WILKEN & COMPANY, P.C., CPAs
INFORMATION FOR CLIENTS AND TERMS FOR BILLING AND SERVICES

PERSONNEL AND STAFF ASSIGNMENTS

Generally, our clients will work with one accountant who has primary responsibility for seeing that all of the related tax and accounting needs of that client are met. Whenever possible, we will assign routine services requiring less technical knowledge and experience to those in our firm with lower billing rates, in order to provide the requested services at the lowest possible costs.

HOW FEES ARE CHARGED

The fees charged for a particular project or service will vary depending upon a variety of factors, some of which you can control. **The most significant way you can reduce the cost of tax preparation is by completing your tax organizer by the deadline and supplying the documents requested.**

CPA firms are required by professional standards to provide for a review process of all work performed by an accountant. These standards dictate that we use a quality control system designed to minimize both calculation and judgmental errors. All our review processes are done within the firm. Consequently, in almost every type of service we provide, an accountant will prepare a particular project and another accountant will review the work done. **You will be billed for the time of all the professionals involved in completing a project or performing a service, including phone calls; file review; consultations; internal consultations; correspondence; research; travel; overnight delivery; and technology charge of $150 per return, plus $25 for each additional state return. We do not charge for** routine photocopies; local mileage; postage; local delivery.

As you know, tax returns are subject to deadlines. We will charge an additional 30% above our regular billing rates if information we requested from you, to complete your tax returns, or other projects with deadlines, is not provided to us by the date requested, requiring us to work evenings, holidays, and/or weekends to meet the deadline.

In addition to our hourly rates, we may also base our charges on the value of the services provided, so long as such charges are consistent with the ethical rules promulgated by the AICPA and the Oregon Board of Accountancy. In addition, from time to time, we will set a minimum fee for providing one-time services. Currently, our minimum fee for one-time services is $500.

Each month we will send you an invoice that summarizes the projects and services worked on during the month and the related charges. Payment is due in full within **30 days** of the invoice date. A late fee of 1.5% per month will be assessed on any amount unpaid after 30 days. If for any reason the account is turned over to an attorney or a collection agency for collection, an additional charge of 33 1/3% of the unpaid fees will be added to cover collection costs.

DEPOSITS AND RETAINER FEES

In almost all cases we ask our clients to pay a retainer in advance, which acts as a deposit for services to be rendered.

Individual tax clients – Varies, based on complexity and time, minimum $1,500 *(with completed tax organizer)*
Business tax clients – Varies, based upon complexity and time, minimum $3,000

CLIENT PORTAL

In the interest of facilitating our services to you, we utilize a secure web portal. Our portal is a place for information to be shared, but not stored. All files shared through our portal will be removed no later than 30 days after upload. If you decide to transmit your confidential information to us in a manner other than our secure portal, you accept responsibility for any and all unauthorized access to your confidential information.

DOCUMENT RETENTION POLICY

It is our policy to retain documents related to this engagement for seven years. However, we do not retain original documents and will return those to you at the completion of the engagement. Not all documents supplied by you will be copied and retained by us. We use our professional judgment to determine which documents are necessary to be copied and retained. It is your responsibility to retain and protect your records (which includes any work products we provide to you and any records returned to you) for possible future use, including potential future examinations by government or regulatory agencies. We do not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data, and records.

ELECTRONIC FILING

Electronic filing has been mandated by the U.S. Treasury and by most states. However, you have the right to "opt-out" of e-filing. If you wish to opt out, please complete the related section on your tax organizer, or notify us in writing.

TERMINATION OF SERVICES

You may terminate services at any time and for any reason, subject to the payment of any outstanding fees or expenses due at the time of termination. Likewise, we may terminate our services with you for any reason consistent with the ethical rules governing CPAs in the state of Oregon, including nonpayment of fees.

PRIVACY POLICY

CPAs, like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

<u>Types of nonpublic personal information we collect</u>:
We collect nonpublic personal information about you that is either provided to us by you or obtained by us with your authorization.

<u>Parties to whom we disclose information</u>:
For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees and, in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

Protecting the confidentiality and security of current and former clients' information:
We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your non-public personal information, we maintain physical, electronic and procedural safeguards that comply with our professional standards.

2022 FEE SCHEDULE

Our billing rates vary according to the level of professional staff assigned to the engagement and the nature and complexity of the services provided. Our rates are subject to change, without notice.

	Hourly Rate
Bookkeeping, accounting, and controllership	$105 - $375
Preparation of tax return	$165 - $375
Tax planning	$165 - $375
Tax research	$165 - $375
Compilations and reviews of financial statements	$165 - $375
Accounting systems and internal controls consulting	$165 - $375
Consultations - accounting, tax, and business matters	$165 - $375
Estate and financial planning	$165 - $375
Complex tax preparation, research, and planning	$175 - $425

(Actual billed rates may be higher due to value billing policy described previously)

PLEASE RETAIN FOR YOUR RECORDS