



## ***CLIENT INFORMATION***

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### ***POLICIES & PROCEDURES***

CORPORATE HEADQUARTERS: → 2591 Dallas Parkway, Suite 300 → Frisco, Texas 75034  
PROCESSING CENTER: → 8204 Dock Street → Frisco, Texas 75035  
[972] 335-6688 → FAX [214] 872-1753 → www.profitpointe.com → lesstax@profitpointe.com

Thank you for selecting Profitpointe Tax and Bookkeeping services. At Profitpointe our passion is to educate our client to help them live their life in a more tax-deductible way. Small corporations, LLC's, partnerships, home-based businesses and sole-proprietorships are our specialties. We take pride in our ability to make certain that every client receives direction and service based on their individual needs.

## **1. SUMMARY OF SERVICES**

### **For Individuals**

#### ▶▶ Tax Services

- ◇ Federal and State Income Tax Preparation (1040, 1040A, 1040EZ)
- ◇ Electronic Filing of Tax Returns
- ◇ Amended Returns
- ◇ IRS Problem Resolution
- ◇ Tax Education: Personal Consultation & Seminars
- ◇ Advanced Tax Strategies and Planning: Develops customized strategies that detail the specific steps you need to take to maximize the legal deductions that could possibly save you thousands of dollars in taxes.

### **For Businesses**

#### ▶▶ Tax Services

- ◇ Federal and State Income Tax Preparation for:
  - Sole Proprietorships
  - S-Corporations
  - C-Corporations
  - Not-for Profit Corporations
  - Partnerships, LLC's, LLP's
  - Trusts
- ◇ Amended Returns
- ◇ IRS Problem Resolution
- ◇ Tax Education: Business Consultation & Seminars
- ◇ Tax Blueprint Advanced Tax Strategies & Planning: An in-depth look at your business' past, current and future goals to analyze where you are in your business and map a strategy on how to get where you want to go. Together we develop customized strategies that detail the specific steps you need to take to maximize your business & possibly save thousands of dollars in taxes.

#### ▶▶ Business Services Available

- ◇ QuickBooks Setup, Training & Maintenance by Certified QuickBooks ProAdvisors
- ◇ Accounting and Bookkeeping – By the project OR join our exclusive *Five-Star Monthly Program*.
- ◇ Complete Payroll Services and Year End Reporting for W-2 employees and 1099 contractors
- ◇ New Business Start-ups
- ◇ Entity Compliance Support for: C-Corporations, S-Corporations and LLC's
- ◇ Formation direction for New C-Corporations, S-Corporations, LLC's and LP's
- ◇ Corporate Minutes

## 2. NEW CLIENT PROCEDURES

- All new clients are encouraged to call for a free 30-minute consultation with our tax professionals.
- We offer a free review of your past three (3) years tax returns. Our experience shows us that approximately 70% of business owners and 20% of other income earners overpay their taxes by not fully understanding the law. If we determine that you have overpaid your taxes by more than double of what the tax preparation fees would cost you, you may want to have the tax return amended. We can also help you amend your tax returns to correct any understatement of taxes that is discovered, in order to be in compliance with the tax laws.
- Please read these policies and procedures thoroughly. We want to avoid any misunderstandings as our goal is to develop a long-term working relationship with you. Our goal is to treat each client as we would like to be treated. We welcome you to our “tax family”.

## 3. TAX DEDUCTION ORGANIZER (“TDO”)

The Tax Deduction Organizer (“TDO”) gives our clients piece of mind knowing we are turning over every rock to locate all legal deductions. **ALL tax clients are required to complete a TDO. This is the most important step in the preparation of your tax return. Repeatedly the TDO has saved Profitpointe’s clients thousands of tax dollars by discovering deductions that may have otherwise been overlooked.** Our TDO is the foundation of building a working relationship with you so we can understand your unique tax situation. It is a systematic series of YES and NO questions that have been designed to help us prepare your tax return so that you pay the least amount of taxes. There are also questions that assist in our due diligence to the IRS as your tax preparer. Please don’t be overwhelmed by the number of pages it entails. Many areas may not apply to you. Once you begin answering the questions, you will realize how the process flows and before you know it, you will be finished!

