



ENROLLED AGENT FOR TAX PREPARATION & AUDIT REPRESENTATION
5981 EAST GRANT ROAD, SUITE 101 • TUCSON, ARIZONA 85712-2363 • (520) 326-3937 • FAX 795-9156

ADDITIONAL BILLING AND PRICING INFORMATION

The preparation of your tax return does not include other services such as withholding calculations, consultations, correspondence to tax entities, or audits.

Should you receive a letter or notice from the Internal Revenue Service or State Department of Revenue, we recommend that you contact our office immediately. It has been our experience that many of these notices are sent in error, and our review can make a difference in your favor.

If we discover that the discrepancy occurred as a result of an error on our part, we do not charge for the review or for any action necessary to resolve the situation and will reimburse any penalties and interest assessed. If on the other hand, the notice stems from an error on the part of the tax agency or necessitates a clarification of a particular issue involved in the preparation of the return, there will be a minimum charge of \$50 to write one letter on your behalf. If additional work is warranted, our hourly rate is \$100.

If your return is chosen for audit, our rate in this area is \$175 per hour for preparation of documents prior to the audit, travel time, and time spent with the auditor.

The rate for withholding calculations and tax consultations is \$100 per hour, with a minimum charge of \$40 for a withholding review.

Additional copies of your tax returns are \$5 per return whether they are photocopied, faxed or emailed plus applicable long distance charges if faxing is requested.

We will continue to answer quick telephone questions free of charge as long as no computation or research is involved. Should a conversation last longer than a few minutes or if additional work is involved, the hourly rate is \$100.