

## Extension Engagement Letter with Norma's Tax Service For Filing Federal and State Personal Tax Extensions

Thank you for choosing Norma's Tax Service to assist you in filing your 2016 personal tax extensions to the federal government. This letter confirms the terms for engaging with you to e-file your federal extension.

The 2016 personal income tax returns are due **Tuesday, April 18, 2017**. By filing these extensions, you are requesting an additional six-month extension to file your 2016 federal and state tax returns which will be due on **October 16, 2017**.

This is an extension to **delay filing paperwork** for completed 2016 federal and state(s) tax returns, but **not** an extension to **delay paying any amount owed**. Since we have not prepared your taxes, you alone will be responsible for determining whether you owe taxes or are entitled to a tax refund. The IRS will hold you accountable for the calculations provided with this extension. If you underestimate the balance and send less money with the return than the IRS calculates when you do complete your tax return, they will charge you interest on the balance. If you overestimate the balance, you will receive the difference from the IRS after you file the completed return.

Our engagement to prepare your 2016 tax extension will conclude with your signing and the submittal of your e-filed federal tax extension. We can also print a voucher for you to send a payment to the IRS to pay your balance due. Your signature will affirm that this letter correctly summarizes your understanding of the arrangement for this work, please sign this letter in the space indicated below.

Sincerely,

The staff of Norma's Tax Service

By signing below, I hereby authorize Norma's Tax Service to electronically file an application for an "Automatic Extension of Time to File a United States Individual Income Tax Return" for my 2016 taxes.

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(Taxpayer)

Date \_\_\_\_\_