Select the standard personal TDO to initiate Profitpointe’s services to prepare your personal tax return. This TDO is suitable even if you have an unincorporated business. If you have a very basic tax situation you may find the short TDO suits your needs. Each Incorporated Entity (C-Corp, S-Corp, LLC and Partnership) will require a separate Entity TDO. Use the appropriate addendums for your additional tax-related situations, such as rentals, farms, daycare, etc. It is your responsibility to provide all the information required for the preparation of a complete and accurate return. It may be necessary to ask you for clarification on some of the information; however, we will not audit or otherwise verify the data you submit. Our work in connection with the preparation of your income tax return does not include any procedures designed to discover misappropriation of money or other irregularities, should any exist. We will render accounting and bookkeeping assistance as determined necessary for preparation of the income tax returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions for minimum of 7 years. These may be necessary to prove the accuracy and completeness of your returns to a taxing authority. **You have the final responsibility for the income tax returns.** Therefore, be sure to review your returns carefully before you sign them.

We will use our professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities’ interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

It is essential that you thoroughly complete the TDO before you send it to our office. **Changes to the Tax Deduction Organizer after submission to Profitpointe or incomplete information provided in the TDO could result in additional fees.** Charges will be incurred for accounting, bookkeeping, tax research and consultation services necessary to properly prepare your tax return. You can download the Tax Deduction Organizers from [www.profitpointe.com](http://www.profitpointe.com) (go to the Forms section), or call our office so we can mail or fax one to you.

#### 4. DEADLINES FOR FEDERAL TAX RETURNS

<b>1040 – INDIVIDUAL</b> (see note below)		
SUBMIT INFORMATION TO PROFITPOINTE BY:	IRS FILING DEADLINE	EXTENSIONS*
March 15 <sup>th</sup>	April 15 <sup>th</sup>	THE 1 <sup>ST</sup> EXTENSION IS AUTOMATICALLY ACCEPTED & EXTENDS THE FILING DEADLINE TO OCTOBER 15 <sup>TH</sup> .
September 1 <sup>st</sup> ***	October 15 <sup>th</sup>	NO ADDITIONAL EXTENSION IS AVAILABLE.

<b>CORPORATE</b> with tax years ending 12/31 (see note below**)		
SUBMIT INFORMATION TO PROFITPOINTE BY:	IRS FILING DEADLINE	EXTENSIONS*
February 15 <sup>th</sup>	March 15 <sup>th</sup>	IF ACCEPTED BY THE IRS, THE FILING DEADLINE IS EXTENDED UNTIL SEPTEMBER 15 <sup>TH</sup> .
August 1 <sup>st</sup> ***	September 15 <sup>th</sup>	NO ADDITIONAL EXTENSION IS AVAILABLE.

<b>PARTNERSHIPS &amp; TRUSTS</b>		
SUBMIT INFORMATION TO PROFITPOINTE BY:	IRS FILING DEADLINE	EXTENSIONS*
March 15 <sup>th</sup>	April 15 <sup>th</sup>	IF ACCEPTED BY THE IRS, THE FILING DEADLINE IS EXTENDED UNTIL SEPTEMBER 15 <sup>TH</sup> .
August 1 <sup>st</sup> ***	September 15 <sup>th</sup>	NO ADDITIONAL EXTENSION IS AVAILABLE.

**IRS deadlines that fall on weekends or holidays are extended until next business day.**

**\*See section # 8 for important information about tax extensions.**

**LLC's:** LLC's can be taxed in several ways depending on their unique structure. Please note that their deadline will be the same as the entity type as they have elected to be taxed. Please call our office with any questions.

**NOT-FOR-PROFIT:** Form 990, Form 990-EZ, or Form 990-PF must be filed by the 15th day of the 5th month after the end of your organization's accounting period.

**\*\*FISCAL YEAR ENTITIES:** For entities not using the calendar year: Your deadline to submit complete paperwork to Profitpointe is six weeks prior to your IRS filing deadline.

**\*\*\*MISSED DEADLINES: CALL US!** Just because you have missed a Profitpointe deadline it does not mean we cannot get the work completed for you by the IRS deadline. We may need to make special arrangements for you but **if it is humanly possible, we will get it done for you!**

## **5. STATE, LOCALITIES AND OTHER TAX RETURN PREPARATION**

We prepare state tax returns for all states and most localities where required. Please verify these deadlines with your government agency. Generally we prepare your state tax return automatically at the time your federal taxes are prepared (appropriate charges will be included on your tax return billing). However, it remains your responsibility to request this service.

