



[Date]

Client Name
Address
City, State, Zip

Dear [Name]:

Thank you for choosing to use Tax Processing Center of Fiducial Business Centers, Inc. as your tax return processing system.

Our Role

In the course of this engagement, we will:

1. Provide you with access (via a unique sign on) to the CCH internet based tax processing system.
2. Provide instructions on setting up the program in your system.
3. Provide telephone assistance concerning use of the system while you are processing returns.

Fees

Our Base fee for entry into the system is \$185.00 payable with the completion of this agreement. Each return (the change of SSN for a taxpayer/spouse or entity number counts as a new return once the return has been calculated) will be priced in accordance with the chart below and will be invoiced monthly as processed.

INDIVIDUALS		
First	10	\$30 each
Next	90	\$20 each
Over	100	\$17 each
ALL OTHERS		
First	5	\$40 each
Next	10	\$30 each
Over	15	\$26 each

If you have your own EFIN you can E file your individual returns for \$5.00 federal and \$3.00 for each state return. Entity returns are \$7.00 federal and \$4.00 State.

Terms of Payment

The above fees will be billed each month; based on work performed. Fees are due on receipt of our invoice. Invoices outstanding after (30) thirty days will be charged interest at the rate of 2% per month. In the case of a default in payments, you will be required to pay all costs and expenses, including, but not limited to, collection costs and reasonable attorney's fees, both preceding and subsequent to judgment, which may arise or accrue from enforcing this agreement whether such remedy is pursued by filing a suit or otherwise. This agreement shall be governed by and construed in accordance with the laws of the State of Maryland, as though it were fully made and performed there. A \$25 fee will be charged for all items returned for insufficient funds.

Any damages resulting from this engagement will be limited to fees paid for services rendered.

Conclusion

If the above meets with your satisfaction and correctly defines your understanding of our agreement to provide services to you, please sign this letter and return it to us with your check.

Very truly yours,

Fiducial Business Centers, Inc.

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____



This agreement acknowledges and agrees that use of Fiducial Processing Services has been licensed pursuant to an agreement between CCH Incorporated and Fiducial Business Centers, Inc. and is subject to all the terms and conditions thereof. The complete agreement may be obtained at www.fiducial.com at the Tax Processing Center tab.

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____