



# *BEHLING SMALL BUSINESS SERVICES*

CUSTOMIZED PRODUCTS AND SERVICES TO HELP YOUR BUSINESS GROW.

Dear Client:

The purpose of this letter is to confirm our agreement with you relative to tax services we will perform.

We will prepare your federal and state individual income tax returns for tax year \_\_\_\_\_ and declarations of estimated tax as needed from information submitted by you. Our procedures do not include an independent verification of data you submit, although we may ask you to clarify some of the information. Bookkeeping and financial statements will be an extra fee.

Our fee for this service will be computed at our standard rates on a per form basis and will be due and payable upon completion of your returns. Payment can be done through cash, check or credit card.

To the best of your knowledge, you hereby confirm that all the information submitted to us is correct and includes all income, deductions, and other information necessary for the preparation of the above returns. For travel and entertainment expenses, the law specifically requires that any deduction must be substantiated by records indicating the amount, time, place, and business purpose of the entertainment. Receipts are required for expenditures of \$75 or more. If you claim a deduction for travel and entertainment expenses, you represent to us that you have such substantiation.

Should your returns be selected for examination, or other inquiry is made of your returns by the Internal Revenue Service or any other tax authority, we will be pleased to represent you before these authorities and prepare any refund claims or protests that may be necessary to obtain a final determination of your income tax liability. You will receive additional invoices for these services.

We remind you that tax rules change constantly and any opinion expressed in connection with a transaction at one time may not apply to the same or to a similar transaction at a later date. You should let us take a fresh look each time a transaction of a material nature is proposed.

We are pleased to have this opportunity to serve you. If the above fairly sets forth your understanding, please sign this letter and return it to our office.

Sincerely,

Holly Jo Behling, EA

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Cordova, TN 38016

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Signature

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Date

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