



4466 Elvis Presley Blvd., Ste. 142
Memphis, TN 38116
Office: 901-672-7814 Cell: 901-488-4656
www.springfieldtaxes.com

p

TAX SEASON 2021
LETTER OF COMMITMENT TO PREPARE THE TAX REFUND(S)

The undersign person(s) has authorized **Springfield Bookkeeping & Tax Services** or any authorized representative of **Springfield Bookkeeping & Tax Services** to prepare their federal/state tax return(s). **Springfield Bookkeeping & Tax Services** claims no responsibilities for the tax return(s) other than preparing the return(s), the accuracy of the return(s) will be related to the information that the taxpayer has provided to the authorized representative of **Springfield Bookkeeping & Tax Services**. Information received by Springfield **Bookkeeping & Tax Services** will be use in accordance with the rules and regulations of the Internal Revenue Service.

In the event of an electronic tax return filed by **Springfield Bookkeeping & Tax Services** we make no claim or warranty regarding the time for the expected delivery of the refund. All dates and/or times are at the best estimated times, but not guaranteed. **Please allow 21 business days from the date the IRS acknowledges your return.**

If payments are not electrically deducted from your federal tax return(s), the taxpayer(s) are responsible for any unpaid balance and if your tax refund is not refunded by the IRS, any outstanding preparation fees is the responsible of the taxpayer and must be paid within (14) business days.

By signing this letter of Engagement to have your tax return(s) prepared, you have authorized **Springfield Bookkeeping & Tax Services** to prepare your tax return(s) and agree to fully offset the services rendered.

Primary Taxpayer Signature Date

Spouse Signature Date

Taxpayer Social Security Number Spouse

Social Security Number