

**EB TAX SERVICE, LLC**  
“Knowledge is t.i.m.e. during tax time”  
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Welcome to the New Year! We would like to thank you for your patronage during the last tax-filing season; and we would like to welcome our new clients, who have chosen EB Tax Service LLC to fulfill their tax preparation needs this tax filing season.

By now, you may have received various tax materials and documents, including W2 and 1099 forms, investment statements, bank statements, mortgage interest statements and student loan interest statements. Please be sure to guard these documents, as the inclusion of them in your tax package may maximize your Federal Return.

We will continue using the EB Tax Engagement Letter, which serves as a contract of service between EB Tax Service and you. This contract lists the services that we will provide and the costs for those services; as well as the documents we will need from you. Please visit our website, [www.ebtax.net](http://www.ebtax.net), for a preview of the EB Tax Engagement Letter and to take a look at our tax process; you can also download our helpful checklist.

For your convenience, we will continue to offer eFile, an electronic filing technique designed by the IRS to accelerate the processing of your return. In order to eFile your return, you must sign the Authorization to eFile Form for your Federal Return and a separate one for your State Return, if applicable. Your Tax Preparation Fee must be received prior to filing your return(s). The following forms of payment are accepted: cash, check, money order or debit/credit card. For security purposes, a copy of a state-issued photo ID must be presented before your return can be filed.

Please contact us to schedule an appointment or to confirm a delivery time. You may also contact our office with any questions or concerns.

Thank you for allowing us to serve you!

**Eric Bradshaw**

President

EB Tax Service LLC