



# Bayley Davis Associates

## Payment Policy

### Tax Preparation Services

Payment is due upon completion of your tax return. You will be notified when your return is complete and are responsible to pay in full for your tax preparation fees at that time.

***Your return will not be e-filed until your tax preparation fees are paid.***

If payment is not received in our office within 30 days of the date of completion of your return you will be issued a statement and charged a \$25.00 "Statement Fee". Each month thereafter you will be issued a statement and charged \$5.00 plus 1.5% interest per month on the remaining balance until your bill is paid in full.

If you request to have your tax return e-filed but cannot pay your bill in full prior to e-filing, you will be charged a \$30.00 "Billing Fee".

### Accounting/Auditing/Consulting

Payment is due upon receipt of invoice. If payment is not received in our office within 30 days of the date of the invoice you will be issued a statement and charged a \$25.00 "Statement Fee". Each month thereafter you will be issued a statement and charged \$5.00 plus 1.5% interest per month on the remaining balance until your bill is paid in full.

*No further work will be performed on your behalf until your bill is paid in full.*

For your convenience we accept Master Card, Visa, Discover and American Express credit and debit cards.

An "Authorization to Charge" form can be found on our website at <http://bayleydavis.com/tax-resources.html> under "current clients".

*To avoid delays in filing your return we recommend that you provide us with payment information (such as your credit card number, including SIG/CID code and correct name and billing address for the card, or a check) at the time that you submit your tax information.*

Please be advised that most Bill Pay services offered through banks and credit unions take anywhere from 10-14 days to reach our office. This delay may result in statement fees and/or interest charges. You are responsible for these charges. To ensure that your payment arrives on time we advise that you schedule your payment the day you are notified of the amount due.

The payment policy is effective January 1, 2010

**2850 SW Yancy, Ste 214  
Seattle, WA 98126**