

Marta Sullivan, CPA

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**PARTNERSHIP, S-CORP, C-CORP
TAX PACKET**

NEW CLIENTS: Please provide your incorporation documents from the IRS & the state of incorp. and your prior year tax return.

BOTH RETURNING AND NEW CLIENTS: If you use Quicken, Quickbooks etc., or use an accountant to keep your books, please bring a balance sheet and profit and loss statement, but you **MUST** fill in below.

Please fill in total amount spent on any applicable items, most items will not apply to you:

GROSS INCOME	\$
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EXPENSES/DEDUCTIONS:

1. Accounting	\$
2. Amortization	\$
3. Automobile business miles driven	\$
4. Bank Charges	\$
5. Cleaning	\$
6. Commissions	\$
7. Computer Services and Supplies	\$
8. Credit and Collection Costs, Bad Debt	\$
9. Delivery and Freight	\$
10. Discounts	\$
11. Dues and Subscriptions	\$
12. Equipment Rent	\$

13. Gifts (only \$25 per recipient)	\$
14. Insurance	\$
15. Janitorial	\$
16. Laundry and Cleaning	\$
17. Legal and Professional	\$
18. Meals and Entertainment	\$
19. Miscellaneous <i>(Please Itemize on Separate Sheet)</i>	\$
20. Office Supplies & Expense	\$
21. Outside Services / Independent Contractors	\$
22. Parking Fees and Tolls	\$
23. Permits and Fees	\$
24. Postage	\$
25. Printing	\$
26. Security	\$
27. Supplies	\$
28. Telephone	\$
29. Tools	\$
30. Training and Education	\$
31. Travel	\$
32. Uniforms	\$

33. Utilities (if you use a home office, fill in)	total home utilities _____ internet business portion _____ \$ other, pls explain _____
34. Total Farm Expenses	\$
35. Officer Compensation -need W-2 fr corp	\$ will use W-2, do not fill in
36. Employee Salaries -need W-2s fr corp	\$ will use W-2, do not fill in
37. Payroll Taxes -need W-2s fr corp	\$ will use W-2, do not fill in
38. Employee Benefits	\$
39. Pension/Profit Sharing (contributions to SEP, for example)	\$
40. Office Rental -(this incl home office & leased space) total sq ftg _____ office sq ftg _____	\$ mortgage interest _____ rent _____ repairs & maint _____ home insurance _____ prop taxes _____
41. State Taxes Paid incl. \$800 minimum	\$
42. Interest	\$
43. Repairs and Maintenance (other than home office)	\$
44. Advertising & Publicity	\$
45. Equipment or Furniture over \$1,000 each <i>itemize w/ purchase dates on sep. pg, if under \$1,000, incl. in supplies or tools</i>	\$
	\$
	\$
	\$
Distributions from business to personal	\$
CASH BALANCE AT 12/31	\$
OTHER	\$
OTHER	\$

ENGAGEMENT OF SERVICES AGREEMENT

Marta Sullivan, CPA

marta@msullivancpa.com

323-697-7387 <> www.msullivancpa.com <> 13401 Riverside Dr, Sherman Oaks, CA 91423

PRINT CORPORATION NAME: _____ **DATE:** _____

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services I will provide. Our engagement is limited in scope and will be confined to the procedures and practices as set forth herein:

I will prepare your Federal income tax return, and income tax returns for the **STATES OF** _____, with supporting schedules, and perform related research as considered necessary (herein after known collectively as the "returns"). This engagement pertains only to the **TAX YEAR** _____.

My engagement will be complete upon the delivery of the completed returns to you, unless you notify me that you require further tax services including, but not limited to, amendments, audit representation, extensions, past year returns, and any and all other services related to your income tax returns which you request.

The fees for my primary services are per, and as specified in, the accompanying schedule, and services not specifically identified therein will also be based on an hourly rate of **\$315 per hour** or the scheduled rate I publish for that time frame of the current tax year. Your actual client fees incurred will be based on the complexity of your returns, and the time necessary to complete such services.

Based on what can be anticipated for your present expressed needs, I **estimate** that the fees you will pay to Marta Sullivan, CPA will range from **\$900-\$1,215** (see fee schedule on next page) for preparing your Federal and any State income tax returns. This figure may change if more time and/or services other than written above prove to be needed, including services at a later date, such as preparing amendments and providing audit representation. If we anticipate our fees exceeding the aforementioned range, you will be presented the new fees in writing, so as to obtain your approval before continuing with the engagement.

Should my services for a given tax year extend for more than a one-year period, another Engagement of Services Agreement needs to be completed for each year of continuing work.

Please take special note that unless the processing of electronic filing is appropriate for your returns, you will be solely responsible to file any returns I prepare for you with the appropriate taxing authorities.

I will furnish you with my Tax Packet Worksheets to guide you in gathering and understanding the necessary information required for your tax preparation. Your thorough completion and use of these worksheets provide for the most accurate return, and assist me in keeping my fees to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. I will not audit or otherwise verify the data you submit. Accordingly, my engagement cannot be relied upon to disclose errors, fraud or other illegal acts that may exist in the information you have provided. You are responsible for adopting sound accounting policies, for maintaining an adequate and efficient accounting system for safeguarding assets, for authorizing transactions and retaining supporting documentation for those transactions and for devising an internal control system that will help assure the proper preparation of financial statements.

Understand that should you choose to file a return in arrears of the current tax year, or when an amended return is appropriate, a refund is only available to you for 3 years prior to the current tax year.

Continued on next page...

ENGAGEMENT OF SERVICES AGREEMENT continued

In addition to the information you have placed in the Tax Packet, or other papers you may provide, you further acknowledge that to the best of your knowledge and belief during the interview/preparation process you have provided accurate, complete and full disclosure in your answers to any and all questions regarding income, expenses, deductions and exemptions in an effort to ensure that your return is prepared accurately.

To the extent I render any accounting and/or bookkeeping assistance, it will be limited to those tasks I deem necessary for the preparation of the returns and may lead to additional costs. Therefore, your commitment is essential to my ability to complete this engagement. Specifically, I must receive comprehensive information from which to prepare your returns within a reasonable period of time.

If, during our work, I discover information that affects your prior-year tax returns, I will make you aware of the facts. However, I cannot be responsible for identifying all items that may affect your prior-year returns. If you become aware of such information during the year, please contact me to discuss the best resolution of the issue.

It is always possible your returns may be selected for review (audit) by one or more taxing authority. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such tax examination(s), I will be available upon your written request to represent you during the examination and/or during any appeal for an additional hourly fee.

You should retain all the documents, receipts, records, canceled checks and other data that form the basis of income and deductions for at least Seven Years. 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 before you sign the returns and/or the e-file Signature Authorization Forms.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

In acknowledgment and acceptance of these terms and considerations, and as client(s) of Marta Sullivan, CPA (I) (we) hereby enter (my) (our) signature(s).

TAXPAYER SIGNATURE: _____ **DATE:** _____

RATE SCHEDULE

Based on a 90-minute tax return

Corporate Returns

\$900

Single Member LLC

Add \$300

Additional States add

\$50 per state

Additional time \$315/hour

charged in 15 min increments

A \$50 rescheduling fee will be charged for cancellations made under 24 hours.