

2021 Personal 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.

Tax Preparation Services (what's included):

- We will prepare your 2021 federal, state, and local income tax returns (as applicable) from information that you will furnish to us. Services for preparation of your return do not include auditing or verifying information provided by you. We will ask for clarification of any items that are unclear.
- Fees charged for tax preparation do not include bookkeeping.
- Fees charged for tax preparation do not include audit representation before tax authorities, but we will respond to the first notice received by one of the tax agencies, if any.

Taxpayer (Client) Responsibilities:

- You agree to provide us with all income and deductible expense information by Thursday, March 31, 2022. After that date, dependent on the size of our backlog and the complexity of your returns, we may extend your returns so that we can be sure they are complete and accurate.
- We ask that you complete our questionnaires and organizer worksheets to guide you in gathering the necessary information. Your use of these forms will assist us to be complete, efficient, and help to avoid extra charges on your invoice.
- You should retain all the documents, cancelled checks and other data that form the basis of income and deductions, in case of audit or examination. After we have scanned a copy for our files, we will return your original documentation.
- The law provides various penalties that may be imposed when taxpayers understate their tax liability.
- The law provides various preparer penalties. As such, we take the integrity of the information that you provide seriously.
- You have the final responsibility for the income tax returns and, therefore, you should review and understand them before you sign them.

Fees/Payments:

- Our fees for these services are based upon the complexity of your returns. The average fee for 2020 individual returns (prepared in 2021) was \$425.
- Fees for compiling receipts or performing bookkeeping necessary to complete your return will be billed at \$76/hour.
- Fees for consulting or planning outside tax season that is not pre-paid will be billed at \$190/hour.
- Fees must be paid before your returns are e-filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late filed returns.

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

- Personal Tax Basic: Base Price \$215 (plus fee for each additional form) includes:
 - Federal/State e-file (as applicable)
 - Response to first tax agency notice (if any)
 - Compiling receipts charged at \$76/hour
 - Tax planning/consulting charged at \$190/hour
 - (Average fee for 2020 tax returns: \$425)

- Personal Tax Premium: Base Price \$550 (plus fee for each additional form) includes:
 - Federal/State e-file (as applicable)
 - Response to first tax agency notice (if any)
 - Compiling receipts charged at \$76/hour
 - Pre-paid two (2) hours of tax planning/consulting (extra time charged at \$190/hour)

- Trust: Base Price \$450 (plus fee for each additional form) includes:
 - Federal/State e-file (as applicable)
 - Response to first tax agency notice (if any)
 - Compiling receipts charged at \$76/hour
 - Tax planning/consulting charged at \$190/hour

- My personal tax preparation is included in my business "All-Inclusive Pricing" (See contract for details)

Signatures:

By signing below, you acknowledge that you have read, understand, and accept your obligations and that you understand our responsibilities in preparing your tax returns as explained above. For a joint return, both taxpayer and spouse must sign.

Taxpayer

Spouse

Date

Privacy Policy:

The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as via interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. Our staff sign confidentiality agreements upon the commencement of employment. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.