



This Engagement Letter/Service Agreement is to confirm arrangements for tax return preparation services. PIM Tax Services will prepare your individual and/or business federal and state income tax returns in accordance with appropriate tax laws and regulations. Your returns will be prepared based on information provided by you. Please provide all necessary information promptly. PIM Tax Services will not share your information without your permission except as directed by competent legal authority.

Tax return preparation fees are due and payable at the time you pick up your copies of the completed returns. Returns to be electronically filed will not be filed until payment is received.

Tax preparation services are based on a fee schedule made publicly available on the website PIMTAX.COM. Copies of the fee schedule are also available in the office.

Bookkeeping services are available to organize and aggregate client tax records. Bookkeeping services are charged at the rate of \$2/minute.

If PIM Tax Services makes an error on your tax return, we will pay any penalties you are charged. Your return will be corrected for free and your fee for tax preparation service will be refunded. You remain responsible for any taxes owed.

PLEASE REVIEW YOUR RETURN(S) THOROUGHLY BEFORE SIGNING THEM. If you have questions – ask!

Thank you for trusting PIM Tax Services to do your tax returns this year. Your business is greatly appreciated.

Sincerely,

Paul D. Allen, Sole Proprietor, PIM Tax Services

By signing below, I (we) acknowledge that PIM Tax Services is not responsible for providing any of the deductions taken on my (our) tax return(s). I have provided this information from my own records and I have proof of my deductions and income. I (we) have read and understood the terms of this engagement letter/service agreement and give PIM Tax Services permission to prepare my (our) tax return(s).

_____	_____
Taxpayer	Date
_____	_____
Spouse	Date