

NOTE: THIS NOTICE DOES NOT CHANGE ANY OF THE SERVICES WE HAVE PROVIDED YOU IN THE PAST OR IN THE FUTURE, IT ONLY SPELLS OUT THE SERVICE WE PERFORM, BUT IS NOW REQUIRED BY THE IRS TO BE IN WRITING AND GIVEN TO YOU.

Permission Slip/Engagement Letter

Albert Lea Tax Service 502 So Broadway Albert Lea MN 56007 (507) 377-1625

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 in accordance with appropriate tax laws and regulations. Your returns will be prepared solely from the information provided by **you!** For speedy completion of your taxes, please provide any information promptly to our office, if we ask for it. All information is kept confidential! **No one can get your information from us without your permission, except for a government agency following due process of law.**

ALL TAX PREPARATION FEES ARE DUE AND PAYABLE AT THE TIME YOU PICK UP YOUR COMPLETED RETURN. ADDITIONAL FEES WILL BE CHARGED IF WE HAVE TO REDO THE RETURN OR AMEND IT BECAUSE OF MISSING OR INCORRECT INFORMATION YOU PROVIDED US IN COMPLETING THE FIRST RETURN.

TAX PREPARATION SERVICES are based on a fee schedule charged per form/schedule as needed to complete your return. Additional charges may include: research basis of stocks/bonds or assets sold, NOL's, multi-state returns filed, accounting work, tax consultation for estimates, amended taxes for prior year, FAFSA reports, which are identified separately on your invoice.

Occasionally we make mistakes, please forgive us for being human. Let us know if you receive **any letters from any tax agencies regarding your return. The proposed changes in these letters may not be correct.** We do correct returns for free and pay any penalties, **if we are at fault.** However, **we are not responsible to pay any taxes owed.**

Albert Lea Tax Service is not responsible for providing any of the deductions taken on my tax return. I (we) have provided this information from my own records and I have proof of my deductions and income. I (we) give our permission to prepare my (our) tax return and I (we) have read, understood and agree to the terms of this engagement and I (we) have read the Private Policy Act of this firm on the reverse side of this letter.

OTHER SERVICES provided: Tax audit, tax estimates, tax planning, accounting, payroll, business consultation, set up of new businesses, representation in audits, and offers in compromise to get control of back taxes owed. These are billed at an hourly rate. Consultation and representation fees are charged at: \$65.00 per hour, a minimum fee of \$30.00.

Minimum fee of \$25 for: filing a Power of Attorney on your behalf so we can talk to state or federal agencies on your behalf, for any letters we write to the IRS or any State Agencies at your request in response to a letter from them.

We must have written authorization from you for any requests to provide banks, schools, etc, for copies of your tax return. If you pick copies the charge is \$5.00. There will be a \$15 minimum charge, payable before we fax/mail/email the information requested. (Release form on back)

PLEASE REVIEW YOUR RETURN CAREFULLY BEFORE SIGNING AND US FILING THEM. If you have any questions please bring them up when you pick up the return, or please call. **THANK YOU** for allowing us to serve you this year! **WE GREATLY APPRECIATE YOUR BUSINESS!** This Engagement Letter will serve to apply to all future years unless the agreement is terminated or amended in writing by the taxpayer or preparer.

Sincerely,

Albert Lea Tax Service

Taxpayer

Date

Spouse

Date

01/08/2018