

Mail-In Tax Preparation Procedures

This program has been set up for our out of state clients and for those clients whose schedules do not permit them to come for an in-office interview.

Here's how it works:

1. Complete the tax interview questionnaire as you normally would. (Remember, these are the same questions your preparer would ask if you were in the office.) If you would like a personalized questionnaire that outlines your specific tax scenario, please contact our processing department and a copy will be provided to you at no additional cost.
2. Mail in the completed questionnaire along with any tax documents needed to complete your return. A checklist is provided on the reverse of this form. Please use this checklist as a cover sheet when sending your packet. **If we receive your packet postmarked by February 15, 2017, we will give you a 10% discount on your return.**
3. Upon receipt of your materials and **your check deposit of \$299.00**, we will review your information, organize the data into a preliminary format, and call you if there is any more information needed. Otherwise, we will complete your tax return and mail it back to you as quickly as possible. If the work done on your return is more than \$299.00, we will call you to let you know the remaining balance. You can pay the balance by credit card or send us another check. When we receive payment, we will mail your return.

In this manner, we can give your tax information the same thorough attention as we have done in the past.

We welcome and encourage you to mail the organizer and tax materials back to us as soon as you have the data completed. To help us assure that your return is completed by April 15, 2017 we must have your data by March 29th, 2017.

*****Any tax materials received after March 29, 2017 will be assessed a \$100 surcharge and filing an extension may be necessary. Any tax materials received after April 8, 2017 will be assessed a \$200 surcharge and filing an extension may be necessary.**

Extension filers: If you go on extension and plan to mail your information to us, we must receive your data before September 27, 2017.

*****Any tax materials received after September 27, 2017 will be assessed a \$300.00 surcharge and we cannot guarantee timely filing will be possible.**

If you have any questions or suggestions, please call us toll free at 888-808-1040.

Our Pleasure Comes from Serving You!

RH ROBERT HALL
& ASSOCIATES
TAX CONSULTANTS

A Division of Montecito Financial Services, Inc.
300 West Glenoaks Boulevard, Suite 200
Glendale, CA 91202
Phone: 818.242.4888
Fax: 818.242.1060

Mail-In Tax Preparation Procedures

Please check off the boxes to indicate that the items are attached, or print N/A if the item does not apply. Place this checklist on top of your materials in the return envelope.

- Completed Interview Questionnaire
- Forms W-2 from Employers
- Forms 1099 - Interest Received
- Forms 1099- Dividends Received, Brokerage Statements
- Forms 1099/B/1099S - Sale of Securities, Real Properties
- Forms 1098 - Mortgage Interest You Paid
- Escrow Papers on Sale/Purchase or Refinance of Residence or Rental Properties
- Documents Supporting the Exercise of Stock Options
- Your last pay stub for 2016
- K-1 Forms from partnership/trust/S-Corp. investments
- Payments made to education institutions for undergraduate, postgraduate, and continuing education work
- Student Loan Interest papers
- Your check deposit in the amount of \$299.00
- Sign the California E-file Opt Out form (applies to California residents only)

Please make sure that all income has been reported to the best of your knowledge. If you sold any stock in 2016, you **must** include in the package any supplementary material that the brokerage houses will provide. Anyone dealing with mutual funds, needs to provide all informational material that the funds will provide.

Do you have any questions about any deductions not covered by our worksheets?

Would you like us to address any special questions or concerns?

Best time to reach you in case of follow-up questions: _____

Telephone Number(s): Cell: _____ Hm: _____ Wk: _____

E-mail: _____ Fax Number: _____

Would you like to sign-up for our Tax Maintenance Program (TMP)? (Please see the attached information on TMP.) **Yes or No** (Please circle one.)

