



**NON-TAX CLIENT
AUTHORIZATION TO PREPARE AMENDMENT**

As a NON-TAX CLIENT, Client agrees to be solely responsible for: the accuracy of all data; the signing, payment, and filing of amended returns; the submission of amended returns in the format required by each Agency; and resolving any and all agency notices/inquiries.

Date _____ Sent to the Attention of _____ for

Client# _____ Client Name _____ is

requesting amended tax returns for 1st 2nd 3rd 4th quarter(s) of _____ year(s) for the

following reason(s) _____ .

If applicable, please fax copies of void and/or manual checks with this document.

* Please provide a detailed explanation as to how you determined that a correction is necessary, and why you need to file amended return(s):

* IRS Amended Form 941X Part 4, item 20 requires a detailed explanation for how you determined your corrections, we will use the explanation provided in whole or part when preparing your returns.

Return this form and any required employee information to FAX # 559 251 1431, Attn: Customer Service

Please complete, sign, and date the following required authorization:

(Company Legal Name)

Hereby absolves Payroll People Inc. of any errors, penalties, and interest payment responsibility arising from late deposits/filings created from adjustments processed for the quarter and year noted above. By signing this document client agrees to a \$200.00 per return per quarter preparation fee and when applicable \$20.00 per employee (\$50.00 minimum) for W-2(C) for all tax returns affected by the requested adjustments. Client agrees to be solely responsible for: the accuracy of all data; the signing, payment, and filing of amended returns; the submission of amended returns in the format required by each Agency; and resolving any and all agency notices/inquiries. Any potential penalty and interest associated with adjustments will be determined by the taxing agency and a written notification may be sent to you.

Authorized Company Representative (please print)

Title

Authorized Signature

Date