

## Affordable Tax Service Work Agreement

Thank you for engaging us to assist you. We will provide you with the following kinds of services:

( ) Individual Tax Preparation: \_\_\_\_\_ Fed. KS AR MO OK \_\_\_\_\_

( ) Partnership Tax Preparation: \_\_\_\_\_ Fed. KS AR MO OK \_\_\_\_\_

( ) Other: \_\_\_\_\_

Following are the terms of our professional relationship:

1. We will prepare our work product based only on information which you give us. You represent that you will provide us with information which is complete, true and correct, disclosing all relevant facts. You understand we will not audit or verify your information.
2. We will, if possible, e-file your returns. For a variety of reasons your e-filing may be rejected, in which case we will prepare returns for paper filing. There will be an additional charge for preparing a return for paper filing if it is your choice to not e-file.
3. You are aware of IRS record keeping and documentation requirements and you represent that you have the necessary documentation including logbooks, canceled checks and receipts.
4. It is possible you may receive a notice for additional tax, or for clarification of items. You promise you will contact us if you receive any communication from any taxing authority. Additional work required on amended returns will be billed at our regular rates per form.
5. There may be elections and decisions in your return which could be challenged by tax authorities. If we see a grey area, we will discuss it with you. We are required by law to disclose any position on a return for which there is a reasonable probability of challenge. Tax law is ever-changing. It is possible that you may be assessed additional tax, interest, or penalties. While we try our best, we are human, and occasionally make mistakes. It is an imperfect world.
6. Penalties on underpayment, late filing or failure to file on time are interest on unpaid tax and are your responsibility. If you receive a penalty imposed as the result of our error, we will reimburse you for the penalty.
7. You understand what was involved in the preparation of your return, and acknowledge that the return was prepared with your informed consent. You understand that our bill is due and payable upon completion of your return and that additional services will not be performed until the bill for these services is paid in full. You understand that our bill will be based upon a per form charge.
8. The IRS says that any advice which you receive from us, either in writing or orally, cannot be used as a defense against the assessment of penalty.
9. We will return all the original source documents provided to us. We routinely scan and keep copies of some supporting documents, but you understand that we are not the custodian of your records, and you cannot rely upon us to maintain support for your tax return: that is your responsibility. We can provide you with extra copies for an additional charge.
10. Should there be any disagreement of any sort between us, you agree to mediation. If mediation is unsuccessful, you agree to binding arbitration under the rules of the American Arbitration Association. The limit of time for making a claim arising from our services is one year after the services are rendered.
11. In the case of work product covering more than one party, the undersigned enters into this agreement on behalf of all affected parties. (i.e. husband signing for both spouses)
12. If any provision herein is inoperative, the remainder of this agreement shall remain in full force and effect. This agreement is intended as the complete agreement, and can only be modified in writing signed by both of us.

Read, understood and agreed to on \_\_\_\_\_

\_\_\_\_\_  
*Taxpayer*

\_\_\_\_\_  
*Spouse*