

**Block Tax Pro Go Service (“BTPG Service”).** If you select and pay for the BTPG Service, we will prepare your 2018 federal and state tax returns using information you have provided, and e-file your tax returns with the Revenue Authority, as applicable.

- (A) **Process.** You will provide us with initial information about you and your tax situation, and we will assign you a tax professional and give you your price quote for your federal return and one state return. Additional state returns cost \$50. You will then provide us with your personal information, including but not limited to your name, birthdate, SSN, phone number, and email address and upload all your tax documents either to your MyBlock account or through our secure message center. After we receive your documents and payment, the tax professional will contact you to gather additional information. The tax professional will complete your federal and state tax returns within 5 days of receiving all required information. You will then pay for and review the tax returns to make sure the returns are complete and accurate, and if you approve the returns, we will electronically file them for you. You will be required to use a MyBlock account to use the BTPG Services.
  
- (B) **Bill of Rights.** If you reside in Chicago, you can find the Chicago Bill of Rights Regarding Tax Preparation Services [here](#) and Chicago Disclosure Form [here](#). If you reside in New York state, you can find the New York Consumer Bill of Rights Regarding Tax Preparers [here](#). If you reside in New York City, you can find the New York City Consumer Bill of Rights Regarding Tax Preparers [here](#). By accepting this Agreement, you acknowledge receipt of the linked documents. Your tax professional will answer any questions you may have.
  
- (C) **BTPG Services Limitations.** The BTPG Services cannot be transferred to others. The BTPG Services are not available to you if you are under eighteen (18) years of age. You understand and agree that we are not engaged in rendering legal services or other advice, and the BTPG Services are not legal services or advice. You understand that we are relying upon information provided by you, and we do not independently verify information provided by you. However, we may ask you for further clarification and expect you to provide that clarification promptly and candidly. We assume no responsibility for adverse consequences due to your failure to provide information to us in a timely fashion. We are not responsible for providing any services under the BTPG Services if you fail to fully comply with any of your Duties listed in Section 6.8(D). The BTPG Services are only available for your 2018 tax returns. If you need to file tax returns for other years, please visit one of our offices or use our online software. If your tax professional receives your information within 10 days of the filing deadline, you may be required to file an extension, or we may be unable to provide the BTPG Service.
  
- (D) **Your Duties.**
  - (1) **Provide Information.** You must provide us with full and accurate personal information that we require to provide or supply you with one or more of the benefits associated with the BTPG Services which may include, without limitation your name, address, telephone number, email address, Social Security number, income documents (W2, 1099, etc.), deduction and credit documentation, receipts, and other personal information. You will provide this information by uploading relevant documents to your MyBlock account or to your tax professional through the secure message center. If we

are unable to obtain the required personal information from you, the services or benefits that you receive through the BTPG Services may be unavailable, limited, or reduced.

- (2) **Review and Approve Returns.** After your tax professional completes your federal and state tax returns, you must review and approve all returns before your tax professional can file your tax returns for you. We will not file any tax returns unless we receive your approval. If you identify any errors in your tax return during your review (and before you approve), your tax professional will work with you to correct any errors.
- (3) **BTPG Service Payment.** We will not file any tax returns until we receive payment for your tax returns (or you agree to the appropriate paperwork if you are paying for your tax preparation fees with your refund).
- (4) **Tax Payment.** YOU HAVE THE OBLIGATION TO PAY ALL YOUR TAX LIABILITY FOR CURRENT AND FUTURE TAX YEARS, INCLUDING PAYMENT OF THE WITHHOLDINGS AND QUARTERLY ESTIMATED TAX PAYMENTS, AND TO COMPLY WITH ALL FILING REQUIREMENTS DURING AND SUBSEQUENT TO OUR BTPG SERVICES.