



Andrea Hyson, CPA

Policies and Procedures

(Effective January 1, 2018 to April 17, 2018)

Appointment website: <https://andrea-hysontax.youcanbook.me/>
Taxaroo (Online Tax Organizer): <https://www.taxaroo.com/invite/hysontax/andrea>

- **Agreement to the Policies & Procedures**
- **Terms & Conditions**
- **Tax Return Process**
- **Extensions**
- **Tax Payments, Interest, and Penalties**
- **Notices of Adjustment, Examination or Audit**
- **Protection Plus**

Agreement to the Policies & Procedures

If you do not accept the conditions below, I will be unable to provide any tax preparation services. If you have any questions regarding anything in this agreement, you may email me at andrea@hysontax.com.

Terms & Conditions

- By submitting your information to me for your tax return preparation, you have engaged my services, we have established a valid contract, and you agree to the policies and procedures outlined here.
- It is your responsibility to provide all the information required for the preparation of a complete and accurate returns. You should retain all the documents, canceled checks, receipts and other data that form the basis of income and deductions for three years from the due date of the tax return (or better yet six years). These may be necessary to support items contained in the tax return in the event of an inquiry by a taxing authority.
- I will not audit or otherwise verify the accuracy or completeness of any information you submit, although it may be necessary to ask you for clarifications. My work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcation or other irregularities, should any exist.

- During the tax preparation process, I try to make sure that I have everything pertinent to your situation. I do this by reviewing your tax organizer, comparing to last year, inquiring about pieces that appear to be missing, sending periodic reminders, and other methods. However, ultimately it is up to you to make sure I have all necessary information and to follow up as needed. It is also important to note that legally you are responsible for what is on your tax return, so even though I always do a thorough, professional job, it is important to review the numbers reported on your return. You have the right to ask me about anything that appears on the return or is used in the calculations.
- If you decide to discontinue using my 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.
- Fees for preparation of a tax return:
 - I believe in being upfront and being straightforward with my clients. Your fee will be quoted before any work is started. If issues arise that require significant time for research, I charge an additional fee calculated at \$200.00 per hour, or any part thereof. Rest assured, I will discuss the issue(s) with you to obtain your advance approval of this extra work (\$100 minimum).
 - A \$25 fee will be charged if you reschedule or cancel your appointment within 24 hours of your scheduled time.
 - Concerns about the results (refund or tax due) are not grounds for withholding fee payment. Rest assured there will be ample time and opportunity to address and resolve any issues during the review process, which will take place immediately after you have paid the fee and I have sent you your tax return draft. Always keep in mind that your return is never final until you have given your signature authorization on the e-file forms or the tax return itself, so changes can still be made if need be.

Tax Return Process

Appointments

Please set up a phone or in-person appointment. This meeting is to gather and review your tax documents.

Sample Tax Documents:

- Individual Returns:
 - Form(s) W-2,
 - Form(s) 1099 (INT, DIV, MISC, & Proceeds)
 - Form 1098, Mortgage Interest
 - Charitable Contributions
- Self-Employed, S-Corporation or Partnership:
 - A profit & loss statement and balance sheet. The report can be generated by an accounting program such as QuickBooks.
 - Form(s) 1099 (INT, DIV, MISC, & Proceeds)

What I do not need: I generally will not review your receipts, foreign documents, bills, bank statements, personal worksheets or any backup documentation, so please keep those for your records. If you require assistance calculating your income, expenses or deductions, I will be happy to refer you to a bookkeeping service or provide consulting at my normal billing rate.

Timing:

- March 1st – the final day to save space for me to prepare your taxes
- March 28th – if the final day to submit your tax information to have your returns completed by the due date
- After April 1st – I will not be accepting any additional clients for return or extension preparation

Preparation of Tax Return

Returns are usually prepared on a first come, first served basis. If you have a deadline or event that impacts your timing, please give me notice during our meeting. ***Priority service is available for additional fee.***

Resolving Open Items

If I need additional information or clarifications, I will contact you by email with any open items. I ask that you respond as soon quick as possible and answer all questions concisely. If needed, a phone call can be arranged to discuss an issue, although I am generally not available for calls for the two weeks preceding a tax deadline. Please note that long, unexpected delays in getting back to me could increase your fee if they cause me to have to re-review your information.

I always acknowledge email communication, generally within 48 hours (sometimes longer over weekends), so if you do not hear back from me, please resend your email.

