***Completely Professional Assistance!! We Make Tax & Accounting Less Taxing!!***

**2015 BUSINESS TAX RETURN ENGAGEMENT LETTER**

Dear Respected Client:

Name of the Corporation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FEIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for choosing HP & Associates, PC to assist you with your 2015 taxes. This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide**. In order to ensure an understanding of our mutual responsibilities, we ask all our clients to confirm the following arrangements.**

We will prepare your 2015 Federal and if required State and City income tax returns from the information you will furnish to us. **We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information**. We will provide you with checklist to guide you in gathering the necessary information.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. **You should retain all the original documents, canceled checks and other data that form the basis of income and deductions**. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully to avoid any pertinent information being overlooked or neglected.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities’ interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

**Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are attached along with the tax return and are due and payable upon presentation.**

**By sending us the documents for tax preparation, you agree to pay HP & Associates P.C tax preparation fees. Payment is due on submission of prepared tax return for client’s review and approval.**

We accept payments by Cash, Credit Cards, Checks or Money orders. **We do not provide any quotes or estimates for refund.**

If the foregoing fairly sets forth your understanding, **please sign the letter, as indicated below and return it to our office.**

We want to express our appreciation for this opportunity to work with you. Visit our web site for privacy policy and frequently asked questions and answers.

Your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

We look forward to providing services to you. If you have any questions regarding any items, please do not hesitate to contact us.

Sincerely,

**HP & Associates, P.C.**

Certified Public Accountants

**Credit Card Information (Required for Tax Preparation Fee Payment)**

TAX RETURN PREPARATION WILL NOT BE STARTED WITHOUT THIS INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Card** | **Number** | **Exp. Date** | **CVV/4 Digit**  **Code** | **Cardholder Name as displayed on the card** | **Billing Address & Phone Number** |
| Visa/  Master/  Discover/  American Express | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |
|  |

|  |
| --- |
| Accepted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature of the Taxpayer) |
| Date : \_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_2016 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Note: As per AICPA & IRS guidelines, we will not proceed the tax return preparation**  **unless the Tax Engagement letter is signed.** |
|  |

Your tax return is prepared based on this checklist. So, please don’t send us

Blank/Incomplete Checklist

***(New clients please send a copy of 2014 Federal, State & City Tax Returns)***

***Business Details***

1. Name of the Corporation -
2. Federal Employer Identification number (*if applicable*) - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Type of entity – (*Please* ***check*** *the applicable box ):*
   * 1. ***Sole Proprietor Partnership LLC S Corp Corp***
4. Registered Office Address: -
5. Actual Business location: -
6. Company year end date - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*If other than December 31*)

1. Date of incorporation - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. State of incorporation - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date of election as an S Corporation - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Principal Business Activity - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Telephone Number - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. E-Mail Address - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Method of Accounting: Correct Applicable: - ***Cash Accrual***
8. Bank information for Direct Deposit/Debit for Tax Dues/Refunds/our fees payments.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Bank | Routing Number  ( 9 digits) | Account Number | Type of Account |
|  |  |  | Checking/Savings |

1. State and City Tax Returns you want us to prepare:

|  |  |  |  |
| --- | --- | --- | --- |
| Name/s of State/s for which tax return needs to be prepared (Use additional space if needed) | | Name of City/ies for which the tax return needs to be prepared | |
|  |  |  |  |

16. Owners’ Details

|  |  |  |  |
| --- | --- | --- | --- |
| Social Security Number | Name of owner | Ownership % | Address |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Income and Expense Details***

Enclosed is an organizer that to assist in gathering the information necessary to prepare the current year tax returns or Provide us a soft copy of your QuickBooks file or a print out of your Profit & Loss Account and Balance sheet.

A negligence penalty may be assessed where income is unreported. Accordingly, all Forms 1099, W2, Schedules K-1 and other information must be reported to the Internal Revenue Service and all the information should match with the supporting documents.

Your corporate income tax returns are due on March 15, 2016. In order to meet this filing deadline, your completed tax organizer needs to be received no later than February 15, 2016. Any information received after this date may require an extension to be filed for this return.

Estimated tax payments should be made prior to April 15, 2016 to avoid any additional interest/penalty.

Deadline to file Extension is April 15, 2016. Automatically extension filed by us if your file is in process with us, or extensions are file upon request.

If an extension of time is required, any tax that may be due must be paid with the extension. Any taxes not paid by the filing deadline may be subject to late payment penalties and interest due.

We look forward to providing services to you. Should you have any questions regarding any items, please do not hesitate to contact us.

Attached is Business Income and Expenses Sheet in Excel. Please fill and send us.

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***Thank you for your patronage & we look forward to working with you!***