

# INTERNATIONAL TAX COMPLIANCE SERVICES TO PROFESSIONALS

## How It Works

- You complete the International Prospective Client Questionnaire on-line and submit electronically for us to review
- If we have questions we will query you
- Based on information you supplied we will prepare a quote for our services and send it back to you electronically for your review
- If you wish to proceed we will prepare an engagement letter and send the engagement letter back for your signature
- Once a signed engagement letter and retainer are received we will send out an information request document
- Once this information request is received we will prepare the necessary forms Outlined in the engagement letter.
- Once we complete the forms and have received the remaining fee, we will send the finished forms to you with instructions for signatures and filing.

**THIS FORM AND ITS CONTENTS WERE NOT INTENDED OR WRITTEN TO BE USED, AND CANNOT BE USED, BY ANYONE FOR THE PURPOSE OF (i) AVOIDING U.S. TAX PENALTIES, OR (ii) PROMOTING, MARKETING OR RECOMMENDING TO ANOTHER PARTY ANY TRANSACTION OR MATTER ADDRESSED OR STATED HEREIN. IRS CIRCULAR 230, SECTION 10.35(b)(4)(ii) AND SECTION 10.35(b)(5)(ii).**