If you are planning to visit our office, please call us to reserve an hour appointment with one of our tax professionals. 818-242-4888

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I, THE UNDERSIGNED, DO SAY AND DECLARE THAT:

1. I will execute my 2016 federal and state income tax returns, prepared by Robert Hall and/or Robert Hall and Associates, a division of Montecito Financial Services, Inc. and/or other employees of Montecito Financial Services, Inc. (collectively known as the "Firm"), only after I have received and reviewed the completed copies and find that all the information in them is true and accurate according to the information which was furnished to the preparer, and that nothing was added nor deleted by the preparer which would understate the tax liability. In addition, I confirm that I have properly reported all of my taxable income, including any "trading" of services between myself and any other person.
2. I have been instructed to retain copies of the returns for my records indefinitely, and that all records, canceled checks, and other documents utilized to prepare my 2016 Income Tax Returns should be retained for at least four years, and in some cases longer (including but not limited to depreciable assets).
3. I have been informed that I must disclose all foreign income, foreign interests, and foreign asset ownership to the Internal Revenue Service and have done so according to the Internal Revenue Code regulations. **Initial** _____
4. I, the taxpayer, as well as all members of my household, have been covered with medical insurance for all 12 months of the 2016 tax year according to the Internal Revenue Code regulations. **Initial** _____
5. My 2016 Income Tax Returns are to be prepared on the basis of information supplied by me to the Firm, with no independent verification performed by the Firm. I am in compliance with Code Section § 274(d) which states in the part that:
 - a. I must keep a written log for auto travel (or be able to reconstruct same from written evidence if I am audited).
 - b. Receipts for entertainment, gifts, and promotion are also mandatory. The receipts must be properly identified in a contemporaneous manner as to the date, place, amount spent, name and business relationship of person(s) entertained and business purpose written on each receipt.
 - c. I must have and maintain a contemporaneous diary for out-of-town travel deducted anywhere on the tax return. These expenses may not be reconstructed or estimated. I understand that I must be able to document with receipts all hotel, meal, airfare, and other travel expenses. If no such documentation exists, I have not deducted them on the return.
 - d. A contemporaneous diary for use of computers not used at a principle location, and entertainment type business expenses (such as the use of any kind of audio and/or visual equipment) must be kept. Such a diary must include both business and personal use.
5. I agree to send a copy of any audit notification, as well as a copy of any other correspondence received from either the IRS or State during the year, to the Firm, prior to my contacting those authorities, in order to discuss the appropriate action to be taken. I understand that tax return and consultation fees do not include the services in connection with an audit, nor any other services the Firm may provide to me.
6. I understand that although the return represents the best of the preparer's professional opinions, the preparer cannot guarantee the result. Tax return preparation often involves the application of conflicting authorities and interpretations that present varying possibilities of successful IRS or State challenge. Opinions of IRS personnel and various courts often conflict. Judicial and legislative thought is subject to conditions change. Therefore, the preparer can only guarantee his very best efforts to help me arrive at the lowest legal tax liability. Such efforts may include the treatment of "gray area" items (items not in the opinion of the Firm fully clarified by the IRS and/or courts), which the IRS may, upon audit, deem to have been improperly reported. In light of the above, and in acceptance thereof, I, not the preparer, will be responsible for additional tax, penalties and interest which the IRS and/or State may impose upon me.
7. Written notice must be provided to the Firm to disengage services. Should disengagement occur, you may request your source data to be returned to you.
8. I will pay fees for preparation of returns upon initial preparation interview or within one month of receipt of my returns. Fees for tax or financial counsel, audit, or other hourly or "by-the-form" work is due and payable upon performance of such work. Accounts over thirty days late will be charged an additional monthly late fee of \$10 per \$250 balance due and the minimum fee shall be \$10 per month. Seriously past due accounts will be subject to collection, charged reasonable legal fees and collection costs incurred, and reported to credit bureaus.
9. In the event of a dispute between the Firm and the Taxpayer, the parties hereto agree that any disputes, controversies, or claims between them concerning, relating to, or arising out of the Firm's representation of the undersigned, shall be determined by binding arbitration as set forth in this Section 9. The arbitration shall occur in Los Angeles, California, and be held before an arbitrator appointed in accordance with the rules of the American Arbitration Association ("AAA") of Los Angeles County, pursuant to the commercial arbitration rules of the AAA. The party initiating the arbitration must pay one-half of all fees required to commence and continue the proceeding, and the responding party must pay the other one-half of all fees required to commence and continue the proceeding. The arbitrator shall have the discretion to re-apportion the fees paid at the conclusion of the arbitration. A judgment on the arbitration award may be entered in any court located in Los Angeles County, California and shall be deemed binding. The parties hereby waive their rights to a jury trial and a judge trial and limit their rights to appeal to the fullest extent allowable under the law. The arbitrator shall be selected pursuant to the commercial arbitration rules of the American Arbitration Association.
10. Taxpayer agrees to hold harmless the Firm and each of its respective officers, directors, employees, agents, counsel and representatives from any and all liability associated with utilization of third party electronic tax filing entities.

