

January 2018

Dear Client,

We are pleased to provide you with professional business tax services. This engagement letter and the attached ***Checklist of Services*** confirms our understanding of the terms and objectives of our engagement and the nature and limitation of the services we will provide.

We will perform services as requested on the attached ***Checklist of Services***. Please acknowledge acceptance of the services requested by signing at the bottom of both this letter and the attached checklist.

This letter covers important information for you for year-end planning and preparing for this tax filing season. To help you manage the to-do list at this busy time of year, we have created a list of key upcoming deadlines. Please read this letter and acknowledge you have read it with your signature. **You can return a signed copy to us via mail, email or fax.**

We can assist you as you gather the information necessary to prepare and file the 2017 returns, but it is your responsibility to be aware of the due dates. Please forward all IRS/State/County notices and forms to us when you receive them.

See attached checklist for filing deadlines

W-2 Forms: The ***amount of health insurance paid on behalf of all S Corporation or LLC members*** should be included on the W-2 form. If you are an S Corp or LLC owner, we need to know how much you paid for family health insurance coverage during 2017. If we prepare your W-2 forms, please provide that information to us no later than January 10, 2018.

1099 Forms: If you have paid sub-contractors or individuals more than \$600 in the 2017 calendar year, you will need to file 1099 Forms. We recommend that you get contractors to provide you with a signed W-9 form before you pay them. We can assist you with filing the 1099 Forms if you provide us with the name, address, social security number or tax id number, and amount paid for each contracted individual. Please have this information to us by January 10, 2018.

Corporate and LLC tax returns: Please provide us with your business financial information by February 15, 2018.

We need a copy of your profit and loss statement and balance sheet for 2017, an Accountant's Copy of your Quickbooks file, and/or an excel file or general ledger summarizing the 2017 transactions. In addition, we need:

- Bank statements for December 2017
- Year-end loan balances if applicable
- A list of business assets purchased in 2017
- Paper work for new loans
- Retirement account information

Personal Property Tax Form: Please review the list you receive from the county and add new assets purchased and remove old assets disposed of in 2017. We will prepare this return from information you provide.

Take Advantage of Tax Breaks for Purchasing Equipment, Software, and Certain Real Property. If you purchased a new business computer, office furniture, equipment, vehicle, or other tangible business property or made certain improvements to real property, be sure to let us know so that we can take advantage of the rules for accelerated depreciation.

Auto Expenses – If you have a business vehicle(s) we need to know how many miles you drove for business during 2017. Please provide something in writing that documents your business miles per vehicle. On December 31, write down the odometer reading on each vehicle. Find out or estimate the odometer reading from the beginning of the year. Keep your oil change records to substantiate the mileage on each vehicle. *The business mileage rate for 2017 is 54 cents per mile.*

Inventory – If you hold and sell inventory in your business, track the value of the inventory as of December 31, 2017, and count your inventory at year end to match up with your records. Value your inventory at the amount it cost you to purchase or produce the items.

This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide. Our fee will be based on the time required at standard billing rates plus out-of-pocket expenses. To affirm that this letter correctly summarizes your understanding of the arrangements for this work, **please sign this letter** in the space indicated and return to us. You can also upload a signed copy to the portal.

We appreciate your confidence in us. Please feel free to contact us if you have any questions or need additional information.

Sincerely,



Shauna Zobrist

Client Acceptance: Client Name _____

Officer's Signature _____ Date _____