

2020 Tax Preparation Service Agreement

Thank you for choosing J T Clark CPA LLC to prepare your taxes this year. This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements by signing this agreement on page two.

We will prepare your 2020 federal and state income tax returns from information that you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with a questionnaire and organizer worksheets to guide you in gathering the necessary information. Your use of these forms will assist us in being efficient and help to avoid extra charges on your invoice.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. We ask that you provide your tax information prior to March 31, 2021. After that date, we may need to extend your return to allow ourselves time to finish it correctly. After we make a .pdf copy for our files, we will return your original documents to you. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. We will retain our copy of your records and our notes for seven years, after which these documents will be destroyed.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist. Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline acceptable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select. You have the final responsibility for the income tax returns and, therefore, you should review and understand them before you sign them.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. As your tax preparer, we are also subject to a series of penalties for mis-stating your tax liability. As such, we take the integrity of the information that you provide seriously. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred. Our fees for these services are based upon the complexity of your returns and the degree to which you would like to pre-pay for tax planning later this year. The average fee for 2019 individual returns was \$400.

Please indicate your pricing choice by circling one of the options below:

- Personal Tax Basic: Base Price \$200 (plus fee for each additional form) includes:
 - Federal/State e-file
 - Response to first tax agency notice (if any)
 - Compiling receipts charged at \$72/hour
 - Tax planning/consulting charged at \$175/hour

- Personal Tax Premium: Base Price \$500 (plus fee for each additional form) includes:
 - Federal/State e-file
 - Response to first tax agency notice (if any)
 - Compiling receipts charged at \$72/hour
 - First two hours of tax planning/consulting (extra time charged at \$175/hour)

- Trust: Base Price \$450 (plus fee for each additional form) includes:
 - Tax Return for Estate and Trusts
 - Response to first tax agency notice (if any)
 - Compiling receipts charged at \$72/hour
 - Additional tax planning/consulting option available (extra time charged at \$175/hour)

- Included with Business "All-Inclusive Pricing" (See contract for details).

All invoices are due prior to submission of your e-filed returns unless other arrangements have been made. You may pay by check, cash, or ACH bank transfer. If you prefer to pay by credit card, we will add a 3% convenience fee to cover the cost of our merchant processing fees.

To affirm that this letter correctly summarized your understanding of the arrangements for this work, please sign this letter in the space provided below. Note that for joint returns, both spouses' signatures are required.

Sincerely,

Jennifer Clark

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Accepted by: _____ (Taxpayer)

Print Name: _____ (Taxpayer)

Date: _____ (Taxpayer)

Accepted by: _____ (Spouse)

Print Name: _____ (Spouse)

Date: _____ (Spouse/Partner)