

**Client Disclosure & Acknowledgement
Current Year Tax Return Preparation**

IMPORTANT

Due to the new IRS fines and penalties, we now require a client interview for every client, and require that you provide us with all required information we request to substantiate and properly report all items on your return as required in accordance with The Small Business Work Opportunity Act of 2007.

CLIENT NOTICE

We are required to advise every client of important rules related to the preparation of any tax return, and to disclose to every client the requirements of IRS in return preparation. This Disclosure and Acknowledgement provides you with the important information related to the rules in preparation of your tax return, and that you have read, understand, and acknowledge this disclosure.

REQUIRED DISCLOSURES

- RECORD KEEPING REQUIREMENTS
- SUBSTANTIATION REQUIREMENTS
- REPORTING REQUIREMENTS
- FILING REQUIREMENTS
- IRS DISCLOSURE REQUIREMENTS
- RETURN PREPARER REQUIREMENTS

WE MUST ADVISE YOU OF THE FOLLOWING

The IRS requires every taxpayer to keep and maintain records to support each and every item reported on your tax return. The IRS may impose penalties for a failure to maintain proper records. The IRS requires every taxpayer to substantiate and prove every item reported on a tax return. Substantiation requirements include but are not limited to invoices, receipts, logs, books and other evidence to support any item reported on your tax return. The IRS requires that you report all income, and that you properly report all expenses, deductions, credits, and exemptions as the case may be correctly and that you take reasonable care to ensure all information reported on your return is accurate. You may not file a return where you knowingly report an item incorrectly or omit an item required to be reported. The IRS requires that you file your return on time or as allowed by extension, and that you pay timely, any tax you may owe to avoid the underpayment, late filing penalties as may be imposed. The IRS requires that you disclose any item reported on any return where you believe there may be less than a 50% chance of that item being sustained if examined by the IRS. Failure to use Form 8275 or 8275-R may result in additional penalties. The IRS requires that we sign your return, review your return before filing to ensure it is accurate, and to disclose to the IRS and you any item we may believe required to be disclosed on Form 8275 or 8275-R. The IRS now imposes serious fines and penalties for any willful or reckless disregard of these rules. We may not prepare any tax return; claim any item on any tax return, where we believe there may be a less than 50% likelihood of that item being sustained in an examination. We are required by law in accordance with the "ACT" to make every reasonable effort using reasonable care to ensure that every item reported is correct in accordance with the rules of the IRS. This may require that we take more time to complete your tax return and that we may require additional information regarding items on your return before we can complete the return for filing. Finally we must also make a reasonable effort to review the final return for accuracy before providing the return to you.

CLIENT ACKNOWLEDGEMENT

I have read, understand, acknowledge, and agree the above items have been disclosed and explained to me in regards to the preparation of my current year tax return, and I further agree to abide by the requirements imposed by the Internal Revenue Code as may be required and accept this agreement with all terms and conditions as set forth above and contained hereto and consent to the work as provided.

Taxpayer's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____