

### **POLICY STATEMENT**

We appreciate the opportunity to help you "Pay YOURSELF, not the IRS." Thank you in advance for your understanding and compliance with the following policies! **Though we office from our home, we work to live, not live to work. In other words, please respect our family time.** Our normal office hours are 9:00 AM to 5:00 PM, Monday through Friday, except holidays. Lunch is usually from 12:00 to 1:00 PM. We usually take off the two or three business days following a tax-filing deadline (April 15th and October 15th). And Lord willing, we desire to take a vacation(s) sometime(s) during the slower time(s) of the year, in which case we will leave a message on our answering system informing you that the office is closed.

Please review the following policies that apply to our practice:

- **All clients must sign a separate Engagement Letter for each return for each tax year we prepare before any work can commence. A newly signed Engagement Letter is required every year.**
- We service clients on a "first come, first served" basis.
- **You should allow AT LEAST SIX WEEKS BEFORE ANY DEADLINE for us to complete your return. (I.e., Submit tax data by March 1<sup>st</sup> to meet the April 15<sup>th</sup> deadline.) Yet between April 15<sup>th</sup> and August 31<sup>st</sup> the wait is usually longer as we work off our largest backlog of the year.**
- We cannot file an extension Form 4868 for you without your submitted tax data.
- Extension Forms 4868 generated by our office are only estimates. **We will not pay underpayment penalties assessed by the IRS if the final results differ from the Form 4868 estimate.**
- Any tax data submitted to us on or after April 1<sup>st</sup> may not be included in estimates to file an extension.
- If you miss our final cutoff of September 1st, we cannot guarantee your return will be completed by the final IRS deadline of October 15th, which could result in you paying penalties to the IRS.
- Tax liabilities are always the responsibility of the taxpayer.
- We **cannot** determine whether you will owe taxes or receive a refund based on "eye-balling" your data.
- Because returns vary **enormously** in complexity, we cannot give you an estimated completion date based on where you are in line.
- You can check your status online 24 hours per day on our website.
- Please do not send non-business emails to our business email address.
- Due to virus threats, we will not open emails with either no subject or "Hi" in the subject line.
- **Be assured we do not disclose any nonpublic personal information about you to anyone.**
- No work is released until payment is received in full.
- We offer free electronic filing of current year **federal**, not state, tax returns up until October 15<sup>th</sup>.
- We charge \$75 per hour for however long it takes, whether that is preparing a tax return, estimating your tax liability, or for consultations.
- **We do not accept post-dated checks.** Full payment must be made via cash, check, money order, debit or credit card.

Once again, thank you in advance for understanding and complying with our policies!

# TAX PREP FINANCIAL SERVICES

(Rev. 1/20/09)

**"Pay YOURSELF, not the IRS"**

***www.JeffTheTaxMan.com***

Personal Income Tax Preparation  
Personal Tax Estimating  
Personal Tax Planning

## TAX RETURN ENGAGEMENT LETTER

Thank you for choosing Tax Prep Financial Services to prepare your income tax return(s). This letter confirms the terms of our engagement with you and the nature and extent of services we will provide. **WE MUST HAVE THIS LETTER SIGNED BY YOU BEFORE ANY WORK CAN COMMENCE ON YOUR INCOME TAX RETURN. A SEPARATE SIGNED ENGAGEMENT LETTER IS REQUIRED FOR EACH TAX RETURN YOU WISH US TO PREPARE.**

Upon receipt of this signed Engagement Letter in our office, we will begin to prepare your federal and all state income tax returns you request using information you provide to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. We have enclosed tax data worksheets to help you gather the information required for a complete return. Using them helps you avoid overlooking important information and contributes to efficient preparation of your returns. That helps keep the cost of our services as low as possible.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully before you sign them.

Our work will not include any procedures to discover falsifications or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. **If a position you wish to take does not have a realistic possibility of being sustained on its merits, we will not prepare your return in that manner.** Be aware the law imposes penalties when taxpayers understate their tax liability.

Your returns may be selected for audit by a taxing authority. In the event of a tax examination within the Dallas/Fort Worth metroplex, we can arrange to go with you. Any proposed adjustments are subject to your appeal. ***However, remember tax liabilities are always your responsibility.***

Our fee for preparing your tax return will be based upon the amount of time required to prepare it at our hourly billing rate currently in force. Payment of services is due upon notification of completion of those services. All of your original records will be returned to you along with the work we have completed for you. You should keep the original records in secure storage for seven years. We will retain copies of critical records you supply to us along with our work papers for your engagement for a period of seven years. After seven years, our work papers and engagement files will be destroyed.

To indicate that this letter correctly summarizes your understanding of the arrangements for this work, please sign, print your name, and date this letter in the space indicated below. Make a copy for your records, and return the original to us (we need original signatures) with **ALL ORIGINALS** of tax documents, such as Forms W-2, 1099, 1098, and Schedules K-1 and our completed worksheets **ONLY** (i.e., no receipts). Thank you for this opportunity to help you "Pay YOURSELF, not the IRS."

Sincerely,

TAX PREP FINANCIAL SERVICES

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Accepted By: (Both husband and wife must sign for preparation of joint returns.)

(Him) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

(Her) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_