I will use my judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. I will perform reasonable research to support positions taken on your income tax returns. Unless otherwise instructed by you, I will resolve such questions in your favor, whenever possible. Tax rules change continuously and any opinion expressed in connection with a transaction at one time may not apply to the same or a similar transaction at a later date. You should let me take a fresh look each time a transaction of material nature is proposed.

Fee Payment

When your tax return are complete based on the information provided, I will send you a **“Return Ready”** email. Upon receipt of this email, please review your tax return and pay the outstanding invoice. Your return will not be filed until your invoice is settled.

- A separate invoice email will be sent (QuickBooks)
 - Payment options:
 - QuickBooks' invoice – debit or credit card via link,
 - PayPal – andrea@hysontax.com
 - Venmo – @Hyson-Tax

- Square – debit or credit via phone

If you have a question about the fee, please let me know, and I will provide a calculation.

Tax Return Review & Filing

I will email you your tax returns for review. It is **essential** that you look them over carefully since you have the legal responsibility for their accuracy. If you discover any errors or omissions made by me, I will correct them. If you discover any errors or omissions made by you, I will correct those as well. However additional fees may apply, based on time.

The tax preparation fee includes 15 minutes of review time – either by email or phone. It is best if you ask your questions by email so that I have time to review your situation sufficiently.

Once you are satisfied that your tax returns are accurate, they are ready to be filed. If your tax return is being filed electronically, you will sign and date the e-file authorization form(s). Do not assume that your forms have been e- filed unless you receive an email from me confirming it has been done. If your tax return is not eligible for electronic filing, I will email you a filing copy to be signed and mailed to the appropriate taxing authority.

Extensions

An extension extends the time to file your tax return, not the time to extend the time to pay. For personal tax returns, it extends the deadline to October 15. (Partnership/LLC the extension is from March 15 to September 15). Extensions are a routine procedure and are filed by more than half of clients each year. There are no negative consequences for filing an extension.

Tax Payments

The IRS (the federal tax agency) & state tax departments require that taxes be prepaid throughout the year. The payment is made in one of two ways: through withholding or by making estimated tax payments. For many people, the tax withheld from their salaries & wages and sometimes from other income sufficiently covers their prepayment requirement.

If there is no withholding or if the withholding is insufficient or does not cover all forms of income, estimated tax payments must be made. These are due in four equal installments, usually on April 15, June 15, September 15 and January 15 of the next year.

Late Penalties & Interest (on returns filed after the initial deadline):

The deadline for tax payments for individual tax returns is the regular due date of the tax return, usually April 15. If you pay after April 15, you will be assessed interest and penalties.

If you pay a tax balance after the regular due date of the tax return (April 15), penalty and interest will apply to your tax returns.

Notices of Adjustment, Examination or Audit (recommend purchasing Protection Plus – see below)

If you receive any notices of tax adjustments, examinations or audits from a tax authority relating to a tax return that I prepared, I will review your notice free of charge. I will also provide you additional information or explanations related to the preparation of your tax return(s) should the tax authorities subsequently request it. Further assistance may be billable.

Generally, 'notice of adjustment' is issued if a possible error or omission is discovered on your tax return. The notice often happens due to the IRS's matching program, where third party information (e.g., from W-2's, 1099s, etc.) doesn't agree with what is on your tax return. Since these notices frequently contain errors on the part of the taxing authority, I do not recommend paying a bill before first emailing it to me to review. If any error is due to my negligence, I will assist you at no charge. If an error is due to your negligence or incomplete information provided to me, I will assist you at my billing rate of \$200 per hour (\$100 minimum).

Your returns may also be selected for examination by tax authorities. An examination or audit can be for all or just some of the items reported on your tax return. If this happens, I may be able to assist you depending on the circumstances of the audit. If I do not represent you, I offer my consulting services and help you prepare, at my regular billing rate (\$200/hour). If it is determined that you owe additional tax, interest and penalties will also be assessed by the tax authority.

Protection Plus

Protection Plus is an audit assistance product being offered at an additional charge of \$60.

Taxpayer benefits

- Assistance with IRS and State Audit and Inquiries
- Identity Theft Restoration
- \$2,500 Tax Preparation Guarantee
- Tax Debt Relief Assistance
- Assistance with Denied Tax Credits

Protection Plus Points:

- Purchased at the time of tax filing,
- Only cover tax returns for the years that Protection Plus was purchased,
- Coverage starts on the day the tax return is filed
- Identity theft restoration services expire one year from the date of purchase,
- Audit assistance services expire three tax seasons on April 15th
- Only covers 1040 returns

I appreciate the opportunity to work with you.