











Before deciding on the right tax accountant for you, ask a few questions. Here is an example list:

- 1. What are your qualifications and industry specialty?
- **2.** How long has the practice been providing tax services and how long have you been with the practice?
- 3. What services do you provide?
- **4.** How do you keep track of changes in client's circumstances?
- **5.** Who will be assigned to my business most of the time? What oversight for that person is provided?
- **6.** What is your policy relating to returning calls and emails?
- **7.** When do you need my information? How long will you take to complete your work?
- **8.** Are you familiar with the accounting software in place? Would you like access to the software?
- **9.** How do you bill and what is outside of this agreement?