



TAX SERVICES LLC

## **2020 Business Tax Preparation Engagement Letter**

This letter is to inform you, the business authorized representative, of the services we will provide you, and the responsibilities you have for preparation of your tax return.

### **Tax Return Preparation**

- We will prepare your 2020 Business federal and state tax return based on information you provide. Services for preparation of your return do not include auditing or verification of information provided by you.
- This engagement does not include any audit or examination of your books or records. In the event your return is audited, you will be responsible for verifying the items reported.
- The tax return preparation fee does not include bookkeeping.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- Preparation fees do cover limited assistance.
- The engagement to prepare your 2020 tax returns terminates upon delivery of your completed returns.
- Please store your supporting documents and copies of your tax returns in a secure place for at least seven years.
- The Tax Preparer does not work for nor with the IRS or any state agency. The Tax preparer acts as the transmitter of your tax return and assumes no liability in the processing of the return after it is submitted and accepted by the IRS and State(s).

### **Taxpayer Responsibilities**

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You will provide financial reports, income/expense summaries and supporting documentation.



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- Documents are to be uploaded to a secure drive. You will receive an invitation where you will create an account.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before confirming submission to make sure the information is correct.
- Total Business Tax Preparation Fees are to be paid **UPFRONT** and will be stated **AFTER** all documents/information is received and reviewed and **BEFORE** the start of the tax return preparation.
- Payment method will also be discussed **BEFORE** the start and submission of tax return preparation. Payment accepted Via Quick books Invoice, Paypal Invoice, Direct charge to Debit/Credit Card, Cash (In person), Zelle and Venmo.

### **Tax Preparation Fees**

Federal & State (One State):

Partnership/Multi-Member LLC 1065 **\$499**

S-Corporation 1120S **\$649**

C-Corporation 1120 **\$699**

501(c)3 (Tax Exempt) Non-Profit Organization 990 **\$599**

If NPO Revenue is less than \$50K 990N **\$50**

Additional State returns: **\$20/State**

Postage for mailing checks/tax returns: **\$25**



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This engagement is for **Business Tax Preparation purposes only** and does not include any other services from QTax Services LLC. Accounting and Consulting services are retainer/project based and paid for monthly/hourly. Shaquana Sutton/QTax Services LLC is **NOT** your Accountant unless there is an accounting agreement in place.

By signing this document, you agree that the engagement with QTax Services LLC as your Tax Preparer for 2020 Tax Preparation.

**Signatures.** By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above.

\_\_\_\_\_  
Business' Authorized Representative

\_\_\_\_\_  
Date

Privacy Policy. The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission. Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

Please contact us with any questions regarding our privacy policy.

Last 4 of EIN: