



**Tax & Bookkeeping**

### **Permission Slip/Engagement Letter**

This Permission Slip/Engagement Letter is to confirm the arrangements for our tax return preparation services. We will prepare your Individual and/or Business Federal and State Income Tax Returns for calendar year 2015 in accordance with appropriate tax laws and regulations. Your return will be prepared solely from the information provided by you! For speedy completion of your taxes, please provide requested information promptly. All information is kept confidential! **No one can get your information from us without your permission, except a government agency following due process of law.**

**ALL TAX PREPARATION FEES ARE PAYABLE AT THE TIME YOU PICK UP YOUR COMPLETED RETURN(S). HOWEVER, WE ENCOURAGE YOU TO PREPAY AT THE TIME OF THE INTERVIEW OR DROP OFF. A 3% processing fee will be added to all debit/credit card payments.**

**TAX PREPARATION SERVICES are based on a fee schedule charged per form/schedule as needed to complete your return(s).** Fee schedules are displayed in the front office. Additional charges may include: mailing fees, research of stocks/bonds or assets sold, NOL, multi-state returns filed, and accounting for an entire year, tax consultation for estimates, amended taxes for prior year(s), which will be identified separately on your invoice.

**Other Services Provided:** Tax audit warranty and tax estimates warranty, accounting payroll, business financial reporting and reconciliation, representation in audits, and offers in compromise to get control of back taxes owed. These are billed at an hourly rate and are paid on a monthly basis. Consultation and representation fees are charged a minimum fee of \$65 and a maximum fee of \$150.

**A minimum fee of \$35 is charged for any letter we write to IRS or any state agency at your request,** in response to a letter from them. We must have written authorization for any fax requests from banks, schools, etc. There will be a \$25 minimum charge, payable before we fax the information requested.

Occasionally, we make mistakes! Please forgive us for any errors. We ask that you be courteous and prompt about letting us know if you received **any letters from the government.** We will correct returns at no cost to you and may pay penalties, **if the error is due to our input.** However, **we are not responsible for payment of any taxes owed.**

PLEASE REVIEW YOUR RETURN(S) CAREFULLY BEFORE SIGNING AND FILING THEM. If you have any questions, please call the EB Tax Office. Thank you for allowing us to serve you! WE GREATLY APPRECIATE YOUR BUSINESS! This Engagement Letter will be effective for future years unless the agreement is terminated or amended in writing by the taxpayer or preparer.

Sincerely yours,  
EB Tax Service

**EB Tax Service is not responsible for providing any deductions taken on my tax return(s). I have provided this information from my own records and I have proof of my deductions and income. I (we) give EB Tax Service permission to prepare my (our) tax return(s). I (we) have read, understand and agree to the terms of this engagement letter. I (we) have also read the Privacy Policy Act of this firm on the next page.**

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Date

**NOTE: BOTH PARTIES MUST SIGN THIS DOCUMENT, IF MARRIED  
(Exception: Surviving Spouse)**