDITIONAL PAGE OF DEPENDENTS

TAXPAYER SIGNATURE	DATE	SPOUSE SIGNATURE	DATE
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INFORMATION REVIEWED (INITIAL & DATE)				
<input type="checkbox"/> 2024	<input type="checkbox"/> 2025	<input type="checkbox"/> 2026	<input type="checkbox"/> 2027	<input type="checkbox"/> 2028



## DIRECT DEPOSIT AUTHORIZATION

\_\_\_\_\_ I (WE) \_\_\_\_\_ ELECT TO HAVE MY (OUR) FEDERAL TAX  
REFUND DEPOSITED TO MY (OUR) **DAKOTALAND FEDERAL CREDIT UNION**.

☐ CHECKING ACCOUNT # \_\_\_\_\_

☐ SAVINGS ACCOUNT # \_\_\_\_\_

\_\_\_\_\_ I (WE) \_\_\_\_\_ ELECT TO HAVE MY (OUR) FEDERAL TAX  
REFUND DEPOSITED TO MY (OUR) \_\_\_\_\_ BANK/CREDIT UNION,  
ROUTING # \_\_\_\_\_.

☐ CHECKING ACCOUNT # \_\_\_\_\_

☐ SAVINGS ACCOUNT # \_\_\_\_\_

NOTE: PLEASE ATTACH A VOIDED CHECK OR DEPOSIT SLIP HERE.

I UNDERSTAND THAT THE REFUND WILL BE DEPOSITED BY THE INTERNAL REVENUE SERVICE ONCE THE RETURN HAS BEEN RECEIVED AND PROCESSED. **THIS COULD TAKE AS LONG AS 21 BUSINESS DAYS (IF CLAIMING THE EIC OR ACTC CREDITS IT WILL BE AFTER FEBRUARY 15<sup>TH</sup>)** FROM THE DATE THE RETURN IS ELECTRONICALLY FILED. I ALSO UNDERSTAND THAT **THIS ACCOUNT WILL BE USED FOR FUTURE RETURNS PROCESSED** BY DAKOTALAND FINANCIAL SERVICES LLC UNLESS I (WE) NOTIFY THEM OTHERWISE.

\_\_\_\_\_  
TAXPAYER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SPOUSE SIGNATURE

\_\_\_\_\_  
DATE

REVIEWED (INITIAL & DATE)				
<input type="checkbox"/> 2024	<input type="checkbox"/> 2025	<input type="checkbox"/> 2026	<input type="checkbox"/> 2027	<input type="checkbox"/> 2028

UPDATED 7/26/2024

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Huron, SD 57350 • 605.353.8777  
[www.DakotalandFS.com](http://www.DakotalandFS.com)



## 1040 Engagement Letter

This letter is to confirm and specify the terms of our engagement with you (and your spouse) for the year ended 2025 and to clarify the nature and extent of the tax services we will provide.

We will prepare the federal income tax return for the calendar year 2025. We are under no duty to review the information you provide to determine if you have a filing obligation with another state. If we become aware of any other filing requirement, we will tell you of the obligation and may prepare the appropriate returns at your request.

We are not investment counselors or brokers. Our advice concerning a particular investment shall be limited to advising you about the tax ramifications of the investment. It shall not include advising you regarding the economic viability or consequences of the investment or whether you should make the investment. Our advice regarding the tax ramifications of the investment shall be based on documents and information that you provide us regarding the investment.

**It is your responsibility to provide all information required for the preparation of a complete and accurate return. You should retain all documents, cancelled checks, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and therefore, you should review them carefully before you sign them.**

We may provide you with a questionnaire or other document requesting specific information. Completing those forms will assist us in making sure you are well served for a reasonable fee. **You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that you have disclosed to us all relevant facts affecting the returns. We will not verify the information you give us;** however, we may ask for additional clarification of some information.

You should also know that IRS audit procedures will almost always include questions on bartering transactions and on deductions that require strict documentation such as travel and meal expenses and expenses for business usage of autos and computers. In preparing your returns, we rely on your representations that we have been informed of all bartering transactions and that you understand and have complied with the documentation requirements for your expenses and deductions.

If, during our work, we discover information that affects prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. We will be happy to prepare appropriate amended returns as a separate engagement.

Our work in connection with the preparation of the tax return(s) does not include any procedures designed to discover defalcations or other irregularities, should any exist. **The returns will be prepared solely from information provided to us without verification by us.**

In accordance with federal law, in no case will we disclose your tax return information to any location outside the United States, to another tax return preparer outside of our firm for purposes of a second opinion, or to any other third party for any purpose other than to prepare your return without first receiving your consent.

The Internal Revenue Code and regulations impose preparation and disclosure standards with non-compliance penalties on both the preparer of a tax return and on the taxpayer. To avoid exposure to these penalties, it may be necessary in some cases to make certain disclosures to you and/or in the tax return concerning positions taken on the return that don't meet these standards. Accordingly, we will discuss tax positions that may increase the risk of exposure to penalties and any recommended disclosures with you before completing the preparation of the return. If we concluded that we are obligated to disclose a position and you refuse to permit the disclosure, we reserve the right to withdraw from the engagement and you agree to compensate us for our services to the date of withdrawal. Our engagement with you will terminate upon our withdrawal.

The IRS permits you to authorize us to discuss, on a limited basis, aspects of your return for one year after the return's due date. You consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your return with us.

