

TAX TIME!

ALL TAX SERVICES ARE DONE BY FAX, US MAIL, EMAIL OR DROP OFF & PICKUP AT DESIGNATED LOCATIONS. CALL AND SCHEDULE YOUR RETURN TO BE PREPARED TODAY AND GET YOUR REFUND TOMORROW! CALL NOW TO SCHEDULE YOUR RETURN!

Your Fee Has Been Calculated Below For You Based Off Your Return Being Similar To Your Return From Last Year or The Information You Gave By Telephone or Email This Year. Additional Fees May Apply If Your Information Is Different Than What We Have Been Previously Given:

Client Last Name: _____

2010 Your Cost Is: \$ _____

Your Estimated Cost Based on Last Year Return or the Information You Have Given This Year

	<u>Type of Return</u>	<u>E-File</u>	<u>Mail-In</u>
Individual Return EZ Return	W-2's Only	\$80	\$90
Individual Basic Return	No Schedule A	\$120 Seniors	\$130 Seniors
		\$100	\$110
Individual Return	W/Schedule A	\$140 Seniors	\$150 Seniors
		\$120	\$130
Individual Return	W/Business	\$200	\$170
Individual Return	Pastor/Minister	\$200	\$170
Extras	Rental Property	\$50 / Each	
Extras	Businesses After 1	\$50 / Each	
Extras	Schedule K's	\$50 / Each	
Extras	Amended Returns – D & L prepared	\$40 \$80	
	Amended Returns – Not prepared by D & L		

**404.889.1013 LISA'S CELL / 770.607.7181 OFFICE
678.721.5752 FAX**

Email: lisajones@dlbusiness.com / Web: www.dlbusiness.com



ALL TAX CLIENTS MUST READ AND SIGN AND RETURN WITH TAX INFO

All pages of the Tax Return Questionnaire are required to be completed. If you choose not to complete the entire package, it is not our responsibility if any information is omitted or mistaken. If you choose not to complete the entire package, you must still sign this page below and complete page 1 of the Tax Return Questionnaire. We will not be able to complete your return until this page is returned signed and page 1 is returned completed. If this is a joint return, both taxpayers must sign below.

First Time Filers

If you are a first time filer with our company, you must provide a photocopy of your driver's license or other picture I.D. and social security card or proof of the number for the taxpayer and spouse. You must also provide a Photocopy of all dependents social security card or proof of the number.

Direct Depositors

If you plan to Direct Deposit your refund whether Federal and/or State, you must provide a "void" deposit slip for a Savings account or a "void" check for a Checking Account with your tax return information.

All Taxpayers

Tax Payer Statement

I (we) understand that if I/We are electronically filing and requesting direct deposit of any refund, I must supply A copy of a "void" check for checking account or "void" deposit slip for savings account as proof of account Information. If I am electronically filing or mailing in my return, I must pay for the cost of preparation at the time my Information is submitted to D & L. If I am requesting a Ral Loan or Transfer Loan, for a fee charged by the Loan Bank, I can have the Bank pay D & L instead of me (we) paying up front. D & L cost and the Bank fee will be deducted from my refund if filing by Ral Loan. I understand that the charge is \$40 additional to RAL Loan and \$20 additional for Transfer Loan. I understand that if I am not requesting a RAL loan or RAL Transfer loan, the payment for my tax return preparation is due upon delivering my information to D & L to prepare. There are no exceptions.

I understand that D & L commits to having my return completed within 2 business days of receiving my information. I Understand that Friday is not considered a business day for D & L and this day does not count. As well as, any day that D & L is officially closed in there calendar of closed days does not count. If I have not supplied all information requested by D & L with 2 business days of D & L receiving my original tax information, I cannot hold D & L responsible for not having my return completed in the 2 business day turn around.

D & L will provide me with a final copy of my return by email to review prior to electronically filing my return or preparing for mailing. I am to acknowledge receipt of said copies of my return and approval by responding to said email. If I choose not to be emailed, I can elect to be faxed. I understand that the fax may contain 15 – 30 pages depending on the length of my return. I have chosen my election to be emailed or faxed below. I understand I also have the election to be called and my my return reviewed by phone with D & L tax preparer. I do understand that D & L does not recommend this procedure and if there is an error, D & L cannot be held responsible and an additional cost to correct said errors, will be at my cost.

Upon D & L electronically filing my refund, D & L will for my knowledge email and/or text me my estimated deposit date given by the IRS. The email/text will include the date for expected direct deposit for both Federal and State and the refund amounts for each return.

The information furnished here within is to enable you to prepare my (our) return for the above requested year. It is true and complete to the best of my (our) knowledge and belief, and is to be relied upon by you accordingly. If I choose to use fax signatures for my tax return for myself and my preparer's signature, these signatures will serve as official copies. I understand that if I choose to mail my returns instead of electronically filing, I do not have to sign the preparer's copy. This page will serve as my signature for the preparer's copy. If I choose to electronically file my return and I choose to review my return results before it is electronically filed with D & L's preparer by phone instead of by hard copy faxed or emailed to me, I cannot hold D & L responsible or liable for any incorrect information filed on my returns.

Signature: _____ Date: _____

Signature: _____ Date: _____

ELECTION OF REVIEW OF RETURNS

- I elect to have my tax returns, Federal and State to be **EMAILED** to me upon completion for my review and approval. Please email to: _____
Please notify me by Text @ _____ or Phone @ _____
that the returns have been sent.

- I elect to have my tax returns, Federal and State to be **FAXED** to me upon completion for my review and approval. Please Fax to: _____
Please notify me by Text @ _____ or Phone @ _____
that the returns have been sent.

- I elect to be **CALLED** and my returns, Federal and State to be reviewed by **PHONE**.
Please contact me by phone @ _____ to discuss.

ELECTION OF DIRECT DEPOSIT OF REFUND STATUS

- I elect to be texted my refund status. Please text to _____.
- I elect to be emailed my refund status. Please text to _____.
- I elect to be called with my refund status. Please call to _____.
- I will be mailing my tax returns and not electronically filing or I do not expect a refund this year.