ROBERT HALL & ASSOCIATES
A Division of Montecito Financial Services, Inc.
300 West Glenoaks Boulevard, Suite 200
Glendale, CA 91202
(818) 242-4888
(818) 242-1060 (Fax)

Mail-In Tax Preparation Procedures

This program has been set up for our out of state clients and for those clients whose schedules do not permit them to come for an in-office interview.

Here's how it works:

1. Complete the tax interview questionnaire as you normally would. (Remember, these are the same questions your preparer would ask if you were in the office.)

2. Mail in the completed questionnaire along with any tax documents needed to complete your return. A checklist is provided on the reverse of this form. Please use this checklist as a cover sheet when sending your packet. **If we receive your packet postmarked by February 14, 2010, we will give you a 10% discount on your return.**

3. Upon receipt of your materials and **your check deposit of $299.00**, we will review your information, organize the data into a preliminary format, and call you if there is any more information needed. Otherwise, we will complete your tax return and mail it back to you as quickly as possible. If the work done on your return is more than $299.00, we will call you to let you know the remaining balance. You can pay the balance by credit card or send us another check. When we receive payment, we will mail your return.

In this manner, we can give your tax information the same thorough attention as we have done in the past.

We welcome and encourage you to mail the organizer and tax materials back to us as soon as you have the data completed. To help us assure that your return is completed by April 15, we must have your data by March 29th, 2010. Any tax materials received after March 29th will be assessed a **$100 surcharge** and filing an extension may be necessary.

If you go on extension and plan to mail your information to us, we must receive your data before October 1, 2010. Any tax materials received after October 1 will be assessed a $300.00 surcharge.

If you have any questions or suggestions, please call us toll free at 888-808-1040.

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Please check off the boxes to indicate that the items are attached, or print N/A if the item does not apply. Place this checklist on top of your materials in the return envelope.

______ Completed Interview Questionnaire
______ Forms W-2 from Employers
______ Forms 1099 - Interest Received
______ Forms 1099- Dividends Received, Brokerage Statements
______ Forms 1099/B/1099S - Sale of Securities, Real Properties
______ Forms 1098 - Mortgage Interest You Paid
______ Escrow Papers on Sale/Purchase or Refinance of Residence or Rental Properties
______ Documents Supporting the Exercise of Stock Options
______ Your last pay stub for 2009
______ K-1 Forms from partnership/trust/S-Corp. investments
______ Payments made to education institutions for undergraduate, postgraduate, and continuing education work
______ Student Loan Interest papers
______ Your check deposit in the amount of $299.00
______ Sign the California E-file Opt Out form (applies to California residents only)

Please make sure that all income has been reported to the best of your knowledge. If you sold any stock in 2009, you **must** include in the package any supplementary material that the brokerage houses will provide. Anyone dealing with mutual funds, needs to provide all informational material that the funds will provide.

Do you have any questions about any deductions not covered by our worksheets?
____
____
____

Would you like us to address any special questions or concerns?
____
____

Best time to reach you in case of follow-up questions: ____________________________________
Telephone Number(s): Cell: _______________ Hm: ______________ Wk: _______________
E-mail: ____ Fax Number: ____________________

Would you like to sign-up for our Tax Maintenance Program (TMP)? (Please see the attached information on TMP.) ***Yes or No*** (Please circle one.)

If you are planning to visit our office, please call us to reserve an hour appointment with one of our tax professionals.

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I, THE UNDERSIGNED, DO SAY AND DECLARE THAT:

1. I will execute my 2009 federal and state income tax returns, prepared by Robert Hall and/or Robert Hall and Associates, a division of Montecito Financial Services, Inc. and/or other employees of Montecito Financial Services, Inc. (collectively known as the "Firm"), only after I have received and reviewed the completed copies and find that all the information in them is true and accurate according to the information which was furnished to the preparer, and that nothing was added nor deleted by the preparer which would understate the tax liability. In addition, I confirm that I have properly reported all of my taxable income, including any "trading" of services between myself and any other person.

2. I have been instructed to retain copies of the returns for my records indefinitely, and that all records, canceled checks, and other documents utilized to prepare my 2009 Income Tax Returns should be retained for at least four years, and in some cases longer (including but not limited to depreciable assets).

3. My 2009 Income Tax Returns are to be prepared on the basis of information supplied by me to the Firm, with no independent verification performed by the Firm. I am in compliance with Code Section § 274(d) which states in the part that:

    a. I must keep a written log for auto travel (or be able to reconstruct same from written evidence if I am audited).

    b. Receipts for entertainment, gifts, and promotion are also mandatory. The receipts must be properly identified in a contemporaneous manner as to the date, place, amount spent, name and business relationship of person(s) entertained and business purpose written on each receipt.

    c. I must have and maintain a contemporaneous diary for out-of-town travel deducted anywhere on the tax return. These expenses may not be reconstructed or estimated. I understand that I must be able to document with receipts all hotel, meal, airfare, and other travel expenses. If no such documentation exists, I have not deducted them on the return.

    d. A contemporaneous diary for use of computers not used at a principle location, and entertainment type business expenses (such as the use of any kind of audio and/or visual equipment) must be kept. Such a diary must include both business and personal use.

