

**2020 TAX ASSISTANCE PLAN**  
**Menden Accounting & Tax Service**  
**1275 Ramsey Street Suite 100, Shakopee MN 55379**  
**952-445-8753**  
**www.mendenaccounting.com**

Our **Annual Tax Assistance Plan** for your 1040 personal income tax return will provide the following:

- 2020 IRS/State correspondence - up to 4 hours of assistance at no charge. IRS and MN Department of Revenue notices **MUST** be responded to in a timely manner to avoid additional taxes and penalties the tax authorities think you owe.
- Tax Planning – one free hour of tax consultation regarding any tax matter for 2020 and tax planning for 2021, whether conducted in person, over the phone, or via email
- Additional copies of your 2020 tax return (copied, faxed or emailed at NO charge)
- Discounted 2020 Amended Tax Returns – starting at \$75
- Must be renewed annually

**Without the purchase of this plan, the fees are as follows:**

- All tax correspondence assistance and tax planning by phone or in office - fees start at \$125 (minimum) for the first hour and \$200 per additional hour
- Additional copies of your tax returns - \$20
- Verification and reference letters - \$50
- Minimum fee for an Amended Tax Return - \$150

\_\_\_\_\_ **Basic Plan - \$26/year (1040 without schedule EIC, C, D, E, F, or K-1 and one state return)**

\_\_\_\_\_ **Deluxe Plan - \$36/year (Includes 1040 with schedule EIC, C, D, E, F, or a K-1 and additional states)**

I **accept** the 2020 Tax Assistance Plan

I **decline** the Tax Assistance Plan – I am aware of the additional fees for services that will be charged as Menden Accounting & Tax Service assists with the responses to the taxing authority audits or letters of inquiry.

\_\_\_\_\_  
**Taxpayer Signature**

\_\_\_\_\_  
**Spouse Signature**

\_\_\_\_\_  
**Date**

Coverage is void if the 2020 tax year is found to be fraudulent or is criminally prosecuted by the IRS or State. If there are adjustments on the return due to an audit, Menden Accounting and Tax Service will not be responsible for any additional taxes. If penalties and interest are imposed and the adjustment is due to our neglect, we will be responsible for such penalties or fees.