

-S.O.S -

SAFETY net for OUR SOOCIETY

Sponsored by: Michigan Society of Enrolled Agents.

2015 - 2016

Presented by: Gary E. Skop, EA

President, 2015-2016

Michigan Society of Enrolled Agents.

Gary E Skop, EA - MISEA 2015



Purpose:

- A program designed to protect the value of our individual practices, In times of incapacity or death.
- This program is meant to be a short term solution to provide support to an ailing MiSEA colleague.

How do we Accomplish this?

- If you chose to participate and become incapacitated you, or your representative, (family member, staff member, colleague) would contact the MiSEA SOS chairperson or committee.
- The S.O.S. committee will organize the volunteer MiSEA members to do what they can to protect your practice during this short term period of crisis.

What will the S.O.S. program do?

- The S.O.S. will be comprised of a (committee) of fellow accountants/tax preparers.
- Should incapacity happen, the committee will step in upon request and donate time to save the practice of fellow members.
- If the incapacity should happen during tax season, the committee will be asked to work the “distressed” members practice.

Time Commitment:

- During tax time a commitment of a minimum of (4) four hours per week is expected for a period of at least (4) four weeks.
- Outside of tax season, a commitment of a minimum of (4) four hours per week is expected for a period of at least (8) eight weeks.
- Additional arrangements can be made to spend more time on this as agreed to by the committee and the ailing colleague.

What about compensation?

- Out of pocket costs for the volunteer work including mileage at the federal rate, postage, etc., will be fully reimbursed.
- We are asking each volunteer to truly volunteer their time and donate four completed returns or at least 8 hours (whichever is less) to the ailing colleague.

What about compensation?

- After this amount of returns (4) or time (8) hours, volunteers will be compensated a minimum of 40% of the distressed practice fees unless there is another agreed upon arrangement in place.
- Audit Representation and Collection Case work will be compensated 100% to the volunteer that handles this type of work.

Services to be provided during TAX SEASON

- Extensions and basic individual tax return preparation will be the focus of supporting the ailing colleagues during the tax season.
- Correspondence will be handled in order of urgency with the focus on delaying required responses until the ailing colleague can address it themselves.

Services provided OUTSIDE of the tax season

- Outside of the tax season, volunteers will work on all tax related issues including tax return preparation, audit representation, collection case work, and correspondence.

Services NOT INCLUDED in this program

- The SOS program is not set up to handle non tax related activities that the ailing colleague may be involved in including investments, financial planning, and insurance selling. Also, bookkeeping/monthly/quarterly accounting, and payroll work, are considered outside the scope of this program.

Other arrangements will need to be made outside the scope of this program to deal with these types of issues.

Am I in danger of losing my clients?

- We have built in some safeguards to protect the distressed practice.
 - First, all volunteers in the program will sign a contract that contains a non-compete clause.

Am I in danger of losing my clients?

- If a client discovers that he prefers to work with the volunteer preparer, and hires that volunteer for future tax work, the volunteer will be required to pay the distressed practice for that client.
- The minimum sales price will be what was charged by the distressed practice for the most recent tax return. That amount will be payable over a 12 month period. It will be the responsibility of the distressed practice to notify the volunteer to arrange payment.

What prevents the incapacitated from staying home?

- We believe that the compensation arrangement for the volunteers will deter an overlong stay at home.
- The fact that extensions and simpler individual tax return preparation are the primary focus during the tax season should be an incentive for the conscientious, ailing colleague to get back to his/her practice as soon as possible and fully service their clients.

Who will be working with my clients?

- This SOS program is open to all MISEA members and their staff.
- We believe we have a high level of competence in our Society.
- Members can specify that they only want Enrolled Agents to work with their clients.
- Making such a decision may limit the amount of resources available to help you.

Who can be a participant?

- All members of MISEA, Associates and Staff, in good standing are eligible to participate.
- Being a participant signs you up to help other colleagues as well as receive assistance from your colleagues, should you have a need.

I am an Employee EA.. Why should I participate?

- By participating, you might save the practice for which you work and may, indirectly, save your job.

Privacy Policy .. Changes to cover colleagues.

- You will need to have a sentence in your Privacy Policy that says something like,
"This privacy policy also applies to anyone that works on your return on behalf of my business/firm."

