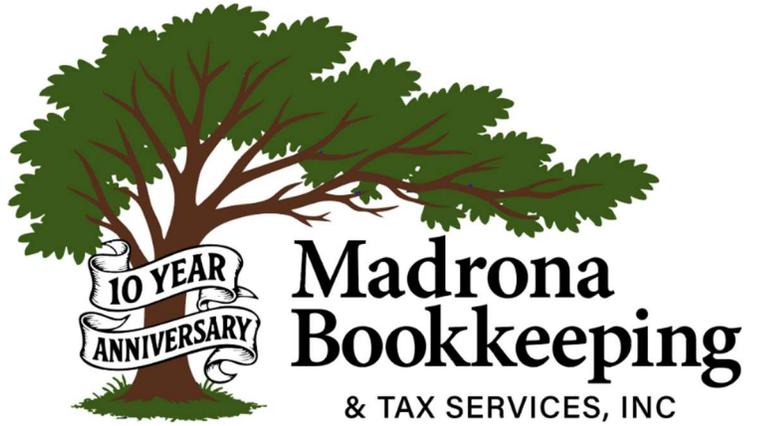


Madrona Bookkeeping & Tax Services, Inc.
3214 50th St Ct Ste 304
Gig Harbor, WA 98335



Dear Tax Client,

Welcome to the 2025 tax filing season! We are here to assist you with gathering and preparing your tax documents. If you need a tax organizer to help you organize your information, please see attached. If you are in need of a printed tax organizer, let us know we will pop one in the mail.

We encourage you to upload your tax documents, this letter, and an updated copy of your driver's license to our secure portal. The portal and our online scheduling system can be accessed via our website at www.madronabookkeeping.com, Or at the bottom of this email. If you need any assistance, feel free to call (253) 858-2633 or text (253) 861-8059.

Also, please remember that **the IRS does not allow tax preparation fees to be deducted from federal tax refunds. We require full payment before we can release your completed tax return**, whether electronically or in hard copy. We offer a variety of payment options and will gladly work with you to make this as convenient as possible. If your documents are received within 14 days of the filing deadline, a 25% rush fee will apply, and a 50% rush fee will be applied for submissions within 7 days. This does not include extensions. If you are in need of an extension to be filed, please email or call our office for confirmation. This information needs to be submitted to us by 4/6/26 to be filed in a timely manner. If received after or not in written communication, your extension filing may not be filed.

Once our engagement is complete, your original records will be returned to you. Be sure to store these securely, as they may be needed to verify the accuracy and completeness of your return in the future.

To confirm your understanding of these terms and proceed with our services, please sign and return this letter along with your tax documents.

Thank you once again for choosing Madrona Bookkeeping & Tax Services, Inc. for your 2025 tax preparation needs. We appreciate your business!

Sincerely,
Madrona Bookkeeping & Tax Services, Inc.

Taxpayer Name: _____ Taxpayer Spouse (if applicable): _____
Signature: _____ Signature (Spouse): _____
Date: _____ Date (Spouse): _____