TENNESSEN ACCOUNTING & TAX SERVICE, INC.
3496 N. OAKLAND AVE., MILWAUKEE, WI. 53211
414-964-6550 ADMIN@TENNESSEN.NET

2020 BUSINESS TAX ORGANIZER & ENGAGEMENT LETTER
FOR ANNUAL CLIENTS

Please complete this form and return to our office with all your other tax paperwork. 1099 and W-2 forms need to be postmarked to the recipient AND government by **January 31st**. For us to complete your payroll taxes, sales tax, business income tax return, etc. we need all the information on this form as complete as possible as it pertains to your business. Please provide the following forms if applicable, 1099, interest statements, bank statements, year-end credit card statements, year-end mortgage statements, year-end business loan statements, copies of W-2's filed, copies of 1099's filed. If you would prefer to give us the information in electronic format, please contact our office and we can create a folder on our secure portal for you to upload your documents to. Do not email information that contains sensitive information (ex: social security numbers or banking info). Please call ahead to verify drop off options. At this time, we are required to limit the number of people in the lobby and have set drop off times. You can use our mail slot in the door anytime. We will go over pickup options when your return is completed.

Return due dates: Partnership and S Corp returns are due **March 15th**. If an extension was filed, the due date is September 15th. C Corp and Sole proprietor returns are due **April 15th**. If an extension was filed, the due date is October 15th. Please allow at least three weeks for us to prepare your tax returns once we have all your information. If you have questions about when to bring in your tax materials contact our office.

Business Name____

Contact ____

Phone____

Email____

Address____

____

Federal ID Number____

Business Entity Type (please circle one):

C-Corp S-Corp Partnership Sole Proprietor LLC Other:____________

If you will be providing us with financial statements that you prepared, please check this box □
We will need copies of profit and loss statements, balance sheet and general leger printouts for the year.

QUESTIONS FOR ALL BUSINESSES

What is the principal activity of the business?____

Did you materially participate in the operation of this business during 2020? YES [ ] NO [ ]

Have there been any changes in business ownership during the year? YES [ ] NO [ ]

Did the business dissolve, close or was it sold in the last year? If so, what date?_______ YES [ ] NO [ ]

Does the business have any retirement plans? If yes, provide copies of plan documents. YES [ ] NO [ ]

Does the business offer health insurance to employees? YES [ ] NO [ ]

Did you use a dedicated room in your home for business use? YES [ ] NO [ ]
If yes, please list the square footage of the dedicated room you use as well as the square footage of your entire home.______________________________

For new clients or for businesses with change in ownership please be sure to list all owner/member/shareholder names, social security numbers as well as addresses.

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Did the business make any payments that would require it to issue any 1099 forms? YES [ ] NO [ ]
Forms are due to vendors/service providers by January 31st.

If yes does the business want us to prepare the 1099's? YES [ ] NO [ ]
** Please include W-9's for all vendors you paid more than $600 to in 2020.
If you do not want us to prepare them, did you prepare them? YES [ ] NO [ ]

Did the business at any time during the year have a signature authority over or financial interest in any foreign bank accounts? YES [ ] NO [ ]

Have you disposed of or sold any assets during the year? YES [ ] NO [ ]
If yes, please review depreciation schedule from prior year return and cross off assets and write disposed of date or if sold write date sold and sales price.

Vehicle expenses – Total miles driven during the year ____________________

Business use percent________ OR Business miles______________

Was your vehicle available for personal use during off-duty hours? YES [ ] NO [ ]
Do you have more than one business vehicle? YES [ ] NO [ ]
Does the business have evidence to support the claimed business use*? YES [ ] NO [ ]
*You are required to substantiate your expenses by adequate records or by sufficient evidence.

BUSINESSES WITH INVENTORY

Inventory (cost) total on hand at year end $____________________

PARTNERSHIPS

Did the partnership post any entries to the partner/member capital accounts? YES [ ] NO [ ]

If yes, be sure to include detailed records regarding partner/member contributions or withdrawals from the business during the year.

ENGAGEMENT LETTER

We will prepare the 2020 federal and applicable state business income tax returns, from information you provide. This letter confirms the terms of our engagement for the year ended 2020 and explains the services we will provide. This engagement pertains only to the 2020 tax year, and our responsibilities do not include preparation of any other tax filings that may be due to any taxing authority. Our engagement will be complete upon the delivery of the completed returns to you. Our fees for this engagement are not contingent on the results of our services. Our fee for our services is due upon completion of your returns. For balances not paid within 30 days there will be a 1.5% finance charge on overdue balances. There is a $10 fee for additional copies of your returns for each year requested. The mailing fee is currently $10.

