

**Talent Insurance & Financial Solutions, LLC**  
**Tax Preparation Agreement**

**Client (Please print):** \_\_\_\_\_

**Return being filed (check appropriate box, only one box may be checked, each client and return must complete a separate Tax Preparation Agreement):**

- 990 Exempt Organization Series Return – Due May 15, 2017**
- 1040 Individual Income Tax Return – Due April 18, 2017**
- 1041 Estate Tax Return – Due April 18, 2017**
- 1065 Partnership Return – Due March 15, 2017**
- 1120 Corporation Return – Due March 15, 2017**
- 1120S S-Corporation Return – Due March 15, 2017**

**The above named client agrees to the following terms of service:**

- This agreement is limited to the above named client, and is limited to the preparation of the above indicated tax return as well as any related state tax returns.
- This agreement is limited to preparation of the 2016 tax return. A separate agreement must be signed for preparation of a return other than tax year 2016 and must be indicated in writing above.
- Any services provided outside the preparation of the tax return, including representing the client in an examination, will be separately agreed to.
- Services provided under this agreement will be completed when receipt of acceptance of the tax return by the Internal Revenue Service and the appropriate state agency(ies) has been received and reported to the client.
- In order to timely file a tax return, required information must be received according to the below bulleted schedule. If required information is not received by the below dates, you may be required to request an extension of time to file. An extension is not filed automatically. If you wish to request an extension, you must notify us in writing no later than 5 days before the due date of the return. Please note that an extension is an extension of time to file, not an extension of time to pay any amounts due. We will assist you in estimating the amount of tax due to be paid with the extension. If authorization to file your return is not received until after the below dates, and we receive notice of rejection of your tax return after the due date of the tax return, we will not be held responsible for any penalties or interest associated with the late filing of your return. We will make a best effort attempt to resolve the rejections in a timely manner, but reserve the right to investigate and refile the return within two weeks of receipt of the rejection.
  - 990 Series – May 8, 2017
  - Form 1040 – April 10, 2017

- Form 1041 – April 10, 2017
- Form 1065 – March 6, 2017
- Form 1120 – March 6, 2017
- Form 1120S – March 6, 2017
- We will electronically file your return with the election that authorizes the IRS & other taxing agencies to discuss your tax return with our firm.
- If taxing authorities assess additional tax, penalties, or interest, you agree to be solely responsible for their payment.
- It is your responsibility to give us information required for the preparation of complete and accurate returns. We will not audit or verify the data you submit, although we may ask for clarification or require specific additional documentation. You are certifying that the information you provide to us can be substantiated by appropriate documentation, and that it is true, correct, and complete to the best of your knowledge.
- You are responsible for the accuracy of your financial records and the full and accurate disclosure to us of all relevant facts affecting the returns. This includes ownership of, or signing authority over, any foreign bank accounts, and the ownership of any foreign financial assets. Our work does not include procedures to discover or disclose material errors, fraud, illegal acts, or other defalcations. You have the final responsibility for the income tax returns, and must carefully review them before you sign them.
- All of your original records will be returned to you at the end of this engagement. You will also be provided one paper copy and one electronic copy of your return at the end of the engagement. If additional copies of returns are requested, a fee of \$25 per request will be required before additional copies will be released. Additional copies will be released per your instruction once successful receipt of funds, and additional documentation is received, if required. If cost to us is greater than the \$25 to release the return, for example cost to ship the return to the requested destination, additional fees may be required.
- We will retain copies of the records you supplied to us along with our work papers for a period of 10 years. After 10 years, our work papers and records may be destroyed. You should keep all original documents, canceled checks, and other data that supports your reported income and deductions in a secure manner. These records may be necessary to prove accuracy and completeness of the returns to a taxing authority.
- Our fee for the preparation of your tax return is based on the amount of time required, and is detailed in the 2017 Calendar Year Preparation Rates schedule. Similar to prior years, there are some documents that are not received due to other party delays, such as K-1's and 1099's. If you provide us with all information required other than those documents that are out of your control, you will be billed at the rate all other documentation is received for all preparation services.
- Invoices for payment of services will be provided once confirmation of successful submission of the return has been received from the federal and state agencies. All invoices are due within 30 days of receipt. A \$25 late fee will be applied on the first of each month that payment is overdue, and a revised invoice will be submitted. If the first

of the month falls on a weekend or holiday, the late fee will be applied on the next business day. For returned checks, we charge \$35.

- If you currently have any amounts due to us, preparation of your return will not begin until past due amounts are received. Payment of amounts due will be considered in determining the date all documents are received for preparation of your tax return, and in determining the rate invoiced for the preparation of your tax return.
- If you have any questions or concerns about any invoice received, please contact us immediately.
- We must use our professional judgement in resolving questions where the tax law is unclear or where there may be conflicting interpretations of the law. In order to avoid penalties, we will explain the possible positions, and we will adopt whatever position you request if it is consistent with relevant tax authority and professional standards.
- We may terminate our representation of you if you fail to pay our invoices when due; if you insist that we pursue objectives that we consider imprudent, unprofessional, or unethical; or if we feel further representation is not warranted for personal reasons. Regardless of the reason for termination, you are obligated to pay for services provided and costs incurred through the date of termination.
- As between yourselves, you have agreed that there may be a complete and full disclosure and exchange of information that we receive from either of you. Accordingly, we will be free to share information with one of you that we receive from the other. Our understanding regarding the sharing of information applies regardless of the time and manner in which it is communicated to us. We are preparing a joint return or corporation or partnership return because your interests and positions are consistent. However, we will not be able to represent you if a conflict of interest develops. Should a conflict arise, we may be required to terminate representation of one or all of you.
- In the case of a married couple, a signature of one spouse to this agreement is considered to be accepted and agreed to by both spouses.
- In the case of corporations, partnerships and exempt organizations, signature by one partner or officer is considered to be accepted and agreed to by all responsible parties to the organization.
- In the unlikely event that we make an error in preparing your return (when you have provided us with complete information) we will reimburse you for any penalties (not tax or interest) resulting from any mistake made by our company. We do not have any control over direct deposit errors or the timing of returns. Our liability to you for these services is limited to the fees you pay for them. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation. If any dispute arises under this service agreement, it shall be resolved through the alternated dispute resolution program offered through the State of Wisconsin.

**Signature of Responsible Party(ies):** \_\_\_\_\_