



# Madrona Bookkeeping & TAX SERVICES, INC.

Madrona Bookkeeping & Tax Services, Inc.  
3208 50<sup>th</sup> St Ct NW Ste 102-B  
Gig Harbor, WA 98335

Dear Tax Client,

We appreciate the opportunity to prepare your tax return for 2019 tax year. Please call or email to set your appointment. We have made a few changes and additions this year to simplify and make things more efficient. Madrona is proud to welcome Audra Garcia to help with taxes, and bookkeeping. If you would like to receive an organizer from us, please call or email to request this information.

For the 2019 tax filing season, prices of tax preparation have increased, please inquire when making your appointment. The IRS does not allow tax preparation fees to be automatically deducted from your federal tax refund. We cannot release any tax returns without payment in full, so please be prepared to settle any outstanding balances prior to picking up tax returns. For your convenience we do offer several payment options. Any information received within fourteen (14) days of filing due date will have an additional 25% "rush fee" added to the invoice, this does not apply to those who file extensions.

Your original records will be returned to you at the end of this engagement. You should securely store these records, along with all supporting documents, cancelled checks, etc. as these items may later be needed to prove accuracy and completeness of a return. Copies of your return, supporting documents, and my notes will be retained by Madrona Bookkeeping & Tax Services, Inc for seven (7) years, after which these documents will be destroyed.

Thank you for allowing us to serve you this tax season! This year we will be supporting 5 local charities in the community and will also provide donation receipts for whatever donated. Information and details follow this letter. Madrona will be matching donations up to \$500. A link to an Amazon wish list can be emailed for more convenience.

**To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign at the bottom and include with your tax documents.**

Thank you again for allowing us to prepare your return this year! We appreciate your business.

Jennifer Price-Paul  
Madrona Bookkeeping & Tax Services, Inc.  
President

Audra Garcia  
Madrona Bookkeeping & Tax Services, Inc.  
Tax Preparer

**Both spouses must sign if joint return:**

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_