Effective Date

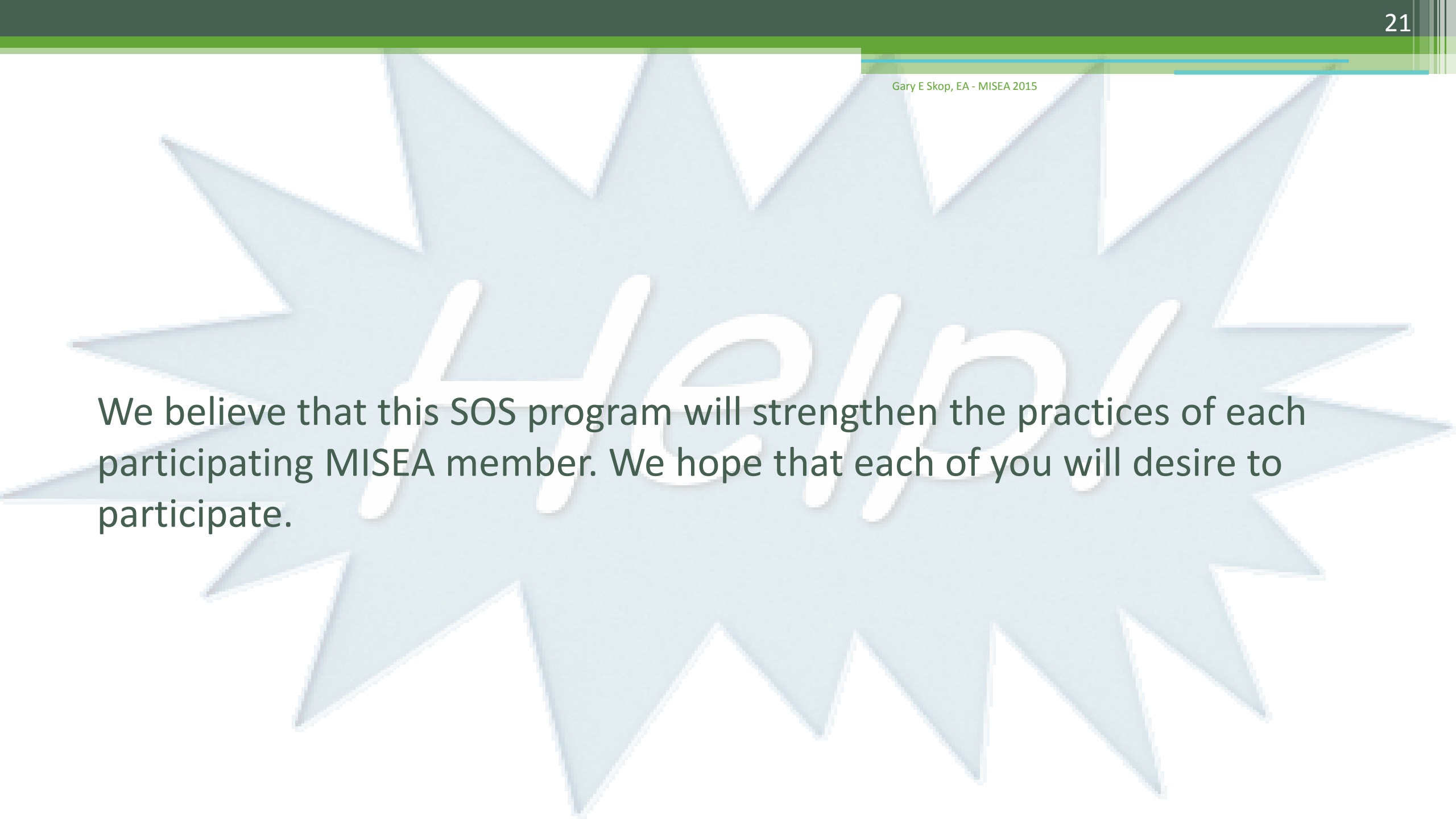
- The SOS program will start on January 1 of each year for all participants who return the Contract and the 'Contact and Information List' on or before December 31 of the previous year.

How do I sign up?

- Review the Contract, sign it, and return it along with the filled out 'Contact and Information List' to **Gary Skop, EA -37895 Ann Arbor Rd, Livonia MI 48150, 734-464-3660 Gary@AFSTaxsavers.com** on or before December 31. In order to be covered for the following year.
- You are also required to fill out the 'Location of Business Items and Information' spreadsheet. HOWEVER, we are not asking you to provide us this information when you sign up. Keep this filled out spreadsheet in a safe place and let your responsible family member and/or your responsible staff member or colleague know of its existence and location. In the event you are not available, the SOS committee will ask for the spreadsheet at that time to allow the committee to render assistance as needed.

Do I need to re-new every year?

- Yes. We are asking that you sign up every year so that your information is up to date in order to best support you in case you need it. Each year you will need to Sign the Contract and fill out the 'Contact and Information List' and send these two documents to **Gary Skop, EA**
- Also, you will need to review the Location of Business Items and Information and update it as needed. Enrollment for each calendar year ends December 31 of the previous year. So, to sign up for 2016, you need to sign up by December 31' of 2015.



We believe that this SOS program will strengthen the practices of each participating MISEA member. We hope that each of you will desire to participate.

2015 MiSEA SOS Program Enrollment Information

To enroll in the SOS program, fill out the Contact information sheet and sign the contract. You will also need to fill out the "Location of business items and information" pages. If you were enrolled in the program the previous year and none of your information has changed, you may simply write "Same as last year" on the contact information page, sign the contract and submit to:

Gary E. Skop, EA
37895 Ann Arbor Rd.
Livonia, MI 48150

734-464-3660 / cell 313-613-3408
734-464-9655- fax
Gary @AFSTaxsavers.com

Location of Business Items and Information

The purpose of the 'Location of Business Items and Information' spreadsheet is to aid you in compiling information that will be needed in the event of a disaster or illness concerning your practice.

We ARE NOT asking you to provide us with the filled out spreadsheet at this time. We ARE REQUIRING that you fill out the spreadsheet, seal it in an envelope, store it in a safe place and let your responsible family member and your responsible staff member or colleague know of its existence and location. In the event you are not available, the SOS committee will ask for the spreadsheet at that time to allow the committee to render assistance as needed.

We cannot over emphasize the importance of this information and ask that you make every effort to provide ALL information requested. Please feel free to add any additional information you deem necessary that is not specifically asked for in the spreadsheet.

Coordinators

Volunteers are needed in different regions throughout the state to coordinate volunteer's workflow in the event of a member in need. Please consider volunteering!!

Help!

FOR MORE INFO

CONTACT:

Gary E. Skop, EA

President

Michigan Society of Enrolled Agents

734-464-3660

313-613-3408 (cell)

Gary@afstaxsavers.com