



Fees Information

Fees are calculated based on the amount of professional time spent at \$200 per hour. For consulting and many other tasks, this will simply be the length of time spent (in quarter-hour segments) multiplied by the hourly billing rate. For tax return preparation, a hybrid billing system is used, since this process requires a number of short periods of work done at various intervals, and it is therefore not practical to precisely track the time. This system consists of starting with minimum fees that cover the typical amount of processing time for a basic return and then increasing them for various additional factors. Direct time billing will also be used for some tasks within the preparation process, particularly those that are more consulting in nature or are not straightforward.

- Our aim is to keep fees as reasonable as possible while still fairly compensating for time and expertise. If, for example, a tax return takes longer than originally anticipated, the fee will increase. It will not increase, however, because of small or incidental additional time.
- Since fees are based on time, simple tax returns with few issues will generally be assessed a low fee, while complex returns, or ones that require addressing multiple questions, a more in-depth review of issues, or revisiting the return multiple times (such as when a tax return draft must be prepared before the deadline but significant data is added later in the year) will result in a higher fee.
- The fee can vary each year based on changes in your tax situation. Sometimes these changes won't be immediately apparent to the client. One year could be more or less than the previous year.
- Additional Work Charges: We only charge for work performed. Additional services (e.g., audit preparation/representation and consulting) are not included, except for the items listed below under "Included in Tax Preparation Fee."

Please note that by submitting your information to us to prepare your tax return, you agree to our policies and procedures.

When is the Fee Due?

The fee is due and payable at the time we have finished the final draft of the tax return and sent the "Return Ready" email. Payment should be made within a week of receiving this email. If you decide to discontinue using our services before the tax return is completed, or if you elect not to use the completed return, fees for work performed will still be due.

Extensions:

These will be prepared at no charge, unless an estimate of tax due is required.



Tax Returns

The minimum fees for tax return preparation cover the usual time required to receive and send information, one to three exchanges regarding open items, preparation of the return, 30 minutes of review (forfeited if not used), and electronic filing, or instructions for paper filing. Because of efficiencies in our preparation procedures, basic returns do not take a lot of time. For example, the base fee for a U.S. resident return with one state assumes one hour of professional time at \$200 for the entire process. Fees for additional forms and other incremental charges will be added to the base fee.

If issues arise or consulting is needed, direct time billing comes into play, which can sometimes increase the fee. For example, open items can sometimes be very time-consuming. While a few exchanges of moderate length are included in the base fee, more than that requires billing for extra time.

Included in Tax Preparation Fee:

- Preparation of your tax return, including a few moderate-length emails to gather additional information.
- Review of completed tax return (up to 30 minutes; additional time billable).
- Filing a tax extension, if needed (except in cases where complete information is not available or calculations are needed to estimate your tax liability).
- Quick questions on tax topics by email year-round. Generally, “quick” means something we can answer in 5 minutes or less.
- Correction of any errors made by us.
- Quick review and explanation of tax authority notices you receive.
- Provision of any backup documentation needed.

NOT Included in Tax Preparation Fee:

- Time-consuming corrections made after tax return completion that result from inaccurate or incomplete information provided by the client.
- Assistance with inquiries, examinations, or audits of any kind by any tax authority that are not the result of our error. We will, however, review your notice at no charge and answer any quick questions you have about it. If you require consulting or more involved advice, our time is billable at \$200 per hour.
- Tax projections. These are essentially tax returns prepared using estimated numbers, so you can project estimated tax payments or tax impacts of situations that have changed.