TAX & NOTARY
SOLUTIONS, LLC

2023 TAX RETURN QUESTIONNAIRE FORMS CHECKLIST, AND ENGAGEMENT LETTER S-CORP, PARTNERSHIP

Please fill out this questionnaire in its entirety so we can prepare your tax return if your business is filed as an S-corp or Partnership. Your business will file a separate tax return from your personal tax return. This business tax return will generate a K1 for your portion of the profit/loss and that K1 is filed with your personal tax return. We will need all information on this checklist to complete your tax return. S-Corp (1120-S) and Partnership (1065) Tax Returns are due to the IRS by March 15. The deadline to get information in to us without having to file an extension is March 1.

NOTE: If you have an LLC, we require your business to be in "Active, good standing" with the Secretary of State before we will file your tax return. If your business is not in good standing, we will file your Annual Report for an additional charge of $50, added to your Invoice.

BUSINESS INFORMATION (for New Clients ONLY)

- *UPLOAD A COPY of your tax return from last year if I did not prepare it*

Name of Business: ______________________________

Official Address: ______________________________

Name of Agent and Contact info (if different): ______________________________

Tax ID #: ______________________________

Is your business classified as an S-Corp or Partnership? If yes, which one? ______________________________

Date Business was Created: ______________________________

COMPANY OWNERS(S) – NEED INFORMATION ON ALL LEGAL OWNERS

Full Legal Name (what is on file with Social Security office): ______________________________

- *UPLOAD A COPY of your Driver's License if you are a new client* *www.encyro.com/tns*

Address: ______________________________ Phone Number: ______________________________

Email: ______________________________ SS#: ______________________________

Percentage of Ownership: ______________________________

Full Legal Name (what is on file with Social Security office): ______________________________

- *UPLOAD A COPY of your Driver's License if you are a new client* *www.encyro.com/tns*

Address: ______________________________ Phone Number: ______________________________

Email: ______________________________ SS#: ______________________________

Percentage of Ownership: ______________________________

BUSINESS INCOME

- *UPLOAD A COPY of ALL 1099's you received for your Business* *www.encyro.com/tns*

List the amount of any other Income not reported to you on a 1099 for your Total Sales/Gross Income – not needed if I do your Bookkeeping

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VEHICLE INFORMATION

- If you have the same vehicle as last year, I have your vehicle information saved and I just need your expenses OR mileage. If you are a new client or bought a new vehicle for business during the tax year, I need you to upload a copy of the State Registration and/or Bill of Sale, purchase details.
- If you SOLD a business vehicle during this tax year, I need to know the amount you sold it for and the date sold.
- VEHICLE DEDUCTION INFORMATION - ***You can only choose one*** – either mileage or actual expenses.
  - o If you use mileage expense the first year you claim the vehicle for your business, you can choose either actual or mileage each year after
  - o If you choose actual expenses the first year you claim the vehicle for your business, you have to use actual expenses for the lifetime of the vehicle. The benefit to actual expenses is on a more expensive vehicle you can also deduct depreciation on the vehicle.

If you will deduct MILEAGE expense:

Total miles driven for a year: ____________________ Total miles driven for business only: ____________________

Interest paid for the year (if you have a car loan): ____________________

Parking/Toll Fees: ____________________

Property Tax portion of vehicle registration fees: ____________________

If you will deduct ACTUAL expense:

Total miles driven for a year: ____________________ Total miles driven for business only: ____________________

If vehicle was leased, total amount of lease payments: ____________________

Gasoline: __________ Oil: __________ Tires: __________ Repairs/Maintenance: __________

Vehicle insurance: ____________________ Registration/License Fees: ____________________

BUSINESS EXPENSES
(ONLY fill out if I do NOT do your Bookkeeping OR if you have additional expenses that are not on your books already)

