



Tax Preparation Services Agreement

Thank you for considering OneFirm Tax Advisors, LLC to provide you excellent tax preparation services for the 2012 tax year.

Outlined below is a service agreement between OneFirm Tax Advisors (tax preparer), and you (client, customer, tax payer).

1. OneFirm Tax Advisors will perform the following services:

- Engage you in a brief consultation to assess the most economical filing method, with the greatest benefit to you.
- Complete a federal tax return (1040, 1040ez, 1041, 1120, 1120s, or 1065);
- Complete the applicable state return(s);
- Review all documents received and analyze the potential for attaining more deductions and credits;
- Prepare your return to be e-fileⁱ with the IRS and applicable state;
- Discuss your prepared return with you prior to filing the return, and
- Present a completed analysis and recommendation for the following year to maximize your tax return in the following year.

2. Representation:

- Should the need arise, on certain situations OneFirm Tax Advisors, will speak to the IRS on your behalf.

3. Availability

- OneFirm Tax Advisors will be available from 8am – 8pm Monday – Saturday during the tax season. (January 1st , - April 15th) After the tax season, the hours of availability will decrease.

4. Delivery of Completed Tax Return

- Completed tax returns (or a copy) will be provided following full payment of services rendered or the client has agreed to have payment deducted from tax return refund.
- The Customer may have a copy of the return delivered as a hard copy, via email or placed onto a scan disk. OneFirm WILL NOT fax completed tax returns.

5. Security

- OneFirm Tax will take every precaution to safeguard clients' information and prevent identity theft.

6. Payment of Services Rendered

- Payment is due in full at the completion of services rendered. (See Pricing schedule) Payment for services rendered is due on all completed tax returns whether the client is to receive a refund or not. Payment may be deducted from clients refund.

7. Client's Responsibilities/Amendments

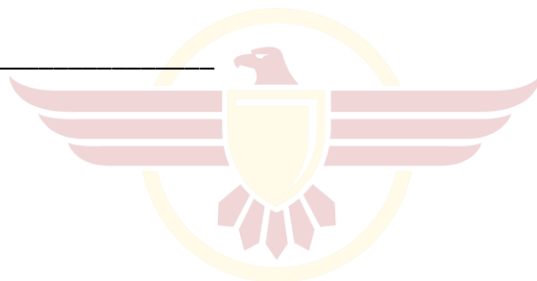
- OneFirm Tax Advisors is not responsible for returns completed without all of the necessary documentation. After the client informs OneFirm Tax to proceed with completing the return it is the responsibility of the client to ensure all applicable documentation has been provided to OneFirm Tax. In the event, the Client discovers that they fail to provide all documentation and the tax return has already been completed, a fee of \$25.00 will be assessed to make the necessary changes. If the client's discovery is made following the filing of said tax return an amendment tax return will be required to include the additional information. Amendments are \$125.00

Please acknowledge that you have read and agree to the terms and conditions set forth above.

Print Name

Signature

Date



OneFirm Tax Advisors

Tax Preparation Business

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