

BLOOMINGTON OFFICE
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Eric Hjerpe, CPA
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CLIENT APPLICATION FORM

**Thank you for your interest in Hjerpe & Tennison CPAS, LLC.
Currently we are reviewing forms for all accounting services.**

Please complete all items with an *. Any form that is not completed will not be reviewed.

* Primary Taxpayer Full Name: _____

* Contact Phone #: _____ * Primary Taxpayer Personal E-Mail Address: _____

Spouse's
Full Name: _____

Contact Phone #: _____ Spouse's Personal E-mail Address: _____

* Home Address: _____

Business Name (s) if applicable: _____

Business Type / Tax Form (s) filed: _____

Year End (s): _____

* Services needed: Tax Prep _____ Payroll _____ Number of Employees _____ New Hires in past 12 months _____
Bookkeeping _____ Sales Tax _____ Other _____

* Referred by: _____

* Do you have any active current or past tax issues: yes or no If yes please list type: _____

Our fees for services will be based in part upon the amount of time required at our standard billing rates for the personnel working on the engagement, plus out-of-pocket expenses. All invoices are due and payable upon presentation. [Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1.5% per month (18% per year). If for any reason the account is turned over to an attorney for collection, an additional charge of 33 1/3% will be added to cover collection costs. In the event of a dispute related in any way to our services, our firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identity for purposes of the award of attorneys' fees.

* Signature: _____ Date: _____



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RATES AND CHARGES AS OF JUNE 2022

Eric & Brett - - - \$290 - \$400 an hour

CPA/Accounting: - - - \$175 - \$225 an hour

Payroll/Accounting: - - - \$115 - \$150 an hour

Bookkeeping rate - - - \$100 - \$185 an hour

Admin: - - - \$90 an hour

TAX RETURNS WILL BE BILLED AT THE HOURLY RATES & OUT OF POCKET COSTS.

Plus out of pocket costs (example Fed Ex Charges or registration fees)

NO extra fee for Electronic Filing

Payroll rates will be discussed if applicable and will be included in separate engagement letter.

Non-administrative telephone calls and emails are billable at our standard hourly rates.

We reserve the right to change our hourly rates.