

### Individual Income Tax Services

We appreciate your contacting The Mangold Group and look forward to working with you. With over 100 years combined experience as certified public accountants, we deliver high value to our clients. We trust that you will be pleased with our performance. To minimize the possibility of misunderstanding between us, we are providing you the following information regarding the processes, nature, and scope of our tax services.

Please contact our office to schedule your initial tax consulting appointment. We request that you bring the prior three years' tax returns and a completed *New Client Application* to maximize the value of the initial meeting. We offer a thirty-minute initial appointment at *no charge* to become acquainted and discuss services or an initial consultation with a CPA at the standard hourly rates. If you enter an engagement with our firm, the fee for up to the first hour will be credited toward the first invoice. The professional accounting fee for the preparation of an individual income tax return starts at \$1,250. A CPA will give you a fee quote upon request and review of the prior income tax returns.

We require a signed engagement letter and a deposit before we begin tax preparation services. **The balance of the accounting fee for the individual income tax return preparation is due at the time we deliver the completed return to you and before we electronically file the return. In compliance with our professional standards our fee is in no way contingent upon your ultimate tax liability or receipt of any refund.**

In order to assist you in gathering all of your tax information for the upcoming filing season, we will provide you a checklist to help gather the tax information.

**Tax Season Deadlines and Extensions** –Our earliest clients send us their tax data in mid-February. From mid-February to April 15<sup>th</sup> is only eight weeks. We experience a surge of client contact during this short time. For our staff to have somewhat normal lives during tax season and ensure the accuracy of all of the returns prepared by our firm, we must establish a cut-off date for the tax data received at our office to complete tax returns by April 15. ***Generally, if your tax data is delivered to our office after March 1, your return will be extended. If you believe that you have not paid sufficient income taxes to cover your tax liability and would like us to calculate an amount to pay with your extension, please contact us as early as possible. We will discuss with you if a tax estimate based on your tax year's data OR a safe harbor estimate based on the prior year's return is better for your circumstances.***

If you have a specific circumstance, such as educational financial aid applications, mortgage financing, or travel plans, that require your tax return to be completed by a particular date, please provide at least 30 days notice.

April 15<sup>th</sup> is only one of the numerous deadlines we have during the year. Due to tax and other regulatory deadlines unrelated to individual federal income tax returns, we will generally deliver extended returns between June 15<sup>th</sup> and before the final filing extension deadline of October 15.

Corporate tax returns are due March 15<sup>th</sup>. Generally, during the last week of February and through March 15, we will deliver very few individual tax returns.

The IRS requires nearly all tax returns prepared by CPAs to be electronically filed. **You should review your income tax returns carefully before you sign the electronic filing authorization form as you have the final responsibility for everything on the return.**

We will provide your copy of your completed tax return as a PDF document via email. We no longer will be delivering paper copies of completed tax returns unless asked specifically for them. When emailing the return as a PDF document, we will send it through our secure email portal. If our office has your original tax documents, please feel free to pick them up at our office during our normal office hours of 8:30 am - 5:00 pm.

**Tax Return Copies** - We maintain complete confidentiality with all information that is part of our relationship. We are legally prohibited from sending any tax or accounting records to any third party without your specific written consent. To avoid the delay and hassle of obtaining these consents, we will only provide copies electronically and we will only send your records directly to you, and you may forward them as needed. We provide a copy of every return or document we prepare to you at the time it is completed, therefore, **all requests for additional copies of prior years' tax returns or documents must be received at least one week in advance.**

**IRS Representation** - We expect a substantial increase in IRS inquiries in the coming years. Usually, a letter from the IRS is simply a request to provide documentation for a specific element of your return and is not an indication that there is anything wrong with your return. Upon a client's request The Mangold Group will provide IRS representation. Many IRS auditors know the managers at our firm and know we have the expertise to handle these situations competently and fairly. You may be asked to provide the backup documentation of your tax records. Our firm will invoice IRS representation separately as a service not included in the income tax return preparation.

**Year-round Tax Services** - To more effectively serve clients' income tax compliance requirements, we offer proactive tax planning, consulting for investments or accounting concerns, and quarterly or year-end tax projections. A tax plan, usually scheduled in the summer or fall recommends the most beneficial tax-saving strategies customized for you, and we can assist you with the implementation of the strategies during the tax year. By having as many issues as possible resolved by year-end, the tax preparation process is more efficient, and we will not have to rush to complete your return during the normal tax season.

Please contact us whenever you have any questions or comments, to request further information, or to request an appointment for any of the year-round tax services.

Sincerely yours,

Thomas Mangold, CPA/ABV/CITP, CGMA, President