



Cygnets Tax

Steven P Bigos, EA

251 Pawtuxet Avenue, Warwick, RI 02888

401-942-1040

Info@CygnetsTax.com

Cygnets Tax Client

After a resounding success, I am pleased to again offer (and make permanent) the following Tax Preparation Services. Please read and choose which service best suits your needs. Feel free to call and discuss what services would be best for you prior to your appointment.

	SILVER	GOLD	PLATINUM	PREMIUM Service
Income Tax Preparation	X	X	X	X
Electronically Filed	X	X	X	X
Direct Deposit*	X	X	X	X
Penalties & Interest Paid (Up to Tax Prep. Fee)	X	X	X	X
Choice of Paper or PDF Password Protected "COPY" of Tax Return & Preparation Documents	X	X	X	X
Where's My Refund Inquiry		X	X	X
Tax Advice Consultation 1 st Inquiry-(Add'l \$95.00 per hour)		X	X	X
Year-End Tax Consultation Up to 1 Hour-(Add'l. \$95.00 per hour			X	X
Tax Advice-Just a quick question Email & Phone Correspondence			X	X
Access to the Cygnets Tax Handout Library (access to 95+ Tax Brochures, Planning Tips, etc.)			X	X
Tax Letter Inquiry w/POA *Further Engagement May Be Additional				X
		\$95.00 Additional	\$195 Additional Or \$19.95 Month	\$295 Additional Or \$29.95 Month

Cygnets Tax will continue to offer you your **CHOICE** of PAPER or PDF of your Tax Return with supporting documents at NO ADDITIONAL COST -a \$25.00 Value. If you pay at time of tax preparation there is a Savings of up to \$110.00. Contact Cygnets Tax today.

Cygnets Tax NOW offers Cloud based uploading of Documents. Just contact Steve and he will set you up with an account.

Cygnets Tax will be starting to book appointments for tax return preparation after January 15th, 2016

Call to schedule a time that is convenient for you, 401-942-1040.

Cygnets Tax will again be accepting Credit Cards this year.

Again this year, I have been approved by the U.S. Treasury (IRS) to be an Electronic Return Originator (ERO).

Cygnets Tax requires all clients to sign an engagement letter and client consent to use tax information form prior to engaging in preparing your income tax returns. Please download, read, sign, date and bring with you on your tax appointment.

For your convenience you may download the forms at:

www.cygnets.com/16Taxinfo.html

Password: cygnets2016

In an effort to combat identity theft, the state of Rhode Island is now requiring valid state id's for tax return processing. So Cygnets Tax will be updating all clients with new IDs, please bring yours to your next appointment.

Due to strict regulations imposed by the US Treasury/Internal Revenue Service and States on protecting client's identities and information, Cygnets Tax has had to impose an Electronics Service fee of \$10.00 to defray some of the cost. Thank you for your understanding.



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2016-2017 Additional Fees Schedule

"COPY" of Tax returns (ea. Year)	(Postage will be charged if mailing)	\$ 15.00
PDF version of Tax Return (ea. Year) and supporting documentation		\$ 25.00
Fax or e-Mail Transmission (additional)		\$ 15.00
Insufficient Funds Returned Check Fee		\$ 25.00
Outstanding Balance Fee	(1½% per Month) *Minimum	\$ 5.00
Missed Appointment	(if less than 24 hour notice)	\$ 95.00
Estimated Tax Appointment		\$ 69.00
Tax Advice Consultation		\$ 95.00
Business Consulting		\$ 95.00
Telephone Consulting		\$ 95.00
Tax Letter Inquiry w/Power of Attorney (Form 2848 Federal & State)		\$ 250.00
IRS Representation (per hour)		\$ 250.00

Cygnets Tax continues to offer the following Business Startup with basic startup costs, additional fees may be required based on complexity of business, call to schedule your appointment

Small Business Startup / Formation Schedule C Business Entity	\$ 350.00
Small Business Startup / Formation of LLC Business Entity	\$ 500.00
Small Business Startup / Formation of Corporate Business Entity	\$ 950.00

Cygnets Tax also offers Income Tax Resolution Services.

These services include: Transcript Investigation, Compliance, Release of Bank or Wage Levy, Installment agreements, Offers in Compromise, Innocent Spouse, Penalty Abatement and Audit Representation. If you know of someone who hasn't filed tax returns in years, owes back taxes, have them contact Cygnets Tax.

As usual, the Cygnets Tax website (www.CygnetsTax.com) will have all necessary forms you need for your tax appointment. Please download what you need and fill them out prior to your appointment to make tax preparation easier.

Your Privacy is my concern. It is my policy to keep your personal and business matters confidential to the extent permitted by law. I handle all information you provide me with the utmost confidentiality. Your personal information will only be shared with members of Cygnets Tax who need to know this information in order to complete the work you have hired me to do. I will not disclose your personal information to anyone outside Cygnets Tax without your express written permission to do so, or unless I am legally required to do so. For example, if a mortgage lender contacts our office for a copy of your return or information about it, I will ask that you provide written permission prior to me responding to that request.

Since **Referrals** are the cornerstone of any service business, I (like other professional service firms) rely on satisfied clients as my primary source of new business. Your referrals are both welcome and most sincerely appreciated! This year, I am again offering you \$5.00 off your next year's tax return for each new client who has their taxes prepared by Cygnets Tax.

Thank you and I am looking forward to serving you this coming tax year and am available year round to assist you with your tax planning questions. Please feel free to call if you or someone you know needs tax, bookkeeping, budgeting or daily money management (DMM) assistance.

Steven P Bigos, Enrolled Agent
Cygnets Tax



Cygnets Tax Contact