

W. RALPH SOMMERS, EA

TAX & BUSINESS SERVICES

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2011 TAX PREPARATION

Dear Friend and Neighbor,

Thank you for inquiring about services provided by W. Ralph Sommers, EA. In order to accommodate you, and provide **personalized service**, most return preparation is done by **appointment**. When available, Mr. W. Ralph Sommers or another staff member will meet with you.

Our preparation fees vary according to the size and complexity of your return and we will be glad to estimate your costs prior to preparation. To schedule your appointment, please **e-mail** us at the above email addresses or **phone** us at your next convenience. As a new customer we respectfully request **two forms of identification** in order to prepare your return.

W. Ralph Sommers, Enrolled Agent, has been servicing the Capital District since 1983.

We offer **Electronic Filing** including direct deposit. We do **not** offer "Rapid Refund".

Our offices are open **all year** to assist you with any tax or financial service, including estate and gift taxes, **Small Business** accounting, tax planning, and college financial aid applications.

Sincerely,

W. Ralph Sommers, EA
Accountant/Tax Practitioner

In accordance with IRS Circular 230 we are required to advise you that any Federal tax advice contained herein was not written, and may not be used by you, or by any subsequent reader hereof, for the purpose of avoiding any penalties which may be asserted pursuant to the provisions of the Internal Revenue Code