



Client Name(s): \_\_\_\_\_

## 2018 Tax Preparation Service Agreement

Thank you for choosing Kreuser Financial and Tax Service, Inc. (KFTS) to prepare your 2018 federal and state income tax returns. I appreciate your business and will work hard to make sure you are satisfied with my services. My goal is to get you the best possible result and to provide you with financial services that set me apart from other tax preparers.

This letter provides a clear understanding of the terms of our engagement with you, what you can expect from me as well as what I need from you to provide a complete and an accurate return. The signature(s) you provide will be a record of your understanding of this agreement and your selection of KFTS to prepare your returns.

**Responsibilities:** It is your responsibility to provide accurate information and supporting documentation in a timely manner for the completion of your federal and state income tax returns. Accordingly, I will prepare your 2018 federal and state income tax returns from the information that you provide.

Although I may make reasonable inquiries to determine that the information you provide appears to be correct, consistent, and complete, I will make no audit to verify the documentation you submit is accurate, valid and/or lawfully compiled. At times, certain areas of IRS focus and compliance emphasis may require additional due diligence and documentation.

**Record Keeping:** All original client records and original copies of your tax returns will be returned to you at the end of this engagement. These records must be kept **BY YOU** in secure storage for a minimum of 7 years to prove the accuracy and completeness of the returns to the taxing authorities. Electronic file copies of our engagement are the sole property of KFTS and are retained for a period of 7 years after which they will be destroyed. I would be happy to provide additional copies of these files upon receiving **specific written authorization** from you for each individual request.

**Tax Law:** I will use professional judgment and acceptable industry guidelines in resolving questions where the tax law is unclear or where there may be different interpretations of the law. Tax law is subject to continual change and at times these changes can be on a retroactive basis. Such changes may result in incremental taxes, interest and/or penalties. Should the facts provided to me be incorrect, incomplete or should the law or its interpretation change, this advice may be inappropriate. While I may provide forward tax guidance, you are responsible for complying with all existing and future tax laws, changes to existing tax laws and any change in your personal tax situation going forward

**Audits / Verification:** All returns are subject to audit or verification by the taxing authorities. Please note that these inquiries can be completely random and are not necessarily an indication that there are errors on your return. It is advisable to contact me immediately upon receiving correspondence from either the state or federal taxing agency. I will be available to assist you upon request. Additional charges may apply for such services.

**Errors & Liability:** In the unlikely event of a calculation error in the preparation of your tax return, I will reimburse you for any interest and penalties for which I made you liable, provided the information that you supplied me was correct. This guarantee does not apply to the disallowance of deductions and/or credits due to inadequate, incomplete, or un-substantiating documentation on your part, nor for the resulting taxes, penalties and interest that may apply as they were legally due on the original return.

Furthermore, KFTS is not responsible for the client's failure to resolve an issue in a timely manner or computer problems or technical issues with electronically filing and/or returns lost in the mail. Returns electronically filed or mailed within 3 days of the due date cannot be guaranteed to be received in a time manner.

Please Initial: \_\_\_\_\_ / \_\_\_\_\_

**Right to Withdraw:** I reserve the right to withdraw from our engagement without completing the work if you fail to comply with the terms of this service agreement or if after reviewing your tax information, I feel that I am not adequately qualified or suitable to prepare your returns. In both cases, all client documentation you provided to me will be returned to you within 3 business days. If you terminate our engagement prior to my completion of your federal and state tax returns, time for services rendered up to that point will be billed at a rate of \$95 / hr.

**Payment:** Fees for my services will be determined based on the complexity of your return and the amount of time required for the compilation of your data and return completion. Non-binding estimates will be offered upon request based on your representation on the difficulty of the return. Actual charges may vary due to unforeseen complexities in your return at the time the estimate was made. In most cases, fees are due upon completion and presentation of the work with a minimum retainer fee of \$95 per engagement. I do, however, reserve the right to ask for fees to be paid in advance of work done.

The tax preparation fee that I will charge will cover, at minimum, the following services:

- ❖ The tax preparation interview and completed tax presentation appointments;
- ❖ Preparation of your 2018 personal and/or small business federal and Wisconsin state tax return;
- ❖ Electronic filing of both tax returns;
- ❖ A personal copy of your tax filings, supporting schedules / forms and worksheets;
- ❖ Year-round service to answer your questions by phone, mail and/or e-mail.

**Completion Time:** I will make every effort to complete your return in a timely manner. All returns, however, are completed in the order in which **all necessary documentation** to complete the return is received from you. As my client, it is your responsibility to contact me immediately if you discover additional information that will lead to a change in your return. Such changes may delay the filing of your return or result in additional charges.

If any unforeseen circumstances arise during our engagement which will impact the completion of my work or the cost, I will contact you immediately and discuss the causes, costs and methods of resolving the issue with you before proceeding with the engagement. It is your responsibility to provide me with, at minimum, **a working daytime phone number and your primary personal and confidential email** so that I may contact you if need be.

### Client Acceptance

To the best of my knowledge, the information that I will provide to Kreuser Financial & Tax Service, Inc. during this interview are correct and includes all income, deductions and other information necessary for the accurate preparation of my tax returns. I understand that as the taxpayer by law, I am ultimately responsible for the accuracy and filing of my return. Furthermore, I agree that I will review my return thoroughly prior to signing and submitting to any tax authority.

By signing and dating this letter below, this service agreement correctly expresses my understanding of the nature, scope and terms of the services Kreuser Financial & Tax Service, Inc. will provide.

X \_\_\_\_\_ /  
Primary Tax Payer Signature / Date

X \_\_\_\_\_ /  
Secondary Tax Payer Signature / Date

\_\_\_\_\_  
Primary Tax Payer Printed Name

\_\_\_\_\_  
Secondary Tax Payer Printed Name

I appreciate your confidence in me and thank you for your business. I will be in contact with you when your tax return is completed. In the meantime, please feel free to contact me if you have any questions or concerns.

\_\_\_\_\_  
Tax Preparer Acceptance / Date

**Financial Disclosure:** Kreuser Financial & Tax Services, Inc. is a full-service investment and tax firm that handles various financial products and services including investments, insurance (life, LTC, funeral, etc.), annuities, retirement accounts, financial planning, and more. In acting in your best interests, financial and investment matters may and often manifest during the completion of your return. If you would like me **NOT** to disclose such matters to you as they relate to your personal investment and financial situation, you may opt-out.

Please Initial to Opt-Out: \_\_\_\_\_ / \_\_\_\_\_