



PAUL G. DION
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Extension Acknowledgement Agreement

This year, the filing deadline for your tax return is April 17, 2018.

Our policy is to work on returns in the order they are received, substantially complete, in our office.

Accordingly, if we did not receive your information by March 15, it appears that an extension may be necessary for your return.

Returns are granted an extension for the due date of filing, but that does not extend the time you have pay your taxes. The final tax owed is expected to be paid by April 17th regardless of whether or not an extension has been filed.

- The true purpose of an extension is to further clarify information and ensure the accuracy of the information being reported to the IRS.
- The tax liability is your responsibility. Payment in full is expected by April 17, with or without an extension.
- We received your information late (after March 15th), which reduces our ability to process your information to the point that an accurate estimate of your tax liability can be made.
- The lack of an accurate extension payment to cover your tax liability may result in penalties and interest.
- A timely filed extension accompanied with a payment of at least 90 percent of the tax due may eliminate the failure-to-pay penalty.

Since it is our policy that we will only begin work on a return when payment is received, we will also require payment of 50% of your fee (minimum \$250) before we can process your request for an extension.

By providing your information to us, you are agreeing to the terms set forth in our standard engagement letter, and that if needed, we will file an extension for your federal and state tax returns. You are also agreeing that no extension payment will be calculated by our office. This may result in penalties as described above, and those penalties and any resulting interest will be your sole responsibility. This acknowledgement and the terms within our engagement letter represent the entire agreement regarding our tax preparation services and supersedes all prior agreements, written or oral, regarding our services.

By signing below, you are acknowledging and agreeing to the terms set forth above.

APPROVED BY:

(Taxpayer) _____ (Spouse) _____

I have read the above terms of the engagement letter and agree with the terms of this engagement.

Print Names: _____ DATE: _____

Upon advice of counsel, our policy is to begin work only after receipt of this signed letter & your payment.

Paul Dion, CPA