Please complete and submit with your PERSONAL tax documents for preparation.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, sign this letter in the space indicated and return it to us with your tax documents. Thank you for the opportunity to be of service. If you have any questions, contact our office at the numbers listed below.

Accepted by:

_____	_____
Responsible Party	*Responsible Party*
_____	_____
Printed Name	*Printed Name*

All responsible parties must sign for preparation of joint returns.

_____	_____
Date	*Date*

Please initial beside the tax returns or estimated tax coupons you would like us to prepare for you.

Responsible Parties		**Type**
_____	_____	Federal Tax Return
_____	_____	Schedule C
_____	_____	Schedule E
_____	_____	Schedule F
_____	_____	State Tax Return (s) State 1_____State 2 _____ Rent & Property Tax Rebate _____
_____	_____	Local Income Tax Return (s) Locality 1_____Locality 2_____Locality 3 _____
_____	_____	Federal Quarterly Tax Coupons
_____	_____	State Quarterly Tax Coupons
_____	_____	Local Quarterly Tax Coupons
_____	_____	2848 Power of Attorney
_____	_____	8821 Authorization to Release Confidential Info
_____	_____	Extension of Time to File *(Request due by March 15)* Federal _____ State _____

TMI Group, LLC
PO Box 102, Confluence, PA 15424
Confluence: 814-395-5567 Greensburg: 724-858-3213