FINCEN Reporting Requirements

Please note that any business entity subject to the jurisdiction of the United States having a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having a value exceeding $10,000 in a foreign country shall report such a relationship. Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties.

If your entity has a financial interest in any foreign accounts, you are responsible for providing our firm with all the information necessary to prepare FinCEN Form 114 required by the U.S. Department of the Treasury on or before April 15th of each tax year. If you do not provide our firm with information regarding any interest you may have in a foreign account, we will not be able to prepare any of the required disclosure statements.

Review & Audits

Your business returns may be selected for review by one or more than one taxing authority. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available to assist you during the examination. Any such representation will be billed at a separate rate.

We will prepare the business returns from information which you will furnish to us. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. We will furnish your business with questionnaires and/or worksheets as needed to guide you in gathering the necessary information. It may be necessary to ask you for clarification of some of the information you provide. We will not audit or otherwise verify the data you submit. Your use of organizers, forms, worksheets will assist us in keeping our fee to a minimum. To the extent we render any accounting and/or bookkeeping assistance, it will be limited to those tasks we deem necessary for preparation of the returns.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist. You are responsible for evaluating the adequacy and results of the services we provide. You should retain all the documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority.

Efile Signature Authorization Form

You have the final responsibility for the business income tax returns and, therefore, you should review them before you sign them. Once you sign the efile form allowing us to efile your return, your return will be submitted to the taxing authorities. We have 72 hours to release your return to the taxing authorities from the date you sing the efile form. Please be sure to use the current date when you sign.

Penalties

The law provides various penalties and interest that may be imposed when businesses underestimate their tax liability. You acknowledge that any such understated tax, and any imposed interest and penalties, are your responsibility, and that we have no responsibility in that regard. If you would like information on the amount or circumstances of these penalties, please contact us.

Extending to File

The timeliness of your cooperation is essential to our ability to complete this engagement. Specifically, we must receive your information from which to prepare your returns within a reasonable time period prior to the applicable filing deadline. If you will need us to file and extension for your business, please contact our office. See above for due dates.

E-mail Correspondence
In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Tax Planning Services
We will also provide you with interim and year-end tax planning services on issues that you specifically bring to our attention. Please be sure to sign the attached Consent to Use Tax Information Form. Our ability to provide you with appropriate guidance on such issues will be entirely dependent on the timeliness, accuracy, and completeness of the relevant information bearing on the issue which we will rely on you to provide to us. Although we may orally discuss tax planning issues with you from time to time, such discussions will not constitute advice upon which we intend for you to rely for any purpose. Rather, any advice upon which we intend for you to rely, and upon which you will rely, will be in a written format or correspondence from us to you, and any such writing will supersede any prior oral representations between the parties on the issue. This tax planning will be billed separate from the business return preparation.

Legal
Any litigation arising out of this engagement must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. Our liability relating to the performance of the services rendered under this letter is limited solely to direct damage sustained by you. In no event shall we be liable for the consequential, special, incidental, or punitive loss, damage, or expense caused to you or to any third party. Notwithstanding the foregoing, our maximum liability relating to services rendered under this letter (regardless of form of action, whether in contract, negligence or otherwise) shall be limited to the fees received by us for this engagement. The provisions set forth in this paragraph shall survive the completion of the engagement. This engagement letter is contractual in nature and this letter supersedes any prior oral or written representations or commitments by or between the parties. Notwithstanding anything contained herein, both accountant and client agree that regardless of where the client is domiciled and regardless of where this Agreement is physically signed, this Agreement shall have been deemed to have been entered into at Accountant's office located in Milwaukee County, WI, USA and Milwaukee County, WI, USA, shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of Wisconsin.

Privacy Policy
It is our policy to keep your personal and business information confidential to the extent permitted under law. We do not disclose any non-public personal information about our customers or former customers to anyone, except as instructed to do so by such customers or as required by law. We restrict access to non-public personal information to those professionals necessary to prepare, assemble and present your tax documents and we maintain physical, electronic, and procedural safeguards to guard your non-public personal information.

If you agree to authorize us to prepare your business income tax returns pursuant to the terms set forth above, please sign on the line below designated for your signature and return the original of this executed letter to our office. You should keep a copy of this fully executed letter for your records. If our office does not receive a signed letter from you, then this office will not proceed to provide you with any professional services and will not prepare your business income tax returns.

ACCEPTED AND AGREED:

Authorized Business Representative Name & Title (print):________________________________

Signature: ____________________________________ Date: __________________