

**We're Committed to
Serving Our Community
with Professional Excellence**

As an IRS-approved tax preparation firm, we adhere to the highest standards of the tax industry. We follow the strict guidelines for practice set forth by the IRS in Circular 230, and we complete annual continuing professional education requirements, including mandated ethics coursework, to insure our expertise and knowledge is always current.

We also uphold the integrity of our profession through our professional memberships and affiliations, many requiring strict adherence to their rules for professional conduct and code of ethics.

These commitments insure you receive the best service possible.



**We are Your
Trusted Tax Advisor...**

Our Pledge to You

***Backing Up the Trust
You Have Placed in Us.***



We're Proud Members of



We Adhere to Strict Guidelines to Insure Your Trust . . .

Our firm adheres to IRS and profession guidelines that insure you receive top-quality service. These guidelines protect you from abuses and insure your tax liabilities are minimized whenever possible.

We sign every tax report we prepare, and we include our Preparer Tax Identification Number (PTIN) with the preparer's signature. We've voluntarily registered as a PTIN holder with the Internal Revenue Service, and by doing so, we agree to abide by strict reporting standards. We also pledge to stand by the work we do on your behalf should the IRS question something we have prepared for you or make a formal inquiry. We know how to deal with tax agencies, and we'll work with you to resolve any and all issues.

Our fees for preparing your return are not based upon the amount of your refund. Our fees are based upon the complexity of your return and the time we have estimated it will take to compile information, research and analyze your options, make recommendations, and complete the return. Our fee schedule is always available for your review, and we will always provide an estimated cost before asking you to sign a formal engagement letter.

We are open and available to you all year round. We do not open on January 1 and shut down on April 16. We are always available encourage you to contact us whenever you have a question or issue.

If you are due a refund, you will always receive it directly. It will never be paid to us and then issued by us to you. As a registered electronic filer, we will electronically file your return after you have reviewed it and properly signed, and any refund will go to you per your instructions (mailed or electronically deposited).

We will always provide you with a copy of your completed tax return, and we will always return any documents you provided to us for the preparation of your return. We take all possible precautions to secure and protect the information we are required to keep. We are informed and updated on all laws and regulations enacted to protect you from identity theft.

As your tax preparer, we are committed to staying current on tax laws and IRS regulations through consistent continuing professional education. We have earned and maintained professional credentials that require us to remain current. More importantly, we owe it to you to maintain our commitment to professional excellence because you rely upon us to understand the world's most complex tax code AND to properly interpret and apply it when we advise you and prepare your tax return.

Be sure you bring all records and receipts applicable to the preparation of your return. We will always seek proper documentation and substantiation for deductions, credits, and other items.

Two Important Tips Regarding the Completion and Filing of Your Tax Return . . .

1. **Before signing your return, make sure your name, address, Social Security Number or Individual Taxpayer Identification Number are correct. Also review the deductibles and dependents. Be sure you understand ALL of the information on your tax return.**

Ask questions! We are prepared to answer your questions because you should not file a return unless you understand it.

2. **If the IRS should ever contact you via correspondence or telephone regarding a tax return we have prepared for you, call us immediately so we can review the inquiry and decide upon a response.**

We are your trusted advisor. We stand by the work we do for you. We have the experience to deal with these issues!