

FEEES FOR ADDITIONAL TAX SERVICES

Late forms:

- ❖ If the form is brought to us after your first appointment ***but*** prior to e-filing, there will be a \$25.00 fee to add and reprint.
- ❖ If the form is received ***after*** e-filing, this will require an Amendment and you will be charged \$75.00.
- ❖ This includes corrected forms received from employers, institutions, etc.

Letters from IRS (Don't panic!!):

- ❖ If you receive an IRS letter or letter from State of Illinois, we will review and assist you free of charge.
- ❖ We will need a copy of the letter through email, fax, or the letter to be dropped off prior to assisting you.

Copies of previous tax returns:

- ❖ Our services include one (1) printed copy of your return on your pick up appointment. The envelope you will receive at this appointment will contain all original documents you have provided. ***PLEASE NOTE: YOU ARE RESPONSIBLE FOR YOUR DOCUMENTS.***
- ❖ We will no longer provide duplicated copies of tax returns. If you would like a digital copy of your return and documents, you must purchase the E Package option during your original appointment.

We will not mail any tax returns or documents

Amendments:

- ❖ \$75.00 per Amendment on a return originally prepared by Merlak Tax.
- ❖ \$125.00 per Amendment on a return prepared by another tax company.

All fees must be paid prior to receiving your documents.

**Credit and debit card transactions can be accepted via phone
or in person.**