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DMV OL# 43083 CTEC #A150071

SERVICE AGREEMENT

A-Log, Inc. offers the following services to our Clients:

- Fuel Tax Reports – Quarterly IFTA Tax Reports, New Mexico Weight Distance Tax Returns, Kentucky Weight Distance Tax Reports, Oregon Motor Carrier Tax Returns (Quarterly and Monthly) upon submission of Trip information by Client.
- Income Tax Returns – for Individuals, Sole-Proprietors, Partnerships & Corporations.
- Heavy Highway Vehicle Use Tax Returns – for owners of commercial vehicles over 55,000 pounds.
- Miscellaneous Annual Property Tax Reports – for our clients registered to travel in Arkansas and Kansas.
- DMV – Vehicle registration, additions & deletions; Titling, Permits.
- Annual Renewals of vehicle registration, UCR and fuel & mileage permits.
- Miscellaneous Applications: US DOT #'s; Motor Carrier Authority; CA#; MCP Permits; Additional Decals; Temporary Permits; Changes of Address; Closure of Accounts upon request.
- Forms & Advice – easy to use Trip Log forms to help keep and maintain records in compliance with Agency record keeping requirements.
- Newsletters – with helpful information to keep you educated and on top of “what’s coming up next.”
- Reminders of upcoming report filing deadlines and renewal application deadlines.
- Assistance in the event that your tax returns are selected for Audit.

All reports prepared by A-Log, Inc. are based upon information provided by each Client. Alog is not responsible to audit information at the time tax returns are prepared. However, we will alert Clients if we notice incomplete or irregular information and recommend an amended return be prepared.

Clients are responsible to:

- Keep good records in accordance with the guidelines set forth by the Board of Equalization, the Department of Motor Vehicles and other Generally Accepted Accounting Principals that apply to your business. The client is responsible for the accuracy, completeness and integrity of the information provided to A-Log, Inc.
- Submit records for reporting no later than the 10th of the month that reports are due. (January, April, July and October for quarterly fuel reporting) For services that do not require the submission of records, it is the responsibility of each client to request A-Log’s assistance as they need it.
- Maintain receipts, trip logs and copies of your tax returns for a period of four (4) years in the event they are selected for an Audit.
- Respond promptly to all notices and requests for information. Additional fees, penalties and interest are charged for late reports and are the responsibility of the Client.
- Change of Address notifications. Delays created by incorrect addresses or the U.S. Postal Service that result in additional penalties are the responsibility of each Client.
- Provide A-log with the name of Registration and Insurance Agents so that we have your permission to release information required each year for renewals in a timely manner:

Vehicle Registration Agent: _____

Insurance Agent: _____

The above terms and conditions of service are acknowledged and accepted upon submittal of Trip Records to A-Log, Inc. for preparation of Mileage and Fuel Reports.

Date

Tax Payer