**Franchise Tax:** Please note that Franchise does not mean having a franchise (i.e. McDonald's, Domino's Pizza, etc). C-Corporations, S-Corporations, LLC's, and Saving & Loan Associations are often subject to this tax. Franchise tax is a term some states use for the privilege of operating / doing business / transacting business in their state. It has special distinctions that keep it from being considered a state income tax.

**Texas Franchise Tax:** Texas does not have a state income tax, though most businesses are subject to the Texas State Franchise Tax. Franchise Tax is a tax for the privilege of operating / doing business / transacting business in Texas. Please note that Franchise does not mean having a franchise (i.e. McDonald's, Domino's Pizza, etc). In Texas C-Corporations, S-Corporations, LLC's, and Saving & Loan Associations are subject to this tax.

The initial report is due one year and 89 days after the registration date of a Texas taxable entity. For a non-Texas taxable entity, the due date is one year and 89 days after the taxable entity began doing business in Texas.

After the second year, the annual filing deadline is May 15<sup>th</sup>. An extension, if granted by the state, will extend your filing date to November 15<sup>th</sup>. An extension is a request for additional time to file a tax return **NOT** additional time to pay your taxes.

**State & Locality Tax:** Unless otherwise requested, we will automatically prepare your state returns if one is required, at the time we prepare your federal income tax returns. We will gladly prepare your locality returns at the time we prepare your federal and state returns however, it is your responsibility to inform us that your locality requires them for your location.

**State Sales Tax:** Upon your request we will prepare your state sales tax reports as this is not provided as an automatic service. These reports need to be filed monthly, quarterly or annually depending on the determination made by the state for your business if you are required to collect this tax. It is your responsibility to provide all the information required for the preparation of a complete and accurate return. It may be necessary to ask you for clarification on some of the information; however, we will not audit or otherwise verify the data you submit. To learn what your sales tax responsibilities are you must contact the State Comptroller's office directly. The information for report preparation must be in our office with complete information two weeks prior to deadline. Rush charges will be applied to work submitted after Profitpointe's acceptance deadline. We cannot guarantee timely filing on any reports submitted to Profitpointe with incomplete information or after the above deadline.

**Payroll Reports:**

Payroll report preparation for payroll not processed through Profitpointe's Payroll Service must be requested and is not provided as an automatic service. This includes but is not limited to: Federal 941 Quarterly Reports, State Quarterly Reports, Year-end 940, W-2, W-3, 1099 & 1096 filings. It is your responsibility to provide to our office all the information required for the preparation of a complete and accurate return two weeks prior to filing deadline. Rush charges will be applied to work submitted after Profitpointe's acceptance deadline. We do not audit this information. We cannot guarantee timely filing on any reports submitted to Profitpointe with incomplete information or after the above deadline.

**6. PAYROLL PROCESSING SERVICES**

Profitpointe partners with a national payroll service to offer our clients a wide spectrum of payroll options. Profitpointe acts as your payroll supervisor, while the payroll service provides the processing. Once you are enrolled in our payroll program all your quarterly payroll reports and year-end reporting are automatically handled as a part of this service.

**7. TAX RETURN PROCESSING TIME****Current Tax Year:**

Our office will process all returns on a first come, first serve basis. Since all work is customized, we cannot guarantee an exact processing time since each return has different elements for preparation. If all the information provided is complete, it will take approximately 2-4 weeks to prepare. Complex cases will require additional time. If the provided information is not complete, the processing could be delayed and it may require additional time. To expedite the process please:

- Answer every question with all the required information and make sure that the Tax Deduction Organizer you provide to Profitpointe is complete.
- Provide any additional information requested by Profitpointe as soon as possible, but no longer than three (3) days from the initial request.
- Rush charges will be applied to work submitted after Profitpointe's acceptance deadline.
- Call our office for assistance or clarification when needed in completing this information.

**Amended Returns:**

Amended tax returns are done strictly on an as-time-allows basis. Generally, amended returns are not processed by Profitpointe during heavy tax deadline periods. Note: The IRS will take approximately 90 to 180 days to process amended returns.

**First Year Clients:**

Please be patient the first year we prepare your taxes, as we take considerable time to thoroughly analyze your tax situation for the current and past 3 years.

**Rush Returns:** Rush fees will be incurred for work accepted after Profitpointe’s acceptance deadline. We cannot guarantee timely filing on any reports submitted to Profitpointe with incomplete information or after the acceptance deadline.

