NOBLE FINANCIAL SERVICES
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Instructions to Taxpayers:

Please read the following engagement letter, and contact us with any questions. Be sure to sign and date the form. We must have a signed copy of this letter before we can prepare your return. Please forward the form to us with your tax information. Thank you!

Bring the forms with you to your appointment or hand-deliver, mail, email, or fax them to us along with copies of all your tax statements and other tax materials.

ENGAGEMENT LETTER & PRIVACY POLICY NOTICE

From:

____

Print full name & spouse name, if applicable

TO: **NOBLE FINANCIAL SERVICES**
I have engaged you to prepare my income tax returns, including federal, state, local and school district as applicable for the year ended December 31, ______, except as marked. In that respect, I state that, to the best of my knowledge and belief:

- I understand that it is my responsibility to provide all the information necessary to complete the returns. I will retain for five years all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on my returns.
- I understand that you will not audit or otherwise verify any information, and that you may require clarification or additional information.
- I have provided true, correct, and complete information regarding my income as listed on the attached Forms W-2, 1099 and/or attached written summaries. I have included all income received during the year, including unemployment compensation, sales of property, withdrawals from investments, jury duty pay, lottery winnings, etc.
- I have provided true, correct, and complete information regarding amounts I have provided to you to claim as tax deductions, and have maintained written documentation supporting all amounts, including logbooks and receipts. I have fully documented all business travel and entertainment deductions and have maintained logbooks to support the business use percentage of automobiles, cellular phones, and other business assets.
- I have no foreign financial accounts, trusts, or businesses, except as indicated in the information I have provided to you.
- I have not employed any household help that would be subject to payroll taxes except as reported.
- I do not wish to designate a portion of my taxes to support the Presidential Election Campaign Fund, unless I have specifically stated so in the attached documents.
- I have provided you with an accurate total of out-of-state purchases made during the year(s) on which I paid no sales tax, including purchases from catalogs, by telephone, and via the internet.
- I will contact you immediately if I receive any letters from the IRS or other taxing authorities concerning these tax returns.
- I understand that penalties and interest may be imposed on late, underpaid, or incorrect returns.
- I will contact you immediately if I discover additional information that will change my tax returns. I understand additional charges may apply.
- I understand that if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law and other supportable positions, you will use your professional judgment in resolving the issues. I understand that you are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest.
- I understand that you may provide me a digital copy of my returns via email.
- I understand that your invoice will be due and payable upon completion of these returns, and that additional services will not be performed until the invoice for these services is

paid in full. I understand that your invoice will be based upon your standard billing rates. A deposit may be requested.

- I understand that I will be charged an additional fee if you assist me or represent me in a tax examination or inquiry including responding to letters from taxing authorities.

It has always been the policy of Noble Financial Services to keep all information that we collect from you confidential from all sources. We restrict access to all nonpublic personal information about you to members of our firm who need to know that information to provide services to you. We maintain physical, electronic, and procedural safeguards to guard your nonpublic personal information. We do collect nonpublic personal information about you from the following sources:

- Information we receive from you on tax preparation organizer, worksheets, Federal and State tax reporting forms, and from other documents we use in tax preparation or other financial and related services.
- Information about your transactions with us, our affiliates, and others.
- Information we may receive from outside agencies such as banks and brokerage houses.

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as instructed by you in writing or as required by law as listed below:

- Requirements to comply with federal, state, or local law.
- Requirements to comply with national, state, or local licensing rules.
- Requirements to disclose information in response to legal subpoenas.
- Items you permit or request us to disclose, as authorized by you in writing.
- Information that you authorize us to disclose by signing this engagement letter to electronically file your tax return, when applicable.
- Information that you authorize us to disclose by signing this engagement letter, which discloses that you are our client, without disclosure of financial or other personal information.

I have read the above engagement letter and privacy policy and understand my responsibilities with regard to income tax preparation. If there are other tax returns that I expect you to prepare, such as tax returns for my children, or other services, such as financial planning or insurance review, I will note them at the end of this letter.

Accepted by:

____

Taxpayer Signature **Date**

Name (print) ____

____

Spouse Signature **Date**

Name (print) ____

CLIENT USAGE LETTER

In addition to tax preparation services, this firm is in the business of providing year-round financial and tax planning services. These services cannot be provided without your consent (Internal Revenue Code Sec. 7216). If you consent to use or disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution.

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot use your tax return information for purposes other than the preparation and filing of your tax return without your consent.

You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. Your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature. You may terminate this consent at any time by providing a written request for termination.

Duration of Consent (optional):______________________________________

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

Please initial all that apply:

☐☐ I authorize Noble Financial Services, to use my income tax return(s) and all related income tax information for the purpose of calculating estimated income taxes payable and such other tax and/or financial planning assistance as I may request now or in the future.

☐☐ I authorize Noble Financial Services, to use my name and address, including releasing it to a printer or third-party mail house, for the purpose of facilitating Noble Financial Services, mailings, such as calendars and newsletters.

☐☐ I authorize Noble Financial Services, to use the following email address for the purpose of sending digital copies of my tax returns and for other informational mailings, such as newsletters:____

(please provide a current email address)

____

Taxpayer Signature **Date**

Name (print) ____

____

Spouse Signature **Date**

Name (print) ____