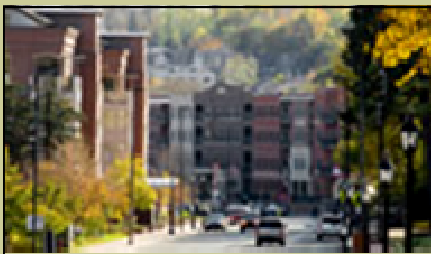


About the Independent Accountants Association of Michigan

Formed in 1946 to represent Michigan's non-licensed accountant, the Independent Accountants Association has evolved over the last 62 years to represent and service the state's small accounting and tax preparation firms.

The IAAM has a long and proven history of helping its members and supporters secure professional competence by passing the nation's toughest federal taxation test: the Enrolled Agent examination. The organization has also credentialed members as Accredited Business Accountants to further insure public confidence.

To insure our EA and ABA members maintain their competence, the IAAM provides top-quality continuing education coursework that insures practitioners are current on tax law and able to provide prudent tax preparation service for their clients.

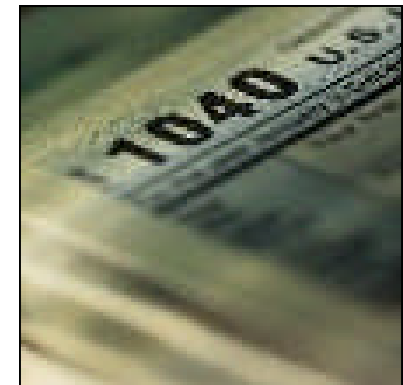


**We're Accountants for
Main Street, not Wall Street.**

**A Public Protection Plan
for Taxpayers . . .**

Is Your Tax Preparer Qualified?

***Ask the Questions
that Insure You've
Made a Wise Choice.***



**Serving the Accounting
Profession Since 1946.**

P.O. Box 398, Bath, MI 48808-0398

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Website: www.iaam.net

E-mail: staff@iaam.net

**Brought to You by the
Members of the**



**We're Accountants for
Main Street, not Wall Street.**

Important Questions to Ask Your Preparer . . .

As with any professional service you pay for, it is imperative that you obtain good information before you make a decision. A respected tax preparer will not hesitate to answer these questions:

- **How long have you been providing tax counsel and preparing tax returns?**
- **How do you charge your fee? How much will it cost to prepare my return?** Fees will vary, but your fee should not be based on the amount of your refund.
- **Are you open and available year-round?** A preparer should be available year-round to help you as needed.
- **Will I receive my refund directly through the mail or by direct deposit?** Your refund should come to you directly either by mail or by direct deposit into your bank account.
- **If the Internal Revenue Service or the Michigan Department of Treasury contacts me regarding my tax return, will you be able to assist me?** The answer must be “YES” since you are required to reply. A professional preparer knows how to deal with tax agencies, and those with proper credentials (CPA license or EA credential) have legal authority to represent you. Any preparer who answers “NO” is most likely not a legitimate tax preparer.

More Questions You Should Ask . . .

- **Will you provide me with a copy of my completed tax return? Will you return any documents I have provided?** Again, the answer should be “YES.”
- **Will you be signing the tax return as a preparer?** This is very important. If the answer is “NO,” this preparer is not professional. Also, a signed return should not say “self prepared.”
- **Are you affiliated with a professional organization? How do you learn about new tax laws and stay current on the tax code?** A professional tax preparer will earn at least 24 continuing education credits each year to stay current, and belonging to a professional association insures the credits earned increase expertise and provide an information resource to get answers to complex issues.
- **How do you secure my tax information at your office? Do you comply with federal and state information security requirements?** If a preparer cannot show proof that your identity information is secure from physical or cyber theft, it is likely the preparer isn’t educated on the federal and state laws enacted to protect you.
- **Do you have a professional license or credential? If so, can I see proof including current status?** Although a credential doesn’t assure professional competence, it does demonstrate a commitment to professional excellence by the preparer. Two credentials that demonstrate competence are a Certified Public Accountant license issued by the State of Michigan, or an Enrolled Agent credential issued by the U.S. Department of Treasury. Both require that the practitioner pass a rigorous examination AND earn 72-120 hours of continuing education credit every three years. Both also allow the tax preparer to represent you in matters before the Internal Revenue Service.

More Tips Regarding Your Tax Return

- Most tax preparers use e-file (electronic filing) to submit a completed tax return. If a preparer is using U.S. mail to file your completed return, your refund may be significantly delayed.
- The filed return should be completed by a computer, typewriter, or written in ink, NOT pencil.
- The refund check, if there is one, should NOT be sent to, or made payable to, the tax preparer. It should be sent to the person listed on the return. Direct Deposit into the taxpayer’s account is best.
- Before signing the return, make sure the name, address, Social Security Number or Individual Taxpayer Identification Number are correct. Also review the list of deductibles and dependents and be sure you understand ALL of the information on your tax return.

Find a Tax Professional Who is a Member of the IAAM . . .

Visit www.iaam.net to find a qualified tax preparer in your community, and access complete information on an IAAM member before making a contact! IAAM members are committed to professional excellence in the services they offer.



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