

INSTRUCTIONS FOR SENDING INCOME TAX INFORMATION TO JACKSON HEWITT TAX SERVICE

Due to changes in IRS requirements on recordkeeping and rising cost of postage we are implementing a few changes in the way we process tax returns and the way we charge for our services.

You will need to fill out the following and mail/e-mail the information back to us:

- Worksheet
- Payment Page
- Power of Attorney (see instructions below for more information regarding this form)

ALL of the above can be found on the links on the website

You will also need to send the following:

- Copy of Tour Schedule with Tour name
- Copy of last pay stub for 2007
- Copy of social security card
- Copy of driver's license or passport

The IRS requires that you keep receipts for all deductions that you include. If storage of these receipts is a problem, we will be happy to store them with your income tax information here in our office.

POWER OF ATTORNEY INSTRUCTIONS

This Power of Attorney is very specific. It only allows us to discuss the current year federal tax return and any state tax returns involved in your tax situation.

WE DO NOT HAVE ACCESS TO YOUR BANK INFORMATION OR ANY OTHER PERSONAL INFORMATION. TAX ISSUES ONLY!

This will give us the ability to sign your state returns for you and send them out to the perspective addresses. We can sign our office copies that need your signature as well. No more mailing back and forth. We will be e-mailing copies of EVERYTHING to you. It will be just like sending it through the mail but using email instead of sending the actual hard copies. If you want your hard copies sent out to you, there will be an extra fee for postage added. Please see the payment page for the amount to be added.

3. Sign the top signature line on section 9

..... first representative listed on line 2.
a If you also want the second representative listed to receive a copy of notices and communications, check this box
b If you do not want any notices or communications sent to your representative(s), check this box

8 Retention/revocation of prior power(s) of attorney. The filing of this power of attorney automatically power(s) of attorney on file with the Internal Revenue Service for the same tax matters and years or p this document. If you do not want to revoke a prior power of attorney, check here.
YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFEC

9 Signature of taxpayer(s). If a tax matter concerns a joint return, both husband and wife must sign if j requested, otherwise, see the instructions. If signed by a corporate officer, partner, guardian, tax matt receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the authority to execut of the taxpayer.
▶ IF NOT SIGNED AND DATED, THIS POWER OF ATTORNEY WILL BE RETURNED.

..... Signature Date Title (if
 Print Name PIN Number Print name of taxpayer from line 1 if of

..... Signature Date Title (if
 Print Name PIN Number

4. If you are residing outside the US or you wish to have your refunds mailed to our office and then forwarded to you, sign your initials on section 6

limited situations. See **Unenrolled Return Preparer** on page 2 of the instructions. An enrolled actual taxpayers to the extent provided in section 10.3(d) of Circular 230. See the line 5 instructions for restri partners.

List any specific additions or deletions to the acts otherwise authorized in this power of attorney:

.....

6 Receipt of refund checks. If you want to authorize a representative named on line 2 to receive, **BUT OR CASH**, refund checks, initial here and list the name of that representative below.
 Name of representative to receive refund check(s) ▶

Again if you have any questions, please don't hesitate to call or email.