



## 2020 Business Engagement Letter

The purpose of this engagement letter is to outline your rights and responsibilities as a client, as well as Tax and Accounting Specialists involvement and commitment to you. By signing this engagement letter, you acknowledge and agree to the following statements to the best of your knowledge and understanding and agree to the following procedures with our firm. **Tax preparation will not be initiated by our firm without this signed engagement for services each year.**

### Tax matters

- You understand it is your responsibility to provide our firm with all of the information required to complete your tax return.
- You will provide true, correct and complete information regarding your income as listed on the attached forms, 1099's and/or attached written summaries. It is your responsibility to provide your expenses in a clear manner. We do not audit these receipts, although we will evaluate them to ensure they are reasonable. You will retain for 7 years, all documents, receipts, cancelled checks and other records required to substantiate the income and expenses on your return.
- You are to maintain written documentation supporting all amounts, including logbooks and receipts. You understand if a question arises regarding the interpretation of tax law, and a conflict exists between the authorities' interpretation of the law, and other supportable positions, that our office will use our professional judgment in resolving these issues.
- As a client, it is your responsibility to contact us immediately if you discover additional information that will lead to a change in your return.
- It is your responsibility to contact us if you receive any notice from the IRS. Please forward us the notice immediately; *do not write on the official IRS correspondence*. Tax and Accounting Specialists reserves the right to charge a reasonable fee for assisting in handling and responding to any and all IRS letters and notices.

### Audits

The climate within the IRS and the state taxing agencies is continually changing in the field of audits. Due to the rise in this activity, please exercise extreme caution and care in assembling and preparing your records for your tax appointment. The following are procedures you are agreeing to and policies our office will follow:

- You understand all tax agencies have the right to examine your returns, and you are ultimately responsible for retaining all the documentation and records which were used to compile your returns. This is especially important in the area of business travel, entertainment deductions, business use percentage of autos and home use, other depreciable assets, bartering and trading activities.
- You understand if your tax return is called for an audit, you will be charged an audit fee. This fee is to assemble your completed records in the manner which is acceptable for an audit. You will be charged a reasonable hourly rate to prepare and represent you in your audit. The audit fee also includes the audit interview, assembling the organized data into our audit format and the actual audit which usually takes three business days. If your records are not presented in an organized manner, Tax and Accounting Specialists reserves the right to bill up to at \$120 per hour to organize your records.
- If there is a direct error on the part of Tax and Accounting Specialists, you, as our client, shall agree to limit the liability of the firm for any and all claims, costs, damages, losses and penalties of any nature whatsoever, so that the total aggregate liability of the firm to the client shall not exceed the firm's total fee for services rendered under this agreement. The client and the firm intend and agree this limitation applies to any and all liability or cause of action against the firm, however alleged or arising, unless otherwise prohibited by law. Both parties agree there is a one-year limitation period to bring a claim against the firm for errors or omissions. The one-year period will begin upon the date of signing this agreement. This is with the understanding that you let our office respond to all audits, letters and correspondence with the IRS or other taxing authority.

**Fees**

The tax preparation fee we charge includes the following services:

- Tax preparation of your 2020 business return;
- Electronic filing of the federal returns and most state returns;
- **One** copy of your tax return for your files and if you file manually, a copy for the IRS;
- Year-round availability to answer your questions by phone, mail and/or e-mail.

Due to the ever-increasing demands on our services by clients and third-party agencies, there are additional fees for extra services. As a client of Tax and Accounting Specialists, you are agreeing to the following fees and payment procedures:

- Your tax preparation fee is to be paid at the time of service unless otherwise agreed.
- If the fee is to be billed, it is to be paid at the time you *receive your tax return*. Any fee not paid within 30 DAYS will be assessed a \$10.00 per month re-billing fee.
- If an additional copy of your tax return is requested, there is a processing fee of 60 per return/per year.
- If you need a letter written to a financial institution verifying your business tax return, there is a minimum fee of \$120.
- If your records need to be organized and totaled, it is up to the discretion of your preparer whether Tax and Accounting Specialists or you will be organizing this data due to time constraints. There will be up to an \$120 per hour fee for organizing your receipts to prepare your return.

Additional fees may be assessed for other extra services on a case by case basis, and may include:

- IRS negotiation of payments on past tax debts, including Offer in Compromise
- Sales tax reports
- Setting up a new business
- Business purchase consultations

We greatly appreciate the privilege to participate in your business tax filing. We look forward to continued years of service to you. This signed document serves as an acknowledgement that you have received the "2020 Business Tax Preparation Engagement Letter" and you have engaged Tax and Accounting Specialists, Inc to prepare and file your 2020 business tax returns. Please keep a copy of this Engagement Letter for your records. **We will not be able to prepare your 2020 business tax return until your signed engagement letter has been received by this office.**

Best regards,

Tax and Accounting Specialists  
LeAnn Wilson & Associates, Inc.

_____	_____	_____
<b>Business Name</b>	<b>Authorized Signer</b>	<b>Date</b>
_____	_____	_____
<b>Print Your Name</b>	<b>Position</b>	<b>Date</b>

Please provide your preferred phone number and e-mail address:

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

The following is a list of documents that we will need to “start” the business tax return. Please note that not all of the items in this list may apply to your business and we may need more documentation after we begin work. **If your account is handled in-house, provide only the information not retained by us.** If you use QuickBooks, please include a backup of your files. *(Please remember to include your password and version of QuickBooks used.)* You may deliver your information to us by fax, drop it off at our office, or e-mail. We will complete your tax return once all information is received.

1. **Cash and Checking**
  - a) Bank statements for December 31, 2020 and January 31, 2021
  - b) Bank reconciliation statements December 31, 2020 and January 31, 2021
2. **Employee & Payroll**
  - a) A list of outstanding advances reconciled to the balance sheet
  - b) Are you paying for all or a portion of your employees’ healthcare? Please provide details.
  - c) Copies of quarterly and annual payroll reports including: 941; 940; UTR-1; DR1094; W-2’s and W-3
3. **Rental Deposits**
  - a) Provide any rental agreements not already provided in previous years
4. **Asset Information**
  - a) Did you purchase, dispose, sell, trade or retire any vehicles or equipment? If so please provide the appropriate information.
  - b) Have you financed any new equipment or vehicles? If so, please provide the purchase contract (if not already provided earlier in the year).
  - c) Did you make any improvements to your leased/rented office?
5. **Loans, Line of Credit, and Credit Cards**
  - a) Statements showing the balance at December 31
6. **Retirement Plans**
  - a) Have you contributed, or plan on contributing, to a SEP or simple retirement plan?
  - b) If you have a retirement plan, please provide census from your TPA to accrue the unpaid Employer Contributions on December 31.
7. **Shareholder Loans**
  - a) Did you loan the corporation any money or pay for expenses not recorded in your software?
  - b) Provide copies of Promissory Notes with the Shareholder
8. **Stock**
  - a) Any change in ownership? If so, please provide the revised stock certificates.
9. **Auto Expenses - For each vehicle provide the following:**
  - a) Make/Model/Year
  - b) Beginning and ending odometer readings
  - c) Business mileage log
10. **Charitable Donations** Receipts made by the business entity
11. **Tax notices** received from the IRS or State tax authority