

Please complete and submit with your 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:

Signature Client 1

Signature Client 2

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.

Client 1 Client 2 Type

- _____ _____ Federal Tax Return
- _____ _____ State Tax Return (s)
State 1 _____ State 2 _____ State 3 _____
- _____ _____ Local Income Tax Return (s)
Locality 1 _____ Locality 2 _____ Locality 3 _____
- _____ _____ Federal Quarterly Tax Coupons
- _____ _____ State Quarterly Tax Coupons
- _____ _____ Local Quarterly Tax Coupons
- _____ _____ Extension of Time to File
Federal _____ State _____ Local _____

A 3.5% service charge will be added to use a debit or credit card for payment.

ADDITIONAL SERVICES

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Accepted by:

Signature Client 1

Signature Client 2

Printed Name

Printed Name

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Date

Date

Please initial beside the additional services you would like us to perform.

Client 1 Client 2 Type

_____ _____ Consulting

_____ _____ Tax Planning

_____ _____ Bookkeeping/Accounting

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**TMI Group, LLC
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