**8. TAX EXTENSIONS**

Every effort will be made to complete all tax returns turned into Profitpointe before the tax deadline. An extension (if available) will be filed for any return with a completed Tax Deduction Organizer (TDO) submitted to our office but not fully prepared by tax deadline. **Generally Profitpointe will submit extensions automatically for clients we prepared returns for the previous year (appropriate charges will be applied to your account). NOTIFY US IF YOU WISH TO OPT OUT OF THIS SERVICE.** An extension is a request for additional time to file a tax return, **NOT additional time to pay your tax liability.** If you owe taxes and file an extension without sending a payment, the tax agency may assess penalties and interest on the delinquent tax due. Profitpointe will do everything possible professionally and ethically to assist you in filing timely tax returns and extensions when needed. Profitpointe is in no way responsible for any penalties or interest assessed to the taxpayer for late filing, unfiled extensions, underpaid or unpaid taxes. **IF YOU WOULD LIKE TO FILE AN EXTENSION, YOU MUST NOTIFY US A MINIMUM OF SEVEN DAYS BEFORE THE TAX DEADLINE.** (A \$39 fee will apply). **ALL TAX FILING RESPONSIBILITIES REMAIN WITH THE TAXPAYER.**

**9. IRS CORRESPONDENCE, MEDIATION & AUDITS**

In the event that you receive a notice from the IRS for any reason, please mail or fax a copy of it to our office immediately. We request that you allow Profitpointe time to review the notice and discuss our findings with you prior to any contact with the IRS. We will assist with tax audits on a case-by-case basis. Our firm has a referral bank of experts, former IRS personnel, and Tax Attorneys available for difficult cases when a specialist is necessary.

**10. ESTIMATED QUARTERLY PAYMENTS (1040ES, 1120ES)**

Estimated tax payments can relieve the penalties and interest payments for underpaying your tax liability. Many individuals, Sole-Proprietors, C-Corporations and LLC’s taxed as C-Corporations, are subject to pay quarterly tax payments. If you are unsure if you are required to make estimated tax payments, please consult with your tax preparer.

<b>ESTIMATED QUARTERLY PAYMENTS (1040ES, 1120ES)</b>				
<b>1040ES</b>	April 15	June 15	September 15	January 15
<b>1120ES-Calendar Year End</b>	April 15	June 15	September 15	December 15
<b>1120ES-Fiscal Year End</b>	15th day of month four	15th day of month six	15th day of month nine	15th day of month twelve

## **11. TAX PLANNING**

### **Tax Blueprints - Advanced Tax Strategies & Planning:**

Profitpointe offers Tax Blueprints for when life and business-related changes warrant a complete assessment of your tax and business structure. This total business analysis involves an in-depth look at your business' past, current and future goals that examines where you are in your business and maps a strategy on how to get where you want to go. Together we develop customized strategies that detail the specific steps you need to take to maximize your business and possibly save thousands of dollars in taxes.

### **Quarterly & Periodic Tax Reviews:**

Adequate tax planning will prepare you to make educated decisions about making estimated tax payments as well as other important tax decisions. We strongly encourage all business owners, Corporations, LLC's and Partnerships to have quarterly evaluations of their tax situation. At the very least, you should consult with your tax preparer no less often than mid-year and 4<sup>th</sup> quarter. This is imperative for helping to position you for the best tax situation and possibly avoid penalties and interest payments. You may download the **Tax Estimator** from [www.profitpointe.com](http://www.profitpointe.com) (go to the Forms section). Please submit a \$150 deposit towards professional cost with the completed Tax Estimator.

## **12. ADDRESS, PHONE NUMBER & E-MAIL ADDRESS CHANGES**

It is important that you notify Profitpointe of all address, phone number and e-mail address changes.

## **13. RESPONSIBILITY**

Profitpointe Tax & Bookkeeping is here to support clients with their tax and bookkeeping needs. You will find Profitpointe eager to service their clients' income tax, bookkeeping and related business management functions.

- It not implied under any circumstance that we assume the responsibility to initiate these duties without the client's specific directive. It always remains the clients' responsibility to file the proper paperwork and pay their taxes in a timely manner with or without specific direction from our firm.
- The client commits to: 1.) provide Profitpointe with true and accurate information; 2.) provide timely (within 3 days) clarification or additional information as requested by preparer; 3.) review verify all completed returns and verify there are no misstatements or omissions; 4.) read and abide by all of Profitpointe's Policies and Procedures as directed in this document.
- Profitpointe assumes the usual and customary responsibilities for the work that we provide our clients.

