**Brandon Adjei – Additional Information**

Link for an on-line appointment: <http://meetme.so/BarGraphSolutions>

***Rates are as follows***:

$380 flat fee for single filers

$275 per person if couples, $550 for both

$275 per person for ITIN, including return for non-1040NR

The Notre Dame specially priced fee for the post - Tax Reform Form 1040NR includes:

* One state
* Dual Status Return (first year in U.S.)
* Dual Status Return (last year in U.S.)
* Rental property
* Investments
* Tax Reform guidance
* Au Pairs

***For ITINs*** related to Non-1040NR filers the price includes:

* Access to and professional services provided by an IRS Certified Acceptance Agent (CAA), instead just an Acceptance Agent.
* Form 1040 return including one state.
* IRS communication on behalf of client.

***Standard Operating Procedure:***

As pertains to logistics, the following will occur once a prospect decided to move forward with our services and converts to a client relationship:

They’ll be provided with an intake form will for them to complete, engagement letter stating the scope of work including the agreed upon fee, and invited to our IRS compliant data exchange portal.

After they’ve setup a username/ passcode then all data exchange of information will be transmitted electronically.

They’ll be provided the opportunity to review their return(s) for prior to it being filed. Once green to file client is invoiced with due upon receipt terms, payment is collected, return is filed, then everything is then logged and archived.

These rates reflect fee discount of ~25% and have no add-on charges for dual status needs, a state filing, or investment activity.