

HHTS Engagement and Fee Agreement

Hampden Hills Tax Service, Inc., hereafter known as HHTS, offers many types of services and taxes for individuals and businesses. Services provided by HHTS have fees related to them and the fees are subject to change at any time. You have requested that we prepare tax return(s) and the return(s) will be prepared based on the information provided to us. We ask for clarification of some items, but we will not audit or otherwise verify the data you submit. You are responsible for providing us complete and correct information for the tax return(s). You are also responsible for all information reported on the tax return, so you should review the return carefully before signing. We return all original documents and give you a complete copy of the return.

Tax Preparation and Other Services: Payment for taxes/services is due when work is completed by HHTS regardless if an extension is filed. Payment is also due when work has been done, but has not been completed, through no fault of HHTS, and/or we have not had contact with you for 60 days. If you want us to try to take our fees from your refund, there is no guarantee that we will be able to take any/all of the fees from the refund. If we are unable to take all or part of our fees then you are responsible for paying the balance. Even if you choose to not have us complete the return, we still charge for our time.

Tax information: HHTS and its employees also offer other services including financial and insurance services. When we prepare taxes, we look to see if there are any ways we save can our client's money on their taxes. We do not try and sell you anything. Because some of the things involve IRAs, IRS prevents us from telling you these tax saving tips without your permission. If you want us to tell you how to save money on the taxes, initial to the left.

Late Fees: After 30 days, payment is past due and is subject to a \$20.00 late fee. The entire balance includes all related late & collection fees as well as any other fees incurred. HHTS charges a 9% interest rate on past invoices compounded monthly. Checks returned for non-sufficient funds are subject to a \$25.00 fee. If court action is required, court fees, attorney fees, and a \$50.00 collection fee will be added to the total amount owed to HHTS.

Responsible Parties: By signing below you are agreeing to payment of taxes/services. You are also signing that you are authorized to request taxes/services on behalf of the other party. Even if paid by an estate, you are still responsible if the estate does not pay the fee.

By signing this form, you acknowledge that you have read and understood the engagement and fee agreement. You are aware that HHTS charges fees for services rendered and that you agree to pay these fees. We cannot guarantee which preparer will work on the taxes; the first available preparer will prepare them and the preparer is subject to change at any time. Gervase Financial Service, Inc. & Hampden Hills Tax Service both operate from the same location and have the same employees. Additionally, you are signing that you understand that tax returns are sent to the IRS through an IRS authorized third party. This form is good until April 15th of the year following the date on this form. You must be at least 18 years old to sign this agreement.

Name of Client/Clients: _____

(Responsible Party for client named above)

Signature: _____ Relationship: _____

Printed Name: _____ Date: _____