

**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 12:30 to 1:30 PM. We usually take off the two or three business days following a tax-filing deadline (April 15<sup>th</sup> and October 15<sup>th</sup>). 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 service clients on a "first come, first served" basis by assigning each one a number in our sequential waiting line of clients, which you may receive upon your separate email/phone request. Please allow several days for us to receive and log in your tax data before requesting your number in line.
- **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 March 1<sup>st</sup> and July 1<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 1<sup>st</sup>, we cannot guarantee your return will be completed by the final IRS deadline of October 15<sup>th</sup>, 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 for free up until October 15<sup>th</sup>.
- **We charge \$85 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 full payment and signed Form(s) 8879, and 8867 if necessary.
- **We do not accept post-dated checks.** Although we accept cash, check, money order, debit or credit cards, due to bad experiences, **we will wait for your check to clear** before releasing your tax return.
- **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 copy you request. Therefore, we suggest you retain the free copy in a safe place.**
- 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.

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

# TAX PREP FINANCIAL SERVICES

(Rev. 1/10/17)

"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 keep the cost of our services as low as possible.

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 **ALL ORIGINALS** of your tax documents, such as Forms W-2, 1099, 1095, 1098, and Schedules K-1 and our completed worksheets **ONLY** (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

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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 \_\_\_\_\_