

POLICIES FOR THE 2021 TAX SEASON

Our Office

Our address is:

*Killen & Associates, CPAs, PA
21-B Gamecock Avenue
Charleston, SC 29407*

Our office hours are:

Monday — Wednesday 9:30 to 5:00
(Closed 12:00 to 1:30 for lunch every day)

Tax Preparation

Our policies for income tax preparation remain the same as in past years. We make every effort to complete returns for those whose information is in our office **BY FEBRUARY 28TH**, but **we make NO guarantees**. If you have not received all necessary data prior to this date, we urge you to bring in what you have **BY FEBRUARY 28TH** and then add to your file as other information becomes available.

Engagement

For your convenience we are enclosing an engagement letter. *Please sign and return this with your tax package. We will NOT begin working on your returns UNTIL the engagement letter is signed.* If you feel you need to discuss anything in detail, please call for an appointment. Keep in mind that our available appointment times are limited and are often booked in advance early in the tax season.

Electronic Filing

By law, South Carolina requires us to file all returns electronically when possible, unless the client specifically elects to file by another means. Electronic filing is free and *will be the default filing method for all returns. We are required to have signed authorization prior to electronically filing your returns.*

Payment

Payment for services is due when services are rendered unless prior arrangements have been made. We are now able to accept credit cards.

After April 15th

We prepare to work long hours during January through mid-April; however, during the remainder of the year tax returns are completed as scheduling permits. **PLEASE DO NOT PROCRASTINATE. We cannot guarantee completion of income tax returns by extension deadlines for those who fail to meet our FEBRUARY 28TH requirement.**

I (We) have read and understand these policies.

CLIENT SIGNATURE(S)

DATE