

EB TAX SERVICE

"Knowledge is t.i.m.e., during tax time"

817A King Street, Suite #301
Alexandria, VA 22314

Telephone: (703) 549-6747
Facsimile: (703) 549-6754

Email: ebtax@hotmail.com
Website: www.ebtax.net

Welcome to the New Year! We would like to thank you for your patronage during the 2006 season. We would also like to welcome our new clients who have chosen **EB Tax Service 'LLC'** to fulfill their tax preparation needs in the 2007 tax season.

By now, you may have received various tax materials and documents, including W-2 and 1099 forms, bank interest, mortgage interest and student loan interest statements. Please be sure to gather these documents in a safe place, as their inclusion in your tax package may maximize your federal and state tax returns. Feel free to visit the website to download a helpful checklist.

Once you have received all of your documentation and are ready to have your return prepared, please contact us at our office at the number above. At this time, we will determine the most convenient method of delivering your information to us. Once your documentation is received, we will give you an engagement letter. This is a contract between you and EB Tax Service. It lists the services to be provided and the amount that you will be charged. Please visit our website for a preview of the engagement letter.

For your convenience, we will continue to offer *E-file*, an electronic filing technique designed by the IRS to accelerate the processing of your returns. You also have the option of having your tax preparation fee deducted from your return or paying by credit card. Additional fees may apply and all payments must be received before the return is processed. Payment in the form of check, cash, or money order is accepted and should be sent with documentation.

We are committed to the accurate completion and delivery of your return within 7 business days. In order to facilitate this process, we ask that you provide us with all of your information at once. There are many tax preparers available to assist you. Please contact us to schedule an appointment or delivery time. We look forward to seeing you.

Best Regards,

Eric Bradshaw

Enclosure

DURING THE TAX SEASON, WE WILL BE RUNNING AN ONGOING CONTEST AWARDING PRIZES TO THE CLIENTS WHO HAVE THE MOST REFERRALS DURING A ONE MONTH PERIOD. A WINNER WILL BE ANNOUNCED ON OUR WEBSITE EVERY MONTH.