

**EB Tax Service “LLC”**  
**“Knowledge is t.i.m.e. during tax time”**

817A King Street, Suite #205  
Alexandria, VA 22314

Telephone: (703) 549-6747  
Facsimile: (703) 549-6754

Email: [info@ebtax.net](mailto:info@ebtax.net)  
Website: [www.ebtax.net](http://www.ebtax.net)

Welcome to the New Year! We would like to thank you for your patronage during the last tax-filing season. We would also like to welcome our new clients who have chosen **EB Tax Service “LLC”** to fulfill their tax preparation needs this tax filing season.

By now, you may have received various tax materials and documents, including W-2 and 1099 forms, investment statements, bank statements, mortgage interest statements and student loan interest statements. Please be sure to guard these documents, as their inclusion in your tax package may maximize your Federal Tax Return.

We will continue using engagement letters this year. The engagement letter is a contract between you and EB Tax Service. This contract will list the services we will provide and the cost for those services, as well as the documents we will need from you. Please visit our website, [www.ebtax.net](http://www.ebtax.net), for a preview of the engagement letter. While on our website, you can also take a look at our tax process and download our helpful checklist.

For your convenience, we will continue to offer *E-file*, a filing technique designed by the IRS to accelerate the processing of your returns. Refund Now will provide the E-file service. This will allow us to deduct your tax preparation fee directly from your Federal or State refund, if you are due a refund. If a balance is owed, your tax preparation fee must be received before your return is filed. The following forms of payment are accepted: check, money order or debit/credit card. For security purposes, a copy of a state issued ID must be presented before your return can be filed.

Please contact us to schedule an appointment or delivery time. You may also contact us with any questions or concerns.

Best Regards,

*Eric Bradshaw*