

# TAX TIME SOLUTIONS

Dear Client:

Thank you for choosing Tax Time Solutions for your tax preparation needs. This letter confirms the arrangements for our tax preparation services.

It is our responsibility to accurately prepare your Federal and State tax returns. We will complete these returns using the information provided by you. Although we may ask you for explanation regarding certain items, we will not be auditing or verifying any information. If we encounter a situation in which the tax laws are unclear, we will advise you of it and use our professional judgment as to the correct handling of the situation.

There is always a possibility that your return may be chosen for examination by a taxing authority. In such event, we are available to help you. This would be separate from the preparation of your tax returns and may be subject to additional fees.

It is your responsibility to provide us with true, correct, and complete information needed to prepare your returns. You need to keep receipts and other documents that substantiate the amounts that you are claiming on your returns. These may be necessary to prove the accuracy of the information on your return to a taxing authority. If you have questions about what records you need to keep, please ask us. *You are ultimately responsible for what is claimed on your tax returns*, so please review your returns carefully before signing the e-file authorization forms. We will be happy to give you any explanations that you need. We will retain copies of your tax records for a minimum of three years from the file date or due date, whichever is later.

Please contact us immediately if you discover any information that will lead to a change on your returns. If you receive any letters from the IRS or state taxing authorities, you need to contact us within 30 days of the date of the first notice. If there is an error on the returns as a result of incorrect information supplied by you, you are responsible for payment of any additional taxes that would have been due on the original return, and any interest and penalties charged by the taxing authorities. If we are at fault, we will correct returns for free and pay any penalties. However, we are not responsible to pay any tax due.

Our fee for the preparation of your tax returns will be based on the forms and schedules included in your returns as well as the complexity of your tax situation. All fees are due and payable before tax returns are e-filed unless otherwise agreed upon.

We will not share any personal client information to anyone, except as required by law, without the clients written permission.

Thank you for allowing us to serve you this year. We greatly appreciate your business! This agreement will apply to all future years unless terminated in writing.

Sincerely,

Marianne K. Falkenburg, EA  
Tax Time Solutions

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Taxpayer Signature

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Spouse Signature

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Date