



## *Greetings Friend and Client! It's Tax Season again?*

Please use the **Tax Information Package (TIP)**. **TIP** will help you organize your tax information. There is valuable and helpful information in the **TIP**. The **TIP** will help you remember more deductions, hence, a larger refund for you! Finally, the use of the **TIP** will increase accuracy and reduce your chances of an IRS audit. **Please, use the TIP!**

### **How to get a TIP: (We have improve & simplified the TIP on our website)**

- 1. Go to [www.PTaxes.com](http://www.PTaxes.com) and print out a blank copy to fill out.**
- 2. Go to [www.PTaxes.com](http://www.PTaxes.com) to fill out the TIP online then print it out.**
- 3. You can also email or fax your TIP with needed documents.**

**This year have your tax return prepared with “no out-of-pocket expenses” by using EPS Financial E-Collect products. For details, see the enclosed GUIDELINES.**

For a **faster refund**, don't wait for a trained Preparer to come to your area to prepare your tax return. Prepare the **TIP**, then mail, fax or email your tax information immediately. You will be called or emailed to set up a specific time to ask you questions, to answer your questions, discuss strategies and give you the final results. We prepare over 400 returns last year this way.

**Please, bring your TIP & 2010 tax return with valuable information! Saves you time & money!**

Let's have a great year! See you soon, or talk to you on the phone or email. Please let us know how we can serve you better.

*Parakletos Team*

**TIP = Larger Refund + Greater Accuracy (less chance of IRS audit)**



## **GUIDELINES FOR 2012**

### **CONSULTATION**

Charlie charges \$120 per hour for phone, email, written and face-to-face consultation. He only charges if you receive consultation worth much more than the fee charged. *Don't be surprised if you receive an invoice for consultation! You are dully warned.*

### **COMMUNICATION**

**Now until February 4<sup>th</sup>:** Reach Parakletos Team at (918) 357-5660, 9am-9pm. You can email us at [ppstaxes@att.net](mailto:ppstaxes@att.net). You could fax us at (806) 261-7779.

**February 5<sup>th</sup> - April 16<sup>th</sup>:** Check the **2012 Tax Season Schedule**. This schedule gives you **Locations** in chronological order, **Date and Day(s)** of Preparer(s), **Coordinators** & their phone number, **Tax Prep Places, Address, Phone and Fax Numbers** of Tax Prep Places.

*Please note that the January – April 2012 Tax Season Schedule, you do not have to wait for a Parakletos Preparer to show up to your area to have your tax return(s) prepared. You can mail, fax or email the TIP and all necessary tax documents to us to have your tax return(s) prepared much sooner.*

### **TAX RETURNS PREPARED: “NO OUT-OF-POCKET EXPENSES”**

If you want “no out-of-pocket expenses” such that all the tax prep fee, any misc. fee(s) and the EPS Financial E-Collect bank fee taken out of the refund, then you have three options. #1: Have your remaining refund Directly Deposited into your checking or savings account for a **\$10 bank fee**. #2: Have your remaining refund Directly Deposited into a VISA card for **\$5 bank fee**. #3: Have a check printed at Parakletos main office for a **\$20 bank fee**.

The three choices above have “**no out-of-pocket expenses**” and the timing occurs in about **8 to 14** days. For those Parakletos is printing the check for the remaining refund **AND** mailing the check to you, you need to add mail time and certified, traceable postage cost.

### **\$50 FIRST TIME CLIENT DISCOUNT & \$20 REFERRAL BONUS**

Parakletos grows principally by Word-of-Mouth. Based on records of amended tax returns for the past 12 years, Parakletos is making about \$2,718 difference per amended return in increased refund or decrease in tax liability. If you like what we do for you, then you can help us help more people by referring Parakletos to your family and friends.

If your referral has their tax return prepared by Parakletos for the **FIRST TIME**, we will give them a **\$50 discount** on the tax prep fee. If we can confirm that you were the principal one to refer them **AND** they had their tax return prepared by Parakletos, then we will give you a \$20 discount on tax prep fee **per referral** on your current tax prep fee or next year's tax prep fee, if your return is already prepared. We will record this on your Update Note that will pop up when we start your 2012 tax return. Please note that our tax prep fee is about the same as H&R Block, not a high as a CPA firm, and we are Pro-Active with tax deductions and tax strategies for you.