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Letter Of Engagement

2022 Tax Year

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

Springfield Bookkeeping & Tax Services makes no guarantee to the time frame of Tax refunds deposited. All dates are at best estimated times, but not guaranteed. Please allow 21 business days from the date the IRS Acknowledges your tax return before contracting my office or the IRS.

If payment is not electrically paid from your federal tax return(s) the taxpayer(s) is responsible for any unpaid balance, it is your responsibility to pay the preparation fee. This include if the IRS takes your refund. If using direct deposit and fees are not paid, **Springfield Bookkeeping & Tax Services** may use Auto Collect to collect past due preparation fees from your account.

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

Taxpayer Signature: _____ Date: _____

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