**TAX TIME LLC** 5100 W 6TH ST H-9 Lawrence KS 66049 913-206-5047

This letter is to inform you, the taxpayer, of the services we will provide you and responsibilities you have for the preparation of your tax return.

We will prepare your federal & state returns based on information you provide. Services for preparation of your return do not include auditing or verification of information provided. In the event your return is audited, you will be responsible for verifying the items reported. Tax preparation does not include bookkeeping.

You should review the return to make sure information is correct. If you note any discrepancies, notify us within 24 hours. After that time, the return will be e-filed and may need to be amended if corrections are needed.

Fees must be paid upon delivery of completed return. Fees charged for tax return preparation do not include audit representation, amending of returns, or preparing materials to respond to correspondence from taxing authorities. Preparation fees do cover limited assistance and consultation during the year. Preparation fees must be paid when your return is delivered to you and before your return is filed. A retainer is required for late returns, audit representation or responding to letters from taxing authorities.

This engagement to prepare your returns terminates upon delivery of your completed returns and original documents to you. Please store your reporting documents and tax returns in a secure place for at least 7 years.

You agree to provide us with all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information. You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we may ask to review your documentation. You must be able to provide hard copy records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.

By signing below, you acknowledge that you have read, understand and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above.

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PRIVACY POLICY – We do not disclose any non-public personal information about our clients or former clients to anyone, except as instructed to do so by such clients or as required by law. We restrict access to non-public personal information to those professionals necessary to complete tax work and we maintain physical, electronic and procedural safeguards to protect your privacy.