

SOLUTIONS 4 EXPATS

SERVICE LEVEL AGREEMENT

Dear Valued Client,

The purpose of this letter is to provide you with an understanding of the services you can expect from Solutions 4 Expats BV as well as an explanation of your responsibilities to ensure the filing of a correct US tax return.

Services you can expect with the preparation of your US tax return:

1. A US tax questionnaire tailored to the needs of expatriates, either paper or downloadable version,
2. A fee quote in writing, either e-mail or letter, before the start of any US tax services,
3. Clear and concise responses to your questions within 2 working days,
4. Delivery of your tax return to you for filing with the IRS within 30 days of having received complete information, an earlier date can be agreed on if necessary,
5. Option of e-filing your tax return through Solutions 4 Expats BV,
6. Free newsletters regarding US tax laws

Your responsibilities:

As a US citizen, the tax laws require you to report all of your income and expenses from worldwide sources. The US has special tax laws that in most cases protect you from double taxation. In the cases that you are not protected from double taxation either through the US tax laws or through the tax treaties, proper tax planning can help reduce your risk. Your US tax return will be prepared based on the information you provide.

Should you have any questions regarding US tax return or advice services, please contact me at the contact information below.

I look forward to hearing from you.

Yours Sincerely,

Constanze Woelfle