

PATRICIA A. BECKWITH  
CERTIFIED PUBLIC ACCOUNTANT



**Terms of Service**

In an attempt to keep our clients informed we ask that you carefully read the following instructions. If you have any questions please see our front desk associate or speak with me directly. By working closely together towards this goal we can provide you with better service and avoid confusion in the future.

FEES: Tax and accounting services are billed at an hourly rate of \$300.00 billed in ten minute increments. Standard tax returns are billed by the number of schedules required. If your return **is** complex or requires additional work, I will consult with you prior to incurring additional costs to you.

FEE INCREASES: Our cost of doing business increases each year. Therefore, our tax preparation rates increase each year. Typically, you can expect a 6-10% annual increase on January 1<sup>st</sup>.

PAYMENT POLICY: Payment is due at the time services are rendered or upon receipt of invoice. Income tax returns are not electronically filed until your signed electronic filing authorization form is received by this office and payment is received.

PAYMENT OPTIONS: We accept checks, debit/credit cards, PayPal and cash.

To Recap:

1. You are billed either by the hour or by the job as agreed upon in advance.
2. Please expect your tax preparation fee to increase annually.
3. Payment is due at the time your tax return is complete.
4. Payments accepted are checks, debit/credit cards, PayPal and cash.
5. If paying by debit/credit card, a **3½ % service fee** will be applied.

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Clients Name/s  
(Updated: January 2023)

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Date