



Larry K. Anderson, P.C.  
Certified Public Accountant

### Agreement for preparation of 2016 S Corporation Income Tax Returns

This letter is to confirm and specify the terms of our engagement for the year ended December 31, 2016 and to clarify the nature and extent of the services we will provide. Also, by sending you this engagement letter we have assumed that you are the person responsible for the tax matters of the corporation. If this is not a correct assumption, please furnish us with the name of the tax matters person.

Our engagement will be designed to perform the following services:

1. Prepare the federal and state income tax returns with supporting schedules from information that you will provide to us.
2. Perform any bookkeeping we find necessary for the preparation of the income tax returns.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will make no audit or other verification of the data you submit, although we may need to ask you for clarification of some of the information. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information for us. Your use of such forms will assist us in keeping our fee to a minimum.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor wherever possible.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or circumstances of these penalties, please contact us. Because an S Corporation is an entity whose tax attributes flow through to its shareholders, the penalty for substantial understatement of tax relating to shareholder items may be imposed at either the corporate or shareholder level.

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Management is responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of the financial records. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign and file them.

Your returns may be selected for review by the taxing authorities. 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 upon request to represent you and will render additional invoices for the time and expenses incurred.

Our charge for these services will be based upon the amount of time required at our standard billing rates, plus out-of-pocket expenses, subject to a minimum charge of \$695. If accounting services are required to prepare your tax returns, separate charges will apply. All invoices are due and payable upon presentation. A late charge of 1.5 % per month will be assessed on all past due amounts.

If the foregoing fairly sets forth your understanding, please sign this letter in the space indicated and return it to our office. However, if there are any additional returns you expect us to prepare, please note this at the end of the returned copy of this letter, just below your signature.

We want to express our appreciation for this opportunity to work with you.

Sincerely,

Larry K. Anderson, CPA

Accepted By:

Company Name	_____
Your signature	_____
Date	_____
Your name (print)	_____
Your title	_____



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### 2016 S Corporation Tax Questionnaire (1120S)

Please answer or provide the following:

	<u>YES</u>	<u>N/A</u>
1. Did you receive correspondence from tax authorities regarding prior year(s) returns? If yes, please provide copies	_____	_____
2. Were there changes in ownership or changes in owners addresses? If yes, please provide details.	_____	_____
3. For each officer please provide compensation, percentage of ownership, time devoted to business, date ownership acquired and detail of distributions received.	_____	_____
4. Please provide schedules of loans to/from shareholders, officers and related parties including interest rates and payment schedules.	_____	_____
5. Do you have mileage records for company-owned passenger vehicles?	_____	_____
6. Do you have written records of meal and entertainment expenses, including business purpose?	_____	_____
7. Please provide copies of Forms 1099, 941, 940, 5500, and W-2 that have been filed (If we did not prepare them).	_____	_____
8. Please provide copies of Forms 1099 and Schedules K1 that have been received.	_____	_____
9. Did the business make any payments that would require it to file 1099s. If yes, were they filed?	_____	_____
10. Please provide a schedule of assets acquired and/or sold during the year including date acquired, date sold sales or purchase price, including any trade-in allowance.	_____	_____
11. Please provide a schedule of fringe benefits paid on behalf of more than 2% shareholders and indicate which have been included in their Form W-2.	_____	_____
12. Did the business make any charitable contributions? If yes, please provide details.	_____	_____
13. Did the business pay any club dues?	_____	_____
14. Dis the business have any non-deductible expenses, such as penalties and life insurance premiums.	_____	_____
15. Did the business conduct activities in other states? If yes, provide details.	_____	_____
16. Does the business have any foreign bank or financial accounts? If yes, provide details.	_____	_____
17. May the Internal Revenue Service discuss questions about this return with the preparer?	_____	_____

If we do not maintain your bookkeeping records, please provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement.

Company Name \_\_\_\_\_ Tax Year \_\_\_\_\_

Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_