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## **Installment Plans and Billing Policies**

**Day 0:** Invoice issued to client. 10% of return cost must be paid at time of delivery / filing. Returns that are “paper-file” are also subject to this 10% up front payment. Clients that wish to begin an installment plan must do at the time the returns are delivered to the client. For clients that do not wish to begin an installment plan, they have 15 days to pay the remainder of their invoice.

**Day 30:** Invoice should be paid in full. First service charge assessed. Balances over 30 days old will be subject to a service charge of 18% annually.

**Day 60:** Additional service charge assessed. “Intent to Collect” notice sent to client.

**Day 90:** Additional service charge assessed. Account referred to collections agency.

### ***Payment Plans:***

Clients who wish to pay for their return in installments must request an installment plan at the time they receive their returns. They are still required to pay 10% of the cost of the return at the time it is delivered to them. Clients will be required to enroll in an ACH “auto debit” so that payments are automatically withdrawn from their account. Clients are responsible for fees incurred due to insufficient funds or other failed transactions.

For invoices under \$1,000, a 3-month installment period is available. For balances over \$1,000, a period of 3-6 months will be provided, based on the discretion of our staff. Please note that clients will not be assessed any late fees or service charges while on a payment plan with our office.