



## INCOME TAX PREPARATION DISCLOSURE FORM

Welcome to ITBS Corp! The following summarizes a list, description, price and all fees associated with tax preparation services and your rights as a client. Please read this information along with the consumer bill of rights. Before we start the interview to obtain the information to prepare your tax return we will review this document with you in detail.

### TAX PREPARATION SERVICES

ITBS Corp provides the following tax services:

1. Individual tax return preparation, Forms 1040, 1040A, 1040EZ and all applicable Schedules (Sch A, Sch B, Sch C, Sch C-EZ, Sch D, Sch E, Sch EIC) and forms
2. Corporate tax return preparation, forms 1120, 1120S and all applicable schedules
3. Partnership tax return preparation, form 1065 and all applicable schedules
4. Non for profit organization tax return preparation, Form 990 and all applicable schedules
5. ITIN, Identification Tax ID Number, form W-7

### ESTIMATED CHARGES FOR THE FOLLOWING RETURNS ARE:

TAX TYPE	FEDERAL AND STATE
1040EZ Simple Return	\$70
1040A Standard Deduction	\$95
1040 Itemized Deduction	\$160
1040 Complex	** See Note below

### ADDITIONAL CHARGES APPLY FOR:

Health Care Related Form: ..... \$75.00  
 ITIN Application ..... \$105.00  
 Electronic Filing..... \$30.00  
 Direct Deposit.....\$5.00

**NOTE:** Charges may vary in accordance with the standard schedule of charges depending upon such factors as any necessary additional forms (including forms needed for itemized deductions, sale of property or business ownership). **You will receive an estimate of the cost for the preparation services you have selected prior to entering into a contract.**

ITBS Corp **DOES NOT** offer any refund settlement products like refund anticipation checks, refund anticipation loans, or other similar transactions that allows you to receive an advancement of money against and anticipated tax refund from a person other than state or federal government.

- If you file a paper tax return by US Mail and elect to receive your tax return through the US Mail, you can expect your refund in 6 to 8 weeks
- If you file your tax return electronically and elect to receive your tax refund through the US Mail, you can expect your refund in 3 to 4 weeks
- If you file your tax return electronically and elect to receive your tax refund to your personal bank account, you can expect your refund in 10 to 14 days.

I certify that I have presented and verbally reviewed all required disclosures with the customer:

\_\_\_\_\_  
Tax Preparer Signature

\_\_\_\_\_  
Date