

CONSENT TO USE TAX RETURN INFORMATION


Federal law requires this consent form be provided to you ("you" refers to each taxpayer, if more than one). Unless authorized by law, we cannot use, without your consent, your tax return information for purposes other than the preparation and filing of your tax return.

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. 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 do not consent, then you may still have your tax return prepared and electronically filed by us for our standard fees. Please note, if you choose not to sign the form, we are unable to give any (current or future) advice related to this tax return as well as we are not able to supply you with additional copies of this tax return.

Sincerely,

Karl Krodel, CPA or Janel Rutherford, AFSP or Kerry L. Sauve, CPA
or Rebecca Hansen, CPA or Angie Siewert, EA
VerBout Services (KJ Financial Services, Inc. "we", "us" and "our")

Accepted By: _____ Over 
Taxpayer
PRINT, SIGN AND DATE

Accepted By: _____
Spouse
PRINT, SIGN AND DATE (Both spouses must sign for preparation of joint returns.)

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

ENGAGEMENT LETTER FOR PREPARATION OF 2020 TAX RETURNS

Thank you for choosing VerBout Services to assist you with your 2020 taxes. This letter confirms the terms of our engagement with you as well as outlines the nature and extent of the services we will provide.

We will prepare your 2020 federal and all state income tax returns you request. It is your responsibility to provide information required for a complete and accurate return. An Organizer is available to help you collect the information needed to prepare a complete return. If you use the Organizer, you may avoid missing important records, contribute to efficient preparation of returns, and help minimize preparation fees.

We will not verify the information you give us however, we are required to ask you for clarification of information that may seem inconsistent or incomplete. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts though we will inform you of any we discover. You represent by signing this Engagement Letter that you are supplying to us accurate and complete information to the best of your knowledge and that your claimed expenses are supported by records as required by law. The law imposes penalties when taxpayers underestimate their tax liability or pay late or file late.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select; but we reserve the right to not prepare your returns, in which case your original documents will be returned to you.

We will return your original records to you at the end of this engagement and will retain copies of the returns. You should securely store your records, along with all supporting documents, canceled checks, receipts, etc., as these items may later be needed to prove accuracy and completeness of a return. You are responsible for the returns, so you should review them carefully before you sign them. Regardless of the accuracy of the prepared return, your returns may be selected for audit or you may receive a letter / notice from one of the government agencies. If you would like our services for these purposes, these could incur a separate fee.

Our fee for the preparation of your tax returns will be provided by your preparer or by calling our office at (651) 464-7941 and asking for your preparer. Any additional services outside of tax preparation will be billed at \$140.00 per hour. Fees are due and payable upon presentation. Any check that is given to us but has insufficient funds will have an additional fee.

Our engagement to prepare your 2020 tax returns will conclude with: delivery of the completed returns to you, return of your original records, signing Form 8879 for electronic e-filing (if electronically filing), signing this Engagement Letter / Consent to Use, your payment of our fee, and the electronic filing of your return. If your return cannot be electronically filed and your bill is paid, you will be solely responsible to file the returns with the appropriate taxing authorities.

By signing this letter, you agree to the terms of our website and web portal usage policy. On our website (www.verbout.com), the Client Portal Login is the portal to upload your tax materials (including signature pages) as well as download them. It is your choice to use the portal, and by doing so you agree that you (and not VerBout Services) are liable for your documents and materials once they are in the portal. VerBout Services is under no obligation to maintain the client portal or any material posted to the portal at any time. It is your responsibility to safeguard your password, we recommend you do not share portal information with anyone else including your bank.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign below. We appreciate your confidence in us. Please let us know if you have questions.

Sincerely,

Karl Krudel, CPA or Janel Rutherford, AFSP or Kerry L. Sauve, CPA or Rebecca Hansen, CPA or Angie Siewert, EA
VerBout Services (KJ Financial Services, Inc.)

OVER



Accepted By:

Taxpayer _____

PRINT, SIGN AND DATE

Accepted By:

Spouse _____

PRINT, SIGN AND DATE (Both spouses must sign for preparation of joint returns.)

Wildlife Game Fund check off is still available on the Minnesota Tax Return