DATE _____

TAXPAYER _____

PRINT NAME _____

SPOUSE _____

PLEASE READ CAREFULLY, SIGN AND RETURN

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2016 Tax Maintenance Program

The program provides for the client to be able to have ready access to a tax professional under specific conditions. This will enable you to experience the least amount of tax liability at the end of the tax year, at a very reasonable price.

Our Tax Maintenance Program will include the following benefits to our clients:

1. Three phone consultations (15 minutes each) during the tax year scheduled through our appointment desk with any consultant **except Robert Hall, Stephen Hall, Robert Wm. Hall, and F. Michael Watson.** Initial: _____
2. W-4 review to be sure your withholding is correct.
3. Correspondence/letters for mortgage lenders
4. Free Financial planning needs analysis Initial: _____
5. Audit protection in the event you are subject to an audit. This representation is provided at **no additional cost** to you for the 2016 year. (**Audit protection does not include Schedule C, Schedule F, Field audits, Audit Appeals or TCMP audits.**) Purchase of TMP reduces audit costs from minimum charge of \$1500.00+
6. IRS notices and correspondence.
7. FTB (including Head of Household audit letters), and Local city business tax notices. Initial: _____
8. Collections representation (**Representation does not include liabilities greater than \$25,000 or business liabilities.**)
9. Notary Services- Five notarizations during the tax year scheduled through our appointment desk.
10. 1 additional copy of tax year 2016 income tax return.
11. One free analysis of your primary home loan.

If you choose not to participate in this program, our billable rates will be as follows:

1. W-4 review - \$99.00
2. Letters for mortgage lenders- \$45.00
3. Financial Planning needs analysis- \$125.00 Initial: _____
4. Audit Protection - \$1500.00 (**except Schedule C, Schedule F, Field Audits, Audit Appeals and TCMP audits.**)
5. Phone consultations - \$125.00
6. IRS, FTB, and local city tax notices and correspondence - \$69.00 - \$89.00 per correspondence Initial: _____
7. IRS and FTB Collection representation - \$750.00 (**except liabilities greater than \$25,000 or business liabilities**)
8. Notary Services- \$10.00 per signature
9. Copy of tax return - \$25.00 per copy

The program fee is **only \$85.00** payable at the time of your tax preparation. The W-4 review and phone consultations are for the year during which the fee is paid. The audit fee is for the tax year prepared. If all services are utilized, the total savings for this program is **\$2,768.00**. Please ask your tax consultant to enroll you in this program.

1. I accept the Tax Maintenance Program

Signature

Print Name

Date

2. I decline the Tax Maintenance Program and I am aware of the charges for additional services.

Signature

Print Name

Date

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Consent to Disclosure of Tax Return Information

I, THE UNDERSIGNED, DO SAY AND DECLARE THAT:

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose, without your consent, your tax return information to third parties for purposes other than the preparation and filing of your tax return. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution.

You are not required to complete this form. If we obtain your signature on this form by conditioning our services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, 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.

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

DATE _____

TAXPAYER _____

SPOUSE _____

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