

## ***Burr Business Service Client Permission Document***

I \_\_\_\_\_ have engaged Burr Business Service (BBS) to prepare my Individual (1040) Federal and State of Nebraska Income Tax Returns for the year 200. I state that, to the best of my knowledge and belief, it is my responsibility to provide BBS with all of the information required to complete my tax returns.

1. I have provided true, correct and complete information regarding my income as listed on the attached forms, W-2s, 1099s and written summaries. I will retain for four years all the fore mentioned documents required to substantiate the amounts of income on my returns.

2. I have provided true, correct and complete information regarding amounts I have presented to BBS to claim as tax deductions. I will retain all written documentation supporting the amounts, including my logbooks and receipts. Should a question arise regarding the interpretation of the tax law on your tax return, BBS will use professional judgment in resolving the issues.

3. I understand that because taxing authorities may examine (audit) the returns, all of my documentation should be retained to support the information I provided to BBS. I also understand that if an error on my part is discovered at audit, I am responsible for the additional tax, penalty and interest that may be imposed on returns because of incorrect amounts, late filed returns or underpayment of tax.

4. I understand that BBS will not audit or otherwise verify any information that I provide. BBS may require clarification or additional information. BBS is not responsible for disallowed deductions or the inclusion of additional unreported income or any resulting taxes, penalties or interest.

5. I understand that I will be charged an additional fee if BBS is asked to assist or represent me in a tax audit, examination or inquiry. I understand that in the event of a preparer error, I am responsible for additional tax and interest that may be due. The extent of BBS responsibility is to pay for any penalty that the IRS or the above state revenue department may assess.

6. I will contact BBS immediately if I discover additional information that will lead to a change in my return, or if I receive any correspondence from the IRS or state taxing authorities.

7. If I have derived income from a foreign country, BBS will use the foreign country income information, which I provide to calculate any applicable federal or state foreign tax credit or other affected federal or state income tax items. However, I am responsible for meeting any foreign country income tax or other foreign country reporting requirements.

8. I understand that it is the policy of BBS is to put all tax advice in writing. I will not rely upon any unwritten advice because it may be tentative, incomplete or not fully reviewed.

9. I understand that BBS fees will be due and payable upon completion of these returns. Additional services will be billed and paid for when complete.

10. If there are other services or tax returns that I expect BBS to prepare, I will specify them on the back of this page. A full copy of BBS *Privacy Policy* and *Record Retention Policy* will be enclosed with my copy of the tax returns.

**The terms described in this document are acceptable, are hereby agreed to, and shall remain in effect until terminated by either party in writing.**

*Accepted by* \_\_\_\_\_ *Date* \_\_\_\_\_

*Phone* \_\_\_\_\_ *Email* \_\_\_\_\_