1. Advertising ____________________
2. Wages (paid to W2 employees) ____________________
3. Contract Labor (paid to 1099 contractors) *If you paid any contractor $600 or more for work for your business from your bank account, a 1099 must be issued. I can assist you in filing these 1099's as needed. ____________________
4. Commissions and Fees ____________________
5. Pensions and profit-sharing ____________________
6. Dependent Care benefits ____________________
7. Other Employee benefits ____________________
8. Office Expenses (computer, printers, paper, toner, pencils, staplers, etc.). If any item is over $1000 –list the date purchased and amount. ____________________
9. Supplies (job supplies, tools) ____________________
10. Repairs and Maintenance (repairs,cleaning,etc.) ____________________

11. Insurance (business Insurance, not Health) ______________

12. Taxes & Licenses
    a. Business licenses and permits ______________
    b. Payroll taxes ______________
    c. Personal Property taxes for the business ______________
    d. Real Estate taxes for business property ______________

13. Utilities
    a. Phone (landline) ______________
    b. Phone (cell phone) ______________
    c. Internet ______________
    d. Electric ______________
    e. Gas ______________
    f. Water ______________

14. Building Rent
    a. Office space ______________
    b. Warehouse ______________
    c. Storage ______________

15. Rent
    a. Vehicle ______________
    b. Machinery and equipment ______________

16. Travel expenses
    a. Airline ______________
    b. Transportation ______________
    c. Car rental ______________
    d. Lodging ______________

17. Meals for business ______________

18. Legal and professional fees
    a. Attorney and court fees ______________
    b. Accounting ______________

19. Interest charges
    a. Mortgage Interest ______________
    b. Other bank interest ______________

20. Other business expenses
    a. Bank Charges ______________
    b. Gifts/Charitable Donations ______________
    c. Postage ______________
    d. Uniforms ______________

e. Buildout expenses for a new business location (need total amount and dates) ______________________

f. Improvements made to the office/retail space (need total amount and dates) ______________________

g. Home Office – if you use a home office exclusively for business, please include square footage information if not already in our records. If you do not use the simplified method, please ALSO include home expenses for 2023. ______________________

UPLOAD ALL tax FORMS, COPIES and anything else tax-related to <u>www.encyro.com/tns</u> . We cannot start on your tax return until you send us everything needed.

My signature affixed here is my statement that I have provided a true and accurate representation of my numbers for this tax year. I will notify Tax & Notary Solutions, LLC in writing if there are any changes.

Signature: ____ Date: ______________________

TAX & NOTARY SOLUTIONS, LLC

TAX FILING ENGAGEMENT LETTER

Thank you for choosing me and my firm, Tax & Notary Solutions, LLC ("Accountant"), to assist you with your tax returns.

IMPORTANT DATES TO REMEMBER:

- S-Corp (1120-S) and Partnership (1065) Tax Returns are due to the IRS by March 15.
  - ***We need all data for business returns by March 1.***
  - 10% discount will be applied if a complete tax questionnaire and all documents are received by February 15.
  - A tax extension will automatically be filed on any returns received after March 5 for an additional $50 fee.

- Personal/Individual and Self-Employed/1099 Tax Returns are due to the IRS by April 15.
  - ***We need all data for personal returns by April 1.***
  - 10% discount will be applied if a complete tax questionnaire and all documents are received by March 15.
  - Extensions will automatically be filed on any returns received after April 5 for an additional $25 fee.
  - Pay-by-Refund is available if you expect a refund to cover your tax invoice for an additional $100.

DATA COLLECTION & CHARGES:

