

Extension Acknowledgment Agreement

The filing deadline is **Wednesday, April 15, 2020**. Our policy is to work on returns in the order they are received in our office. Accordingly, if we did not receive your information by **Monday, March 6th**, we cannot guarantee that your returns will be completed before the deadline.

Returns are granted an extension of time to file, but it does not extend the time on payment, if there is a tax liability. The final tax owed is expected to be paid by **Wednesday, April 15th** regardless if an extension has been filed. Any amounts not paid by the filing deadline are subject to interest and late payment penalties. All costs in this regard are your responsibility.

The extension is granted until Thursday, October 15, 2020. For us to timely complete your return by this date we need your information **no later than** Monday, September 28, 2020. If we receive your information after this date, there is no guarantee that your return will be completed by the final extension date.

By providing your information to us, you are agreeing to the terms set forth in our standard engagement letter, and if needed, we will file an extension for your federal, state, and local tax returns. 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

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

Signature: _____ Date: _____
 Print Name: _____

New clients please provide us with the following information. If the information is incomplete the extension will **not** be granted.

Filing Status: Single Married Filing Jointly Married Filing Separate
 Head of Household Widower

Taxpayer's Name: _____ SSN: _____
 Spouse's Name: _____ SSN: _____
 Mailing Address: _____
