



Brazen Business Services, LLC  
13771 Millersburg Road SW Massillon, Ohio 44647  
Call/Text: 330-474-9984 Email: [team@brazenbusinessservices.com](mailto:team@brazenbusinessservices.com)  
[www.brazenbusinessservices.com](http://www.brazenbusinessservices.com)

## **Letter to Our Clients:**

Our goal is to make filing taxes as easy as possible. We prefer all services to be done remotely and over the phone or via Zoom. If, however, you prefer in-person services, please let us know so we can make arrangements, an appointment fee will apply. You may also drop off required information at the address above during daylight hours using the available drop box and an administrative fee will apply.

We can file returns electronically to ensure timely filing. Please be aware that the Internal Revenue Service communicates through regular mail. They will never email you or call/text you regarding anything tax related. Any communications you receive from the IRS, we encourage you to let us know about.

### **Documents**

Please use our secure portal to ensure your information is protected when sharing documents electronically. You can access the Guest Exchange by going to [brazen.securefilepro.com](http://brazen.securefilepro.com) If you are a returning client, you can use your unique sign-in to the portal from previous years.

This is the safest way to digitally share information. It is our policy to keep all information that we collect confidential and protected. If you choose to email or text information, please understand this is not safe or secure like the portal and there is no guarantee your information is private.

Once your return has been prepared signatures will be requested through the portal unless other arrangements are made. This is also where your tax return documents are stored for you to download for your records. If you wish to receive a printed copy of your tax return, there will be an additional charge.

### **Terms of Payment**

Our fees for this engagement are not contingent upon the results of our services. Payment in full is required prior to the return being prepared. Tax returns will not be filed until all fees are paid. We will always provide an estimate of charges when requested. We accept cash, check, and ACH payment. Late fees will apply on past due accounts. If any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including attorney fees.

### **Service Agreement**

By agreeing to this service agreement, you understand that we only provide information to those whom you authorize, to electronically file your return or as required by law to the IRS or other agencies. Returns can only be prepared to the best of our ability when all information is shared openly and truthfully based on the facts and circumstances. You have final responsibility for the income tax returns and must carefully review them before you sign them.

This service agreement specifically includes the preparation of your federal income tax return and your state income tax return. You are responsible for informing us if you have tax-filing obligations in additional municipalities or states. (continued pg.2)



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We will not audit or verify the data you submit, although we may ask for clarification or require additional documentation. You certify that the information you provide to us, either written (electronic) or verbal, can be substantiated by appropriate documentation.

We may terminate our representation of you if you fail to pay when due or if you insist that we pursue objectives that we consider imprudent, unprofessional, or unethical. If we elect to terminate our services our engagement will be deemed complete upon written notification of termination, even if we have not completed your returns.

Upon completion of your tax returns and the return of your records, if applicable, this engagement is complete. We are pleased to help you with future matters with an additional written engagement.

*Finally, thank you for your trust!*

**C Weisgarber**

Christine Weisgarber, Owner  
Brazen Business Service LLC

**Sign & date below in acknowledgement of the information above & return with your tax documents.**

Signature : \_\_\_\_\_

Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Signature of Spouse : \_\_\_\_\_

Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_



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#### **DOCUMENT CHECKLIST** (Scanned or paper copies are best)

- Copies of 2 forms of ID, including Driver's License for each taxpayer. **We also need 2 IDs for each child for Earned Income Credit and the Child Tax Credit. One must be a social security card; others could be school records, health insurance, or birth certificate for example.**
- Copy of previous year's tax return (**only if not prepared by Brazen Business Services, LLC**)
- W-2 Forms(s) received from all employers. All copies. As well as a statement of overtime if applicable.
- Forms 1099-NEC/K/Misc. for reporting income from interest, dividends, independent contractors, pensions, IRA's, 403B plans, tax refunds, HSA, FSA or MSA medical accounts, cancellation of debt, foreclosure, unemployment benefits, gambling winnings or annuities
- Form 1099-S and other documentation for the sale of property or home/s
- 1095-A/B/C for health insurance cover and premium tax payments
- Form(s) SSA-1099 or RRB-1099 for Social Security, SSI, or Railroad Retirement benefits
- Form 1099-B Tax reporting forms from brokerage firms, custodian, or mutual fund company, or other documents for reporting sales of stocks, mutual funds, or other assets.
- Form(s) 1098 for reporting mortgage interest, points, college tuition, student loan interest
- Schedule(s) K-1 for reporting partnership, estate and trust income and deductions
- Statement(s) of gambling winnings, prizes, awards, jury-duty pay, or hobby income
- HUD-1 or other closing statements if you bought, sold, or refinanced a home
- College account statement(s) showing the dates and amounts actually paid during the year
- Statement(s) showing the amount(s) of Veteran's Benefits or Worker's Compensation Benefits that you received during the year.
- Any letters from the IRS, State or Cities and other taxing agencies
- Documentation for childcare including the amount and tax ID of the provider
- Documentation for purchase of a clean energy vehicle or home improvements (call for details)
- For business owners:
  - Profit and Loss Report
  - Record of sales or purchases of assets (greater than \$2500)
  - Mileage log (starting and ending odometer readings, dates, purpose of trip)

*If you have any questions, please reach out to us by email or phone.*