

EXEMPT ORGANIZATION TAX PREPARATION AGREEMENT

In order to ensure an understanding of our mutual responsibilities, we ask you to confirm the following:

TAX SERVICES:

- ✓ We will prepare your Federal, state and local individual income tax returns, as needed, from information that you furnish to us. We will not audit or otherwise verify the data you submit. We will submit your returns electronically and provide you with one paper copy of your returns. We charge \$10 for additional copies.
- ✓ We will use our judgment to resolve questions in your favor where a tax law is unclear if there is a reasonable justification. *Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law, we will explain the possible positions that may be taken on your return. We will follow whatever position you request, so long as it is consistent with the codes, regulations and interpretations that have been put into law. If the IRS should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties or assessments.*
- ✓ We will electronically file your return with the election that authorizes the IRS & other Taxing Agencies to discuss your tax return with the firm.
- ✓ While we do retain records of the information you provide, they are not a substitute for your original records. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with professional standards.

YOUR RESPONSIBILITIES:

- ✓ To **fully disclose to us all of the information** necessary to prepare accurate returns, to the best of your knowledge.
- ✓ To **maintain the documentation necessary** to substantiate the information reported on your tax return. This will include, but is not limited to, the required documents to support any charitable contributions, auto expenses, travel or entertainment deductions.
- ✓ You have **24 hours to examine your copy** of the tax return before we e-file. Please call if you find a problem.
- ✓ To **provide our firm with copies of any correspondence** that you may receive from any taxing authority. If the tax authorities assess additional tax, penalties, or interest, you agree to be solely responsible for their payment.
- ✓ Payment for service is due when the return is completed. For returned checks, we charge \$35.
- ✓ **Our fees do not include responding to notices from any taxing authority, or audit representation. We would be pleased to respond to notices on your behalf, however additional fees may be charged.**

GUARANTEE:

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 alternate dispute resolution program offered through the State of Wisconsin.

Talent Accounting Services, LLC.

Representative Organization: _____

Representative Signature: _____ Date ____/____/____

Representative Printed Name: _____

Representative Title/Authority: _____