## 14. PRICING

Consultations:	\$150 - \$400 per hour tax education, tax planning, financial strategies, business issues, money management and record keeping.
“Quick Questions”:	As a courtesy, there is no charge to our clients of record with a “quick question” for phone call that is 5 minutes or less. <b>Any time over the free 5 minutes <u>or requiring research</u> will be billed in 15-minute increments of \$50 each.</b>
Tax Preparation:	<p>Our charges are based on the forms (i.e. 1040, Schedule C, Form 8829, etc.) required for tax preparation and tax amendments with additional time charges that will be assessed based upon your individual tax complexities. <u>It is impossible to give exact estimates beforehand.</u> These are likely price ranges for common situations:</p> <p style="padding-left: 40px;">\$139 - \$800 per tax year for a basic return without a business \$449 - \$1800 per tax year if you have one sole-proprietor business \$675 - \$2,500 per tax year for a corporate, LLC or partnership return</p> <p style="padding-left: 40px;">Multiple businesses, bookkeeping, accounting or other situations will incur additional costs.</p>
<b>RETAINER AMOUNTS FOR ALL TAX PREPARATION PER YEAR:</b>	
<b>A deposit of 50% of your previous year’s tax preparation cost is required to start the process and will apply towards the preparation costs.</b>	
The deposit required for <b><u>NEW CLIENTS</u></b> is as follows:	
Personal Tax Return - \$300 deposit per year with Standard TDO. ( \$100 deposit per year if you qualify for the Short Form TDO.)	
Entity Tax Return - \$500 deposit per year (Includes C-Corp. S-Corp, Partnerships and LLC’s)	
E-file:	\$39 per return. <b>PLEASE NOTE: Effective January 1, 2011 new IRS laws require our firm efile ALL 1040, 1041 &amp; 990 tax returns for individuals, estates, and trusts.</b>
Tax Extensions:	\$39 per extension.
State, Franchise, & Locality Tax Prep:	The cost is \$150 and up plus the processing fee – the cost will be based on the actual time spent and the complexity of the tax issues / return
Tax Planning:	\$200-\$400 per hour – time spent is based on complexity of tax issues/return
Tax Problem Solving:	Per case situation
IRS Mediation:	\$200 per hour for audit and research work depending on the complexity of the case. Audit work is completely unique to your situation and billed by the hour for the time it requires. It is not uncommon for the cost of a basic audit to range \$2000 - \$5000. A deposit of 50% of estimated services (minimum of \$1000) is required to retain our audit representation. An audit is a lengthy process and special financial arrangements can be made on a case-by-case basis.

Correspondence, Etc.: Frequently we are asked to handle special correspondence, mortgage verification letters or other miscellaneous services. Costs range from \$75 to \$200 per hour depending on the complexity and professional handling requirement. Deposit is required at the onset of assignment.

New Entity Formation: \$795 and up plus State fees.

Accounting: Accounting is analyzing the financial position and operating results of a business from a study of its financial statements; \$125 - \$200 per hour.

Bookkeeping: Bookkeeping is the routine data entry of your financial transactions for recordkeeping purposes.

Our Five Star Bookkeeping Program:  
 -Start-up fee: \$250 up per entity  
 -Monthly Service options begin at \$95 per month per entity

Project Bookkeeping:  
 -Set-up fee: \$250 up per entity  
 -Cost per project starts at \$75 per hour

Fees are adjusted when additional accounts and/or entities are added.

QuickBooks: Set-up :Starts at \$250 per entity  
 Training - \$125 - \$200 per hour  
 Account Clean-up and Maintenance - \$125 to \$200 per hour

Payroll Services: Set-up: \$195 one-time fee per company  
 Processing Fees: Starting at \$59 per processing period. Services will be customized to your payroll needs.  
 Security Deposit - Equal to 1 month of payroll processing cost.

Payroll Report Prep: \$75 and up per report. If any additional bookkeeping services are required, appropriate charges will be incurred.

Sales Tax Report Prep: \$125 and up. If additional bookkeeping services are required, appropriate charges will be incurred.

Rush Fees: Charges are based on days work accepted before filing deadline:  
 2 weeks – 8 days = additional 25% of total preparation cost  
 7 days – 48 hours = additional 50% of total preparation cost  
 48 hours to deadline = additional 100% of total preparation cost  
 Rush fees are as above - \$100 minimum.

