

Tax Servicing Agreement

For Individual Income Tax Returns

We are offering this agreement for possible additional services which may be needed for your **2017** income tax returns. **The cost of this agreement is \$60.00.**

The purpose of this agreement is to guarantee that you will not be charged any additional fees related to your **2017** income tax returns due to any of the following services we may perform:

- Corresponding with the IRS or State Department of Revenue because of a letter you received about your **2017** returns.
- Representing you if your **2017** return is selected for audit.
- Making additional copies of your **2017** income tax returns for you or third parties.

The service agreement **does not** cover the cost of the following:

- Preparation of an amended tax return (unless as a result of IRS correspondence).
- The planning services or any other service provided by our firm.

Our policy has always been to correct errors on our part free of charge. However, a significant number of clients receive letters from IRS and State Department of Revenue each year requesting additional or missing information. Many times the correspondence is in error of the taxing authority. Not your fault. Not our fault. Sometimes, you may have failed to give us a document (1099, W-2G, W-2, etc.) because you did not receive it. In any case that a response to the taxing authority is needed; our fee for a letter is at a minimum of \$100.00 for a simple response.

Audit risks always exist. This agreement covers all cost of us representing you at the audit. Typically, our fee for audit representation is about \$1,000.00 and up. Of course, as mentioned in our engagement letter, any additional tax, interest or penalties will be your responsibility.

If you would like to take advantage of this service, please indicate below. Likewise, if you wish to decline this offer, also indicate below.

I would like to take advantage of the service agreement for my **2017** income tax returns.

I wish to decline this offer and understand that I will be billed for any additional service related to my **2017** income tax returns.

Date

Name of Authorized Signer

Client Number _____