It is our policy to keep records related to this engagement for 5 years. However, we do not keep any of your original records, so we will return those to you upon the completion of the engagement. When records are returned to you, it is your responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies. By signing this engagement letter, you acknowledge and agree that upon the expiration of the 5-year period, we are free to destroy our records related to this engagement.

Certain communications involving tax advice are privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any information about our tax advice. Should you decide that it is appropriate for us to disclose any potentially privileged communication, you agree to provide us with written, advance authority to make that disclosure.

Should we receive any request for the disclosure of privileged information from any third party, including a subpoena or IRS summons, we will notify you. In the event you direct us not to make the disclosure, you agree to hold us harmless from any expenses incurred in defending the privilege, including, by way of illustration only, our attorney's fees, court costs, outside adviser's costs, or penalties or fines imposed as a result of your asserting the privilege or your direction to us to assert the privilege.

The return(s) may be selected for review by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of a tax examination, we will be available, upon request, to represent you. However, such additional services are not included in the fees for the preparation of the tax return(s).

Please note that any person or entity subject to the jurisdiction of the United States (includes individuals, corporations, partnerships, trusts, and estates) having a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having a value exceeding \$10,000 in a foreign country shall report such a relationship. Although there are some limited exceptions, filing requirements also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts even if the taxpayer does not have foreign account(s).

In addition, the Internal Revenue Service also requires information reporting under applicable Internal Revenue Code sections and related regulations, and the respective IRS tax forms are due when your income tax return is due, including extensions. The IRS reporting requirements are in addition to the U.S. Department of the Treasury reporting requirements stated above. Therefore, if you fall into one of the categories below, or if you have any direct or indirect foreign interests, you may be required to file applicable IRS forms.

- You are an individual or entity with ownership of foreign financial assets and meet the specified criteria (Form 8938) and/or FinCEN Form 114
- You are an officer, director, or shareholder with respect to certain foreign corporations (Form 5471)
- You are a foreign-owned U.S. corporation or foreign corporation engaged in a U.S. trade or business (Form 5472)
- You are a U.S. transferor of property to a foreign corporation (Form 926)
- You are a U.S. person with an interest in a foreign trust (Forms 3520 and 3520-A)
- You are a U.S. person with interests in a foreign partnership (Form 8865)

We have the right to withdraw from this engagement, in our discretion, if you do not provide us with the information we request in a timely manner, refuse to cooperate with our reasonable requests, or misrepresent any facts. Our withdrawal will release us from any obligation to complete your return and will constitute completion of our engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of our withdrawal.

Our fees for tax services will be based in part upon the amount of time required at our standard billing rates, plus out-of-pocket expenses. All invoices are due and payable upon receipt. If for any reason the account is turned over for collection, a reasonable additional charge may be added to cover collection costs.

**NO TAX RETURN WILL BE FILED WITHOUT THE SIGNED 8879 RETURNED TO OUR OFFICE.**

If the foregoing correctly sets forth your understanding, please sign and return this letter to our office. We appreciate the opportunity to work with you.

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date

DID YOUR ADDRESS, PHONE NUMBER, OR EMAIL CHANGE?  
(IF YES, PLEASE FILL OUT A NEW CLIENT INFO FORM)

☐ YES ☐ NO

DID YOUR FILING STATUS CHANGE? DID YOUR DEPENDENTS CHANGE?  
(IF YES, PLEASE FILL OUT A NEW CLIENT INFO FORM)

☐ YES ☐ NO

DID THE DIRECT DEPOSIT ACCOUNT WE HAVE ON FILE CHANGE?  
(IF YES, PLEASE FILL OUT A NEW DIRECT DEPOSIT FORM)

☐ YES ☐ NO

DID YOU OR YOUR DEPENDENTS HAVE MARKETPLACE INSURANCE?  
(IF YES, PLEASE PROVIDE FORM 1095-A)

☐ YES ☐ NO

HAVE YOU EVER BEEN A VICTIM OF IDENTITY THEFT?  
(IF YES, PLEASE PROVIDE IRS-ISSUED IP PIN LETTER)

☐ YES ☐ NO

DO YOU HAVE ANY CRYPTOCURRENCY TRANSACTIONS TO REPORT? (DIGITAL CURRENCY)  
(IF YES, PLEASE PROVIDE CRYPTOCURRENCY FINANCIAL INFO, REPORTS, OR ANY FORMS RECEIVED)

☐ YES ☐ NO

DID YOU OR YOUR SPOUSE RECEIVE OVERTIME PAY (TIME & A HALF) DURING 2025?  
(IF YES, PLEASE PROVIDE THE LAST PAYSTUB OF THE YEAR WITH YEAR TO DATE WAGES OR A QUALIFIED OVERTIME REPORT FROM THE EMPLOYER)

☐ YES ☐ NO

DID YOU OR YOUR SPOUSE RECEIVE TIPS DURING 2025?  
(IF YES, PLEASE PROVIDE THE OCCUPATION AND AMOUNT OF TIPS RECEIVED AND INCLUDED IN W-2 INCOME OR GROSS RECEIPTS)

☐ YES ☐ NO

DID YOU OR YOUR SPOUSE FINANCE A NEW AMERICAN MADE VEHICLE IN 2025?  
(IF YES, PLEASE PROVIDE THE VIN NUMBER AND INTEREST EXPENSE STATEMENT FROM FINANCER)

☐ YES ☐ NO