



Department of  
Consumer Affairs

# New York City Signage Requirements for Tax Preparers

***Please note:***

*The sample signs included in this file pertain to the regulations of the Administrative Code and Rules of the City of New York only . Tax Preparers are also responsible for any and all other signage required by New York State and/or federal law.*

## Required Signs and Postings

Required signs include:

- Identification & Qualification sign
- Fee Schedule (how you compute fees)
- Disclosures (see below)

You must disclose that:

- The taxpayer is entitled to a copy of every tax return.
- You and the taxpayer must sign every tax return.
- You are not licensed by the State Board for Public Accounting or a member of the New York State Bar. (*if true*)
- You will not represent the taxpayer at any audit. (*if true*)

**Signs must be clearly and conspicuously posted.**



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## Sample Identification & Qualification Sign

### **IDENTIFICATION & QUALIFICATIONS** **OF TAX PREPARER**

ABC Tax Preparers  
123 Street  
New York, NY 10000  
212-555-5555

**Qualifications: B.S. in accounting, 50 hours of classroom training conducted by [business], over 23 years of experience preparing taxes.**



## Sample Fee Schedule

ABC Tax Preparers  
123 Street  
New York, NY 10000  
212-555-5555

### Fee Schedule

Short Form 1040A and 1040EZ	\$XX
Long Form 1040A and 1040EZ	\$XX
Schedule A	\$XX
Schedule B	\$XX
Schedule C	\$XX
Self-Employed	\$XX
All other NY forms	\$XX

## Sample Disclosures

ABC Tax Preparers  
123 Street  
New York, NY 10000  
212-555-5555

- “You are entitled to a FREE COPY of every tax return we prepare for you.”
- “Both you AND a representative of ABC Tax Preparers MUST SIGN every return.”
- “ABC Tax Preparers is NOT an attorney and is NOT licensed by the State Board for Public Accounting.”
- “ABC Tax Preparers will NOT represent you if you get AUDITED.”



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# Foreign Language Requirements

# Languages

- All signs and postings must be in English and “in any other language which the tax preparer uses to attract customers.”
- Translation requirement includes the Fee Schedule.
- The Identification & Qualification sign can be in English only.



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# Receipt Requirements



# Receipts

- You must give a receipt to each consumer.
- For each receipt, you must:
  - include your business name, address, and year-round telephone number
  - itemize each form used or service provided, and list the price for each
  - print and give a separate piece of paper

## Sample Receipt

ABC Tax Preparers  
123 Street  
New York, NY 10000  
212-555-5555

December 2, 2010

Form 1040	\$40
Schedule A	\$15
Schedule B	\$15
Schedule C	\$15
E-file fee	\$20
<b>TOTAL DUE</b>	<b>\$105</b>