

## **Tax Client Service Agreement**

### **WELCOME**

Thank you for allowing Administrative Bookkeeping Co., Inc. to prepare your tax return. We appreciate your business and will work hard to make sure you are satisfied with our services. Our goal is to get you the best result possible and provide you with financial services that set us apart from any other preparer.

### **CLIENT SERVICE AGREEMENT**

This client service agreement will tell you what you can expect from us as well as what we need from you to provide you with excellent service and accurate results. This form will tell you about our policies, procedures and services. The signatures you provide will be a record of your understanding and your decisions.

### **RESPECT FOR YOUR PRIVACY**

Administrative Bookkeeping Co., Inc. (Admin Books) knows your privacy is important to you and we recognize that the information we must collect from you to prepare your tax return is sensitive and personal. As a result, we do not disclose any information about you to anyone. We maintain safeguards to ensure this protection.

To our business clients: ABC will not disclose to any person confidential information pertaining to your financial information, inventions, patents, research, copyrighted or manufacturing developments.

Your confidence in us is important and we want you to know your information is safe. If you have any questions or concerns, please contact us.

It is important you know that Federal law does not extend the accountant-client privilege with respect to a tax preparation services. What this means is that if we are questioned by the IRS, we are required to provide the information.

### **TAX SERVICES – OUR PART, YOUR PART**

#### **Our commitment to you:**

Admin Books will prepare your tax returns in a professional manner for a reasonable price. For our new clients, we do a thorough interview to learn the details of your financial life that will affect your taxes. For our returning clients, we update current information and ask questions of any changes that might have occurred during the year.

Admin Books uses advanced technology in preparing your return. Our software provides us with constant tax updates and allows us to e-file your return. This relieves you from the hassle of mailing in your return and also provides a quicker refund. Our software also allows us to provide you with an electronic copy of your return via PDF format.

We will maintain copies of your submitted documentation for only the Federal period of the statute of limitations (3 years). After that, your files and documents will be destroyed. It will be your responsibility to maintain any records that may have an impact on your future. All original documents will be returned to you after the tax return is prepared.

Our work does not include any procedures to discover fraud, theft, embezzlement or irregularities, should any exist. We will not audit or verify the data you submit, although we may ask you to clarify or furnish us with additional data.

Admin Books will use its professional judgment in resolving questions in your favor where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretation of the law and other supportable positions. We will explain the possible positions that may be taken on your return. Admin Books will follow whatever position you request, as long as it is consistent with the law. If a tax authority should later contest this issue, there may be an assessment of additional tax, interest and penalties. We assume no liability for any such assessment. Admin Books is not responsible for the

Internal Revenue Service disallowance of doubtful deductions or deductions unsupported by adequate documentation or for resulting taxes, penalties and interest.

Your commitment to us:

Our fees structure assumes that you do your best to gather your tax information in an orderly manner and you complete your tax organizer to the best of your ability prior to your tax appointment. If you put the time and effort into accumulating your data, we will spend our time more efficiently during our meeting to minimize your income taxes.

We will ask you for supporting documents (W-2's, 1099's, etc.) that will help us accurately record your income, credits and deductions. You agree to provide this needed information to the best of your ability.

As you can imagine, the weeks leading up to the tax deadline are very busy for us. We operate on a first-in/first-out basis. If you want to file your return by the deadline, **we require that you provide all documentation 21 days prior to any tax deadline** (March 15, April 15, September 15 or October 15<sup>th</sup>.) If you do not submit your checklist, packet of answered questions, supporting documents, and this signed agreement by this 21 day deadline, Admin Books may impose a fee only if you wish to rush to file the return by the deadline.

\_\_\_\_\_Initial showing that you read the above paragraph

If you need more time to organize your documentation, you can request for an extension to the IRS. We will gladly file an extension on your behalf. In so doing, you will avoid paying any failure to file penalties. However, if you owe taxes you will be charged interest for filing after April 15<sup>th</sup>. We encourage mailing on an estimated tax payment by April 15th. You will be charged a fee of \$75 to file the extension. A written request for the extension is all that is needed to show your consent.

To our business clients: You are required to keep adequate records regarding your business. Please understand that "adequate records" is a diary or log book that gives details to expenses. Understand that a log is required for travel, meals, entertainment, vehicles, computers, home office, gifts, sales promotions and education. This log includes date, place, and purpose with the name of the person you may have purchased the item for. If you lack receipts for these expenditures, then the IRS will not allow the deduction. The IRS will almost always ask questions about bartering transactions.

\_\_\_\_\_Initial showing that you read the above paragraph

## **GUARANTEES**

Admin Books guarantees that if you are audited for a return we prepared, we will assist you by answering questions about how we arrived at the amounts in your return, not serving as your legal representative. You may hire Admin Books to assist you in the audit.

If you owe penalties or interest due to our error on the return we prepared, we will pay those penalties and interest. You would owe the tax due. However, this guarantee does not apply to the penalties and interest due to information you did not supply to us or inaccurate information you supplied. In this case you will owe the taxes, penalties and interest.

Admin Books will not be responsible for any technical difficulties. This would include computer problems with electronically filing or returns lost in the mail. If returns are e-filed within 3 business days, we can address and correct the situation. Returns electronically file or mailed after this date are not guaranteed. Also, the Client assumes responsibility if their bank does not permit a direct deposit of joint refunds into an individual bank account.

It is your responsibility to carefully examine and approve your completed tax return before signing them. In the event of an audit or other inquiry, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on your tax return. Admin Books does not maintain copies of your original documents. It is your responsibility to retain possession of your completed tax return and all documents and records substantiating this information for a period of seven years and provide such information, if required, for an audit examination.

## **PAYMENT**

