

Guidelines For Your Audit

The first thing we need to begin your audit is a signed Power of Attorney form that allows us to discuss the matters with the IRS on your behalf. We will provide the form to you to sign. If there is a spouse involved in the year being audited, we'll need the spouse to sign the Power of Attorney as well.

After the Power of Attorney is signed we will schedule the appointment with the auditor. We usually do not require you to come to this appointment. We will inform you if we would like you to attend.

We will tell you when the appointment is scheduled. Usually this meeting is scheduled between three weeks to two months from the day we call for an appointment.

We will need to meet with you, prior to the audit, in our office. At this time we will go through a questionnaire which is the questionnaire that the IRS uses during the audit process to help get us prepared. At that point we will also give you a comprehensive list of the items that we will need to be properly prepared for your audit. These items should be arranged in a manner that makes it easy for us to identify what categories the documents apply to and how much the total for that category is. If we can not figure out what the documents apply to, we can not explain to an auditor how they support the tax return.

We also want sufficient time to review all of the information before the meeting. For a thorough review of the items we require a minimum of a week and a half of time before the audit. This will also give us time to ask for more information from you if needed.

Going through an audit is an unpleasant experience that can be made easier for you if you follow these recommendations. If we do not have sufficient time or data, the audit process can become harrowing. The audit process usually takes at least five hours. We reserve the right to refuse to handle your audit if we feel you are not following these guidelines. Showing up to an audit with incomplete or nonexistent documentation reflects badly upon the representative as well as the taxpayer.

Agreement for Accurate Tax Service Inc.
to Handle an Internal Revenue Service Audit

An IRS Audit usually requires four (4) to five (5) hours of time by the Preparer and/or staff at Accurate Tax Service. This allotted time includes: meeting with the clients to let them know how to prepare their records for the audit; scheduling appointments with the IRS; commuting to the IRS office in Sacramento; meeting with the IRS auditor; and telephone calls to clients and auditor.

As a courtesy to our clients, Accurate Tax Service will handle the first five (5) hours of an Audit for no charge. Any time in excess of the five (5) hours will be billed at the rate of \$150.00 per hour, tracked in fifteen (15) minute increments. The first five (5) hours do not include bookkeeping or reviewing/calculating clients' receipts. If clients need Accurate Tax Service staff to do this type of work, the five {5} hour minimum will most likely be exceeded and billed accordingly.

The undersigned clients acknowledge that Accurate Tax Service is not responsible for any adjustments by the IRS unless there are errors in the preparation of the tax return. (Errors would not include taking a position on a deduction, interpreting it differently than the IRS.) In that event, Accurate Tax Service will pay any penalties that are charged by the IRS. However, any interest charged by the IRS will NOT be paid by Accurate Tax Service. The undersigned clients understand that they have had use of the funds that the IRS has determined should have been paid (or refund reduced) on the original return.

The undersigned clients acknowledge that when they signed their tax return, they stated, under penalty of perjury, that they examined their tax return and accompanying schedules and statements, and to the best of their knowledge and belief, they are true, correct, and complete. The declaration of Preparer employed by Accurate Tax Service is based on all information of which Preparer has knowledge.

The undersigned clients acknowledge that all items on their tax return prepared by Accurate Tax Service were discussed with their Tax Preparer. In addition, clients acknowledge that all positions taken on the return were agreed upon by all parties involved.

I/WE _____ and _____ agree(s) to the above terms and conditions.

DATE: _____
