

Extension Engagement Letter (Taxpayer-Calculated) For Filing Federal and State Personal Tax Extensions

Thank you for choosing A.M. Business Services Inc. to assist you in filing your 2018 personal tax extensions to the federal and state government(s). This letter confirms the terms of our engagement with you to electronically file your federal extension and state form(s).

The 2018 Federal personal income tax returns are due **Monday, April 15, 2019**. By filing these extensions, you are requesting an additional six-month extension to file your 2018 federal and Hawaii tax returns which will be due on **October 15, 2019 and October 21, 2019 respectively**.

This is an extension to **delay filing paperwork** for completed 2018 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 and state government(s) 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 and/or state government(s) 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 and state government(s) after you file the completed return.

Our engagement to prepare your 2018 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 and/or state government(s) 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,

A.M. Business Services Inc.

By signing below, I hereby authorize A.M. Business Services Inc. to electronically file an application for an "Automatic Extension of Time to File a United States Individual Income Tax Return" for my 2018 taxes.

(Taxpayer)

Date _____

(Spouse)

Date _____

2018 EXTENSION QUESTIONNAIRE

Taxpayer _____

SS# _____

Phone: _____ Email: _____

Spouse _____

SS# _____

Phone: _____ Email: _____

Address: _____

Federal:

\$ _____ Total Federal withholdings on W-2, 1099, etc.

_____ I anticipate a Federal refund

_____ I anticipate having a Federal balance due

\$ _____ Amount I/we plan to pay with the Federal extension

Hawaii:

\$ _____ Total Hawaii withholdings on W-2, 1099, etc

_____ I anticipate a Hawaii refund

_____ I anticipate having a Hawaii balance due

\$ _____ Amount I/we plan to pay with the Hawaii extension

State #2: _____

\$ _____ Total state withholdings on W-2, 1099, etc

_____ I anticipate a state refund

_____ I anticipate having a state balance due

\$ _____ Amount I/we plan to pay with the state extension

_____ Date _____
Taxpayer Signature

_____ Date _____
Spouse Signature