

## **Refunds Policy**

Ryland Tax & Financial Services will honor refund requests if a service was requested and paid for, but not performed for any particular reason. The service cancellation and request for refund must be made in writing by the client.

Partial refunds will be issued in the event that a client terminates a service in which the service has been partially completed by Ryland Tax & Financial Services. The partial amount of the refund due will be based upon the number of hours spent to perform the service up to its partially completed state at the current hourly rate for hire (currently \$99 per hour).

All refunds for services will be issued in the form of a check regardless of how funds were initially paid by the client. The client is required to come into our office during normal business hours to retrieve a refund. The client will be required to sign a statement that they have received a refund for the services in which they cancelled.

Ryland Tax & Financial Services will make the refund available for pick-up in our office within five (5) business days of receiving the service cancellation and refund request by the client.

Any questions may be directed to our office in person, at our current telephone number, or via writing at our current office address.