- The charge for preparation of your tax return will be a flat fee based on the complexity of the tax return and will include federal return and one state. For additional state tax returns, amended returns, or other tax returns there will be additional charges. If you would like an estimate of your specific tax preparation fees, please contact us. For new clients and other clients not billed monthly, half of your estimated fee is due up front for us to start on your return and the other half is due before filing.
- Pay-by-Refund is offered if you are expecting a tax refund for an additional charge. If your taxes are prepared and you will not be receiving the anticipated refund, your Invoice is due upon receipt and your tax return will not be filed until the Invoice is paid.
- We have a secure electronic portal that all tax data should be sent through at www.encyro.com/tns - **PLEASE USE THIS PORTAL TO SEND ALL OF YOUR TAX DOCUMENTS INCLUDING THIS QUESTIONNAIRE AND ENGAGEMENT LETTER.** Sensitive financial data sent through text/email is not secure. You agree to submit all confidential tax documents including this questionnaire and engagement letter by mail/drop-off or secure upload. All emails our firm sends to you that contain sensitive taxpayer data will be sent through encrypted email. We specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us or to us in connection with the performance of this engagement. **An additional charge of $25 (personal) and $50 (business) will be added to your return if you do not use the secure portal to upload your documents.**
- This tax questionnaire and your agreement to the engagement letter is required before we can prepare your tax return. If you do not provide the answered questionnaire, we will contact you to gather the information. **An additional charge of $25 (personal) and $50 (business) will be added to your return if you do not fill out the tax questionnaire.**
- We are available for you throughout the year as new or updated tax situations arise for you. Established tax clients are allowed one hour of questions or tax advice throughout the year at no cost. After that, any research or tax advice will be billed at $60/hour.

FOR BUSINESS RETURNS (LLC/S-Corp/Partnership):

- We require your business to be in "Active, good standing" with the Secretary of State before we will file your tax return. If your business is not in good standing, we will file your Annual Report for an additional charge of $50, added to your Invoice.
- If you provide your own Bookkeeping/Data; we will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find or fix irregularities and should not be relied upon to disclose errors or fraud. We will inform you of any material errors, fraud, or other illegal acts we discover, but we will not audit or otherwise verify the data you submit. If you want us to work on your books to correct data, that can be discussed for an additional fee.

AGREEMENT TO PREPARE TAX RETURNS:

- We will prepare your federal and state income tax returns. We depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items, but we will not otherwise verify the data you submit. We will provide a questionnaire to help you collect the data required for your return and will help you avoid overlooking important information. All information you provide will be kept confidential.

- We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents. We will provide you with a secure electronic copy of your completed tax return through the Encyro portal. We will not provide you with a paper copy, unless requested. There will be an additional $15 charge for a paper copy of your return. The portal will ask for you to setup a password the first time you receive a secure email from us. This allows you to be able to access the copies I email you at any time.
- Any additional copies of your tax return or supporting documents requested during the tax year will be $25 each and must be paid in advance or will be billed if you are a monthly client.
- A complete tax questionnaire and all documents must be received three weeks before the tax deadline or your tax return may be extended. If no information is received by that time, we will not file an extension without a specific request from you. Please remember that an extension is only additional time to file, not additional time to pay, and interest and penalties accrue during the extension period.
- Review all tax-return documents carefully before signing them. A signed e-file authorization form is required by the IRS before any tax return can be electronically filed. For joint tax returns, both signatures are required before filing. You are responsible for the timely return of this signed form by mail or secure upload.
- If your tax return is unable to be e-filed or is rejected through e-file and it has to be mailed to the IRS and/or State Agency, an additional $15 charge will apply plus the cost of certified mail postage to the taxing authority.
- Please let us know right away if you receive any letters from the IRS or any other tax agency. Responding timely to these communications is extremely important. Additional fees are charged for any representation work.
- If there is an error on the return resulting from incorrect information supplied by you, or due to your subsequent receipt of amended or corrected tax form(s), you are responsible for the payment of any additional taxes, penalties and interest to the IRS as well as additional fees for us to make any corrections. If we are at fault, we will correct your return for free and pay any penalties, however, we are not responsible for payment of any additional taxes owed.
- Either party may terminate this agreement upon giving a ten (10) days written notice. Should this agreement be terminated prior to completion of services, we will prepare a final invoice as you are obligated to compensate us for all services provided, even if we have not completed your return. We reserve the right to suspend our services or to withdraw from this engagement if any of our invoices are deemed delinquent.
- To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated. I appreciate your confidence in me. Please let me know if you have any questions.

I/we, the Client, agree to the above terms and conditions of the Engagement Letter with my signature below:

____________________ Date: ____________________

Print Name: ____________________

____________________ Date: ____________________

Print Name: ____________________