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## Financial Policy

Thank you for choosing UNIQUE TAX GROUP LLC. We are committed to the success of your business. Please understand that payment of your bill is part of this tax plan. **Please initial each of the following numbered items:**

\_\_\_\_ If your refund is not more than our service fee you will have to pay us up front.

\_\_\_\_ If you owe the IRS, student loans or back child support and your refund is taken by the IRS you will have to pay us up front.

\_\_\_\_ If your refund is taken by the IRS for a debt you did not know you had, which means we do not get paid you have to pay us the cost of our service.

\_\_\_\_ In the event we receive a returned check due to insufficient funds, a fee of \$38.00 will be charged to your account, and payment is due upon receipt of your statement.

\_\_\_\_ We kindly request that you give us at least 24 hour notice if you are unable to keep your appointment. Failure to give 24 hours notice will result in a \$20.00 missed appointment fee.

\_\_\_\_ If we have already given you a hard copy of your tax return and you misplace it or lose it, there is a \$10.00 fee to get another copy.

For your convenience, we accept cash, check, debit and credit cards.

Your signature below signifies that you understand our financial policy and your responsibility regarding charges incurred in this office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse signature

\_\_\_\_\_  
Date