4. I agree to send a copy of any audit notification, as well as a copy of any other correspondence received from either the IRS or State during the year, to the Firm, prior to my contacting those authorities, in order to discuss the appropriate action to be taken, I understand that tax return and consultation fees do not include the services in connection with an audit, nor any other services the Firm may provide to you during the year.

5. I understand that although the return represents the best of the preparer's professional opinions, the preparer cannot guarantee the result. Tax return preparation often involves the application of conflicting authorities and interpretations that present varying possibilities of successful IRS or State challenge. Opinions of IRS personnel and various courts often conflict. Judicial and legislative thought is subject to conditions change. Therefore, the preparer can only guarantee his very best efforts to help me arrive at the lowest legal tax liability. Such efforts may include the treatment of "gray area" items (items not in the opinion of the Firm fully clarified by the IRS and/or courts), which the IRS may, upon audit, deem to have been improperly reported. In light of the above, and in acceptance thereof, I, not the preparer, will be responsible for additional tax, penalties and interest which the IRS and/or State may impose upon me.

6. Written notice must be provided to the Firm to disengage services. Should disengagement occur, you may request your source data to be returned to you.

7. I will pay fees for preparation of returns upon initial preparation interview or within one month of receipt of my returns. Fees for tax or financial counsel, audit, or other hourly or "by-the-form" work is due and payable upon performance of such work. Accounts over thirty days late will be charged an additional monthly late fee of $10 per $250 balance due and the minimum fee shall be $10 per month. Seriously past due accounts will be subject to collection, charged reasonable legal fees and collection costs incurred, and reported to credit bureaus.

DATE______________________ TAXPAYER__________________________________

SPOUSE__________________________________

PLEASE READ CAREFULLY, SIGN AND RETURN

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Tax Maintenance Program
2009 Tax Year

The program provides for the client to be able to have ready access to a tax professional under specific conditions. This will enable you to experience the least amount of tax liability at the end of the tax year, at a very reasonable price.

Our Tax Maintenance Program will include the following benefits to our clients:

1. Three phone consultations (15 minutes each) during the tax year scheduled thorough our appointment desk with any consultant **except Robert Hall and Stephen Hall.**
2. W-4 review to be sure your withholding is correct.
3. Correspondence/letters for mortgage lenders
4. Free Financial planning needs analysis
5. Audit protection in the event you are subject to an audit. Our audit representative will provide this service at **no additional expense** to you for the 2009 year. (However, audit protection does not include Schedule C, Schedule F, Field audits, Audit Appeals or TCMP audits.)
6. IRS notices and correspondence.
7. FTB notices and correspondence including Head of Household Audit Letter.
8. Notary Services- Five notarizations during the tax year scheduled through our appointment desk.
9. 1 additional copy of tax year 2009 income tax return.
10. Local business tax problems.
11. One free analysis of your primary home loan.

If you choose not to participate in this program, our billable rates will be as follows:

1. W-4 review - $99.00
2. Letters for mortgage lenders- $45.00
3. Financial Planning needs analysis- $125.00
4. Audit Protection - $695.00 (**except Schedule C, Schedule F, Field Audits, Audit Appeals and TCMP audits**).
5. Phone consultations - $125.00
6. IRS notices and correspondence - $69.00 - $89.00 per correspondence
7. FTB notices and Head of Household audit letter - $69.00 - $89.00 per correspondence
8. Notary Services- $10.00 per signature
9. Copy of tax return - $25.00 per copy

The program fee is **only $75.00** payable at the time of your tax preparation. The W-4 review and phone consultations are for the year during which the fee is paid. The audit fee is for the tax year prepared. The total savings for this program is **$1,342.00 which is over a 94%** return on your investment.

Please ask your tax consultant to enroll you in this program.

Sincerely,
Robert Hall & Associates

1. **I accept the Tax Maintenance Program**

   ________________________________ ________________________________ __________________
   Signature **Print Name** **Date**

2. **I decline the Tax Maintenance Program and I am aware of the charges for additional services.**

   ________________________________ ________________________________ __________________
   Signature **Print Name** **Date**

Our Pleasure Comes from Serving You!

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR

2009

e-file Opt-Out Record for Individuals

CALIFORNIA FORM

8454

General Information

California law requires individual income tax returns prepared by certain income tax preparers to be electronically filed (e-filed) unless the taxpayer elects not to e-file or the tax preparer cannot e-file the return due to reasonable cause. Use this form to record when and why the return was not e-filed.

Do not mail this form to FTB. Please keep it for your records.

For married/registered domestic partners (RDPs) filing jointly, only one spouse/RDP needs to sign.

Part I: Taxpayer Information

Your first name	Last name		Your SSN or ITIN - -
If filing jointly, spouse's/RDP's first name	Last name		Spouse's/RDP's SSN or ITIN - -
Address (include number and street, PO Box, or PMB no.)		Apt. no./Ste. no.	Telephone number ( )
City		State	ZIP Code

☐ I elect not to e-file my tax return.

Reason (optional):____________________

Your signature	Date
Spouse's/RDP's signature (if filing jointly)	Date

Part II: Tax Preparer Information

☐ I am not e-filing this taxpayer's return due to reasonable cause.

Explanation:____________________

____

____

Paid preparer's signature		Date
Paid preparer's name		SSN/PTIN
Firm's name (if applicable)		FEIN
Firm's address		Telephone number ( )
City	State	ZIP Code