

## New Tax Client Information

Thank you for using Patricia Salman & Associates, PLLC for your tax preparation needs. For our new clients, here is some general information about how our services work:

### **Previous Tax Records**

The first year we prepare your taxes, we need a copy of your previous two years' federal and state returns.

### **Submission Deadlines**

Please submit your records to us before March 30, 2008. Barring any unforeseen problems, this should allow us to file your return before the April 15 deadline. Materials submitted after this date will likely result in the need to file an extension.

### **Costs**

We bill our costs at an hourly rate because we feel it is the fairest method for our clients. Those who present us with organized material should not have to pay the same as those who require more time on our part to gather and organize complete materials.

Our fee is based on hourly rates that vary depending on the complexity of the return. There are no additional fees for electronic filing, should you choose this option. Most individual returns (with itemized deductions) fall in the range of \$125-\$250.

### **Retainer**

At the time that you leave your materials with us, an \$85 retainer is required. Any additional hourly fees are due when your tax return is completed.