

ENTITY TAX PREPARATION AUTHORIZATION – 2021 TAX YEAR

Please read, sign and send back to TBC

I, as a Corporate Officer, Member, Executor, Trustee or other responsible authorized party have engaged Total Business Care, LLC (TBC) to prepare my Business Federal and State Income Tax Return for the Fiscal or Calendar Year ended 2021. I understand that it is my responsibility to provide TBC with all the information required to complete my tax return. In that regard I state that, to the best of my knowledge and belief:

I have provided true, correct and complete information regarding my income as listed on Form 1099 and/or attached written summaries and/or accounting records. I understand that it is my responsibility to provide all the information necessary to complete the returns.

I understand that TBC will not advise and is not responsible for advising me or my business in respect to independent contractor status as part of the services provided. Per this form, TBC encourages me to seek independent legal counsel experienced in employment practice matters for any questions regarding classification of employee vs. independent contractor.

I will retain a minimum of 7 years of all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on my return. I will keep documents related to real estate and stock sales and purchases indefinitely. I will keep copies of my tax returns; our suggestion is indefinitely.

I have provided true, correct and complete information regarding amounts I have provided to TBC to claim as tax deductions, and have maintained written documentation supporting all amounts, including logbooks and receipts. I understand that if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions, that TBC will use their professional judgment in resolving the issues.

I understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to TBC, especially business travel and entertainment deductions, business use percentage of autos and other assets, and barter activities, and that penalties may be imposed on returns that are late, underpaid or incorrect.

I understand that TBC will not audit or otherwise verify any information, that TBC may require clarification or additional information, that TBC is not responsible for disallowed deductions or the inclusion of additional unreported income or any resulting taxes, penalties or interest. **I understand that I will be charged an additional fee if TBC is asked to assist or represent me in a tax examination or inquiry.** I understand that, in the event of preparer error, I am responsible for additional tax that may be due, and that the extent of TBC's responsibility is to pay for any penalty that the IRS or the state revenue department may assess.

I understand that I am responsible for reporting foreign activities and will inform TBC of income from foreign sources and/or have signatory authority on a foreign account. (If you are unsure whether income or an account is foreign, we will review it.) **Note that penalties for failure to report foreign activities are severe.**

I will contact TBC immediately if I discover additional information that will lead to a change in my return, or if I receive any letters from the IRS or state taxing authorities.

I understand that I am responsible to contact TBC if I have any questions or concerns about the work being done. If I am concerned about communications, accuracy or feel there is any misunderstanding, I must bring it to the attention of my tax preparer, the Office Manager or other TBC representative immediately.

I understand that it is my responsibility to have knowledge of and communicate any deadlines or requirements imposed on my entity by my clients, partners, employees, government or other authorities or agencies. It is my responsibility to communicate this information to the TBC tax preparer, service provider or Office Manager.

I understand that TBC's policy is to put tax advice in writing, and that I will not rely upon any unwritten advice because it may be tentative, incomplete, or not fully reviewed.

I understand that TBC will not file any federal, state or local tax extensions without my specific authorization.



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I understand that TBC's bill will be due and payable upon completion of these returns and the e-filing of the tax returns and additional services may not be performed until the bill for these services is paid in full.

If there are other services or tax returns that I expect TBC to prepare, such as individual, estate, gift, sales, fiduciary, property, or other states or cities, I will advise TBC.

I understand that TBC uses the United States Postal Service and cloud-based file sharing services to send copies of my tax documents, which contain some sensitive information.

Record Retention

TBC Recommends:

- **You keep your copies of your tax returns indefinitely**
- **You keep documents related to real estate and/or stock sales and purchases indefinitely**
- **You keep all documentation regarding and related to carryover losses, if you have such, indefinitely.**

In accordance with TBC's current document retention policy we will retain copies of our work papers and your tax returns for your engagement for seven years. All your original records will be returned to you. We will provide you a copy of the depreciation schedules and tax returns and other pertinent work papers that should be a part of your books and records. **After seven years our work papers, files and copies of tax returns will be destroyed.**

Physical deterioration or catastrophic events may shorten the term during which our records will be available. The working papers and files of our firm are not a substitute for your original records. It is agreed and understood that in connection with the performance of this engagement by Total Business Care, LLC that the work papers prepared by TBC shall remain the property of Total Business Care, LLC.

Additional Copies of Tax Returns:

- A written and signed authorization will be required to send copies of your tax returns to a third party. An authorization will be required each time you make this request. The fee to send a PDF copy of a tax return to a third party on your behalf is \$25.00 per transmission.
- If you should need replacement copies of your tax returns, we will provide electronic copies for \$25.00 per PDF return or paper copies for \$35.00 per return.

Use Tax

All companies that don't currently have a resale number and who have over \$100,000 (one-hundred thousand) in sales are required to file a use tax with the State Board of Equalization. When sales taxes have not been paid with items purchased, they must be paid with the use tax return. A use tax return is required to be filed on an annual basis.

Termination of Service

Total Business Care, LLC has the right to withdraw services for any reason including but not limited to failure of client to pay fees in a timely manner.

We appreciate the opportunity to serve you, and look forward to a continuing, mutually satisfying relationship.

Very truly yours,

Total Business Care, LLC.

By signing this document you are accepting and agreeing to the terms and conditions in this letter; they shall remain in effect until terminated by either party in writing.

Signed: _____

Date: _____

Printed Name & Position: _____

Entity Name: _____

