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From all of us here at the office:

We are looking forward to seeing you during tax season. Keep warm and safe until then.

Below are a few discounts I am offering for this tax season:

1. **CANNED FOOD DISCOUNT** - A discount of \$1 per can (**up to 5 cans for \$5**) brought into the office when your tax return is done. The canned goods are donated to the Emmitsburg Food Bank. Last tax season we collected 1154 cans.
2. **REFERRAL PROGRAM** – A check to a client that refers **3 NEW** clients to my office this year. After I have completed the tax returns for the 3 referrals, I will send you a check for \$125.00. All new clients will be asked to fill out a Taxpayer Information Sheet and on the top it asks “How did you hear about us?” The individual must write your name.

Before calling for your appointment – Please read:

1. **APPOINTMENTS** – We have a variety of appointment times. Our fee includes an average appointment time of 15 minutes. If you need more time, please let us know when setting up your appointment so we can schedule an appropriate time.
2. **QUESTIONNAIRE** – The enclosed questionnaire must be completed and brought with you to your tax appointment.
3. **ACA REQUIREMENTS TO HAVE HEALTH INSURANCE FORM** – is attached for you to complete. Bring your completed form with you to your appointment.
4. **ENGAGEMENT LETTER** – During your appointment, all clients will be required to sign an Engagement Letter confirming services to be performed in order to complete your tax return.
5. **PAYMENT** – Payment is due upon receipt of tax return (check or credit card).

To schedule an appointment, call us at **301-447-3797**. Our hours are Monday, Wednesday, & Friday from 8:00 am to 7:00 pm, Tuesday/Thursday 3:00 pm to 7:00 pm, and Saturday 8:00 am to 3:00 pm.

Mileage Rates (cents)	<u>2016</u>	<u>2017</u>
Business	54	53.5
Medical/Moving	19	17
Charity	14	14