

POLICY STATEMENT

We appreciate the opportunity to help you "Pay YOURSELF, not the IRS." **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 notify you that the office is closed through our website, answering system, or both. Thank you in advance for understanding and complying with the following policies:

- **Before any work can commence, all clients must sign a Tax Return Engagement Letter that covers all income tax returns for each tax year you wish us to amend/prepare. A newly signed Tax Return Engagement Letter is required each time you wish us to amend/prepare a return(s).**
- We serve clients on a first come, first served basis, assigning each one a number in line and posting our current status on our website. Please allow us several days to log in your data and assign you a number.
- **Allow AT LEAST 6 WEEKS BEFORE ANY INDIVIDUAL TAX DEADLINE (4 weeks for S corporations) for us to complete your return. (ex., March 1st to meet the individual April 15th deadline; February 15th to meet the March 15th S corporation deadline) Yet between March 1st and July 1st 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 8th 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. However, you can email us your request to know what number you are in line. Then check our website 24 hours a day for our progress toward your number in line.
- IRS requires us to file all current year **federal** tax returns electronically.
- **We charge \$90 per hour** for preparing returns, amending returns, estimating taxes, consultations, and answering phone/email questions of over 15 minutes. Your bill will accrue upon commencement of service and you will be charged for all work performed on your account by anyone in our office.
- No tax data is released until we receive payment in full for our services, plus signed Form(s) 8879.
- We accept cash, check, money order, debit or credit cards, or you can email our fee via the Zelle app in your bank's online bill pay function. Due to bad experiences, **we do not accept post-dated checks.**
- **Be assured we do not disclose any nonpublic personal information about you to anyone.**
- **Because we already provide you a free copy of each return we amend/prepare, we charge \$15 for each additional paper copy you request. Also, we charge \$35 for overnight delivery.**
- Please do not send non-business emails to our business email address, nor ones with "Hi" as the subject.
- Likewise, due to receiving so many robocalls, we do not answer phone calls from "Unknown Names."

If you agree to comply with our policies, then read and sign our Tax Return Engagement Letter on the back.

TAX PREP FINANCIAL SERVICES

(Rev. 1/10/23)

"Pay YOURSELF, not the IRS"

www.JeffTheTaxMan.com

Personal Income Tax Preparation
Personal Tax Estimating
Personal Tax Planning

TAX RETURN ENGAGEMENT LETTER

Thanks for choosing Tax Prep Financial Services to amend/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 REQUIRE THIS SIGNED LETTER BEFORE ANY WORK CAN COMMENCE ON YOUR TAX RETURN(S). A SEPARATE SIGNED ENGAGEMENT LETTER IS REQUIRED EACH TIME YOU WISH US TO AMEND/PREPARE A RETURN(S).**

Upon receipt of this signed Engagement Letter in our office, we will begin to amend/prepare your _____ [tax year(s)] federal and _____ [state(s)] income tax return(s) using information you provide to us. Our tax data worksheets 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 us limit the cost of our services.

The Internal Revenue Service is aggressively pursuing small, direct-sales businesses. They are trying to disqualify business losses by re-classifying businesses as hobbies not intended for profit. You are responsible for proving a profit motive, and for providing us tax data required for preparation of complete and accurate returns. In general, the only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns. We may ask for clarification of some items or verify the data you submit. We may use procedures to discover falsifications or other irregularities in your data. Where the tax law is unclear or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions, we will use our judgment in resolving those questions. **If a position you wish to take does not have a realistic possibility of being sustained on its merits, we may choose not to amend/prepare your return in that manner. You should keep all documents, such as receipts, canceled checks, credit card statements, mileage logs and other data that substantiate the income, expenses, and deductions you report to us. By signing this engagement letter you are affirming that you are prepared to substantiate numbers you submit to us with documentation in your possession.** They may be necessary to prove to a taxing authority you were motivated to make a profit in your business, as well as to prove accuracy and completeness of the returns. Be aware the law imposes penalties when taxpayers understate their tax liability. You are responsible for the returns, so you should review them carefully before you sign them.

In the event of an audit within the Dallas/Fort Worth metroplex, we can arrange to accompany you, which requires a separate engagement. Be aware we will **NOT** sign a power of attorney Form 2848 to represent you before the IRS. Any proposed tax adjustments by the IRS are subject to your appeal. **However, remember all tax liabilities are always your responsibility.**

Our fee for preparing your tax return will be based upon the amount of time required to amend/prepare it at our hourly billing rate currently in force. Your bill will begin to accrue upon receipt of your tax data and you will be charged for all work done on that data by anyone in our office. 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, these records 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. Remit it to us, along with either copies or originals of **ONLY** your tax Forms W-2, 1099, 1095, 1098, and Schedules K-1 and our completed worksheets (i.e., no receipts). Make copies to refer to in case we have questions. Thank you for this opportunity to help you "Pay YOURSELF, not the IRS."

Jeffrey C. Peterson, President
TAX PREP FINANCIAL SERVICES

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

(Him) _____ Print Name _____ Date _____

(Her) _____ Print Name _____ Date _____