Copies of Tax Returns: We always provide clients with a copy of their tax return(s), but occasionally they need additional copies. We will gladly provide copies for a service fee of \$35 each. The same fee applies to paper, scanned and faxed copies. Any copies not on file with Profitpointe may be directly obtained from the IRS; the IRS fee is \$57.

Shipping & Handling: Normal: \$17.95 minimum plus \$9.95 each additional tax return shipped at the same time.  
 Overnight delivery - \$45 & up  
 Additional charges based upon weight may be incurred for returning documents that the client has provided for documentation.

## 15. PAYMENT POLICY

- A deposit is required to begin the desired service. All retainers are considered deposits and apply 100% toward your actual cost.
- Payment for all services is due in full upon completion.
- For your convenience, we can draft your bank account or charge your Master Card, VISA, Discover or American Express card. Please complete our Payment Authorization Form.
- Payment by mail is accepted in the form of: MONEY ORDER, CASHIERS CHECK or \*\*PERSONAL CHECK.

\*\*If payments are made by personal check, please allow 10 days for the check to clear. After the funds are cleared, the work will be released.

**Finance charges will accrue at 18% per annum or the highest interest rate allowed by the law of the State of Texas on any balance that remains unpaid after thirty (30) days. Returned checks and charges that continue unpaid for more than 30 days will be subject to legal action and the client will be responsible for all legal and collection costs, including but not limited to attorney's fees and court costs. There will also be a \$38 fee assessed for all returned checks. Any court proceedings will remain in Collin County, Texas.**

## 16. OUR PRIVACY POLICY

As tax preparers, we have always protected your right to privacy. Like all providers of personal financial services, we are now required by law to inform our clients of our policies regarding privacy of client information.

We obtain private personal information about you from the following sources:

- We receive information from you on any applications, tax processing worksheets, miscellaneous documents or any other forms that we use to prepare your income tax return;
- Information regarding your business dealings with us or others; and
- Information we acquire from any consumer reporting agencies.

Access to your personal account is restricted to those employees, contractors, subcontractors, financial, legal and tax advisors associated with Profitpointe who must know certain information about you in order to provide appropriate required services. We have safeguard systems in place that comply with federal standards to protect your nonpublic personal information. There will be no disclosure of any private or nonpublic personal information about you to any outside sources, except as permitted by law. If for any reason you decide not to continue as a client of our practice, we will continue to abide by the privacy policies and practices as detailed in this notice.

Waiver of confidentiality: You understand that if your account with us is submitted to a collection agency or attorney, if we have to litigate in court, or if your past due status is reported to a credit reporting agency, the fact that you received services at our office may become a matter of public record.

We are always here to assist you with any questions or concerns. Your confidence in our ability to provide you with the highest quality of service is very important to us.

## 17. OFFICE LOCATIONS & HOURS

**PROFITPOINTE – DOCK STREET PROCESSING CENTER**  
**Client conferences are held at this location by appointment**  
8204 Dock Street, Frisco, TX 75035

Drop-offs can be made in the drop box 24 hours a day OR  
To the reception desk anytime Monday – Friday 9:00am to 5 pm.

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**PROFITPOINTE – CORPORATE HEADQUARTERS**  
2591 Dallas Parkway, Suite 300, Frisco, TX 75034

Drop-offs can be made to the reception desk  
anytime Monday – Friday 9:00am to 5 pm.

**REGULAR BUSINESS HOURS: Monday - Friday: 9:00 AM to 5:00 PM CENTRAL TIME.**

**HOLIDAYS:** Our office will be closed for the following holidays and for severe weather:

New Year's Day	Fourth of July
Martin Luther King Day (Corporate only)	Labor Day
President's Day (Corporate only)	Thanksgiving Day and the following Friday
Good Friday (Corporate only)	Christmas Eve – Close at 2pm
Memorial Day	Christmas Day

**INCLEMENT WEATHER:** If the Frisco Independent School District closes due to severe weather conditions, Profitpointe offices will also be closed.

## 18. HOW TO CONTACT US

Phone Number: 972-335-6688

Web Page: [www.profitpointe.com](http://www.profitpointe.com)

Fax Number: 214-872-1753

E-mail: [lesstax@profitpointe.com](mailto:lesstax@profitpointe.com)

### Mailing Address:

#### Processing Center (Preferred for Client Work)

PROFITPOINTE  
8204 Dock Street  
Frisco, TX 75035

#### Corporate Office

PROFITPOINTE  
2591 Dallas Parkway, Suite 300  
Frisco, TX 75034

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