

Ed Lloyd & Associates, PLLC
Business Tax Return Information Request

The following information is needed for the preparation of your year-end tax return. Please answer all questions so we can prepare a complete and accurate return for you. Thank you for your assistance.

Company: _____

Year ending: December 31, 2009

		Comments	Yes	No
1.	Are there any changes in owner's addresses or names? If so, please detail changes.			
2.	Was there a change in business address? If so, please detail.			
3.	Was there a change in ownership? If so, please detail any changes so we can update your records. We will need the dates and amount of change.			
4.	Include a backup of your accounting records. QuickBooks-We need admin password Include the login name and password if applicable.			
5.	We need your year end bank statement and bank reconciliation if we do not prepare it for you.			
6.	Multi-State?? Do you have workers, locations or nexus in another state? If so, we need breakdown by state for: 1) Sales – Provide a list totaled by state 2) Payroll – Provide a list totaled by state, and 3) Property – Identify all new assets by state			
7.	Has the business loaned the owners any money this year? Is there interest on the loan?			
8.	Did you purchase a vehicle or equipment and finance it? Please include copy of the finance statement.			
9.	Vehicles: Did you purchase a truck, full body van or SUV >6,000 lbs? Please let us know so we can take advantage of potential extra depreciation for you.			
10.	Did you sell or dispose of any assets? Please list these assets and include a copy of the sales document if applicable.			
11.	Business personal property tax listing: Do you want us to prepare for you? All businesses are required to file this listing.			

		Yes	No
12.	Include the year end statements for: ➤ Notes and loans payable ➤ Credit cards ➤ Any other debt		
13.	PAYROLL – Include a copy of the Form 940 or 940EZ (year end payroll reports) AND a copy of the W-2's for each officer.		
14.	Do you have a retirement plan? ➤ List the type of retirement plan _____ ➤ Amount of contributions made for the year \$ _____ ➤ Amount of any additional contributions you will make for this tax year \$ _____.		
15.	Did you pay for officer life insurance in the business? If so, how much did you pay?		
16.	Did you pay officer disability insurance premiums in the business? If so, how much did you pay?		
17.	Did you pay health insurance for owners with 2% or more ownership? If so, how much?		
18.	Does your business have a brokerage account? If so, please include year end report.		
19.	Did you have home office or expenses that the business did not reimburse you for? Please provide a listing of all these expenses.		
20.	Did you make estimated income tax payments? If so, please provide a listing of all payments made, to the IRS and states.		
21.	NC Employers – Do you have 25 or fewer employees and pay at least 50% of health insurance costs? If so, give us the number of employees who make \$40,000 or less for the year, to determine the credit for you. Employers are also eligible.	Number of eligible employees _____	
22.	Have you signed the enclosed engagement letter? We must have this signed to complete your return.		
23.	Is there anything you would like us to assist you with that we are not currently providing for you? - Business Consulting _____ - Tax Reduction _____ - Financial Planning _____ - Other _____		

Completed by: _____ Date: _____

When is the best time and number for us to contact you with questions and go over your tax return?

If there is any additional information you believe we need to complete your return, please detail below:

ADDITIONAL CLIENT INFORMATION:

ED LLOYD & ASSOCIATES - TAX PREPARER NOTES:



2009 Business Tax Engagement Letter

Thank you for engaging us to prepare your 2009 Business Income Tax Returns. This letter is to confirm our mutual understanding of the nature and extent of the services we will provide. In order to ensure a complete understanding of our mutual responsibilities, we ask all clients for whom tax returns are prepared to confirm the following arrangements.

We will prepare your 2009 federal and state income tax returns from the information that you provide to us. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of the information. We have enclosed a Business Tax Return Information Request to guide you in gathering the necessary information. Your use of this request will assist in keeping pertinent information from being overlooked and will allow your return to be prepared more efficiently.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. 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. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Unless we are otherwise advised, you confirm that expenses such as meals, travel, entertainment, vehicles use, gifts, and related expenses are supported by necessary records required by the Internal Revenue Service. At your request, we are available to answer your questions and advise you on the types of records required.

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 whenever possible. You agree that any liability of Ed Lloyd & Associates, PLLC arising from this engagement will be limited to the fees paid.

Our fees for all tax related services will be based upon our standard billing practices at the time of the engagement, which account for the time expended to complete the engagement, the complexity of the engagement, and other expenses incurred. Your payment for the tax related services are due when we have completed the work and will be required before we will release your returns. Interest charges of 18% per annum and all related attorney and collection costs will be added to your invoice for non-payment. The tax related services are an obligation of the business, and all of the owners individually and all efforts to collect will be directed at the business and owners of the business regardless of your entity structure.

This engagement does not include responding to inquiries by any governmental agency or tax authority, or if your returns are selected for review from the taxing authorities. Any proposed adjustments by the examining agent are subject to the rights of appeal. In the event of such government inquiries or examination, we will be available upon request to represent you and will bill you separately for those services.

Our work in connection with your income tax returns does not include any procedures designed to discover fraud, thefts, or other irregularities, should any exist.

Federal, state and local authorities impose various penalties and interest charges for noncompliance with tax law, including for example, failure to file or late filing of tax returns and underpayment of taxes. You as the taxpayer remain responsible for the payment of all taxes, penalties, and interest charges imposed by taxing authorities.

The law imposes a penalty equal to 20% of the underpayment of tax where taxpayers make a substantial understatement of their tax liability. A taxpayer may qualify for the substantial authority exception by showing that the company reasonably believes that the tax treatment of an item is more likely than not the proper tax treatment if:

1. The taxpayer analyzes the pertinent facts and authorities and, in reliance on that analysis, reasonably concludes in good faith that there is a greater than 50% likelihood that the tax treatment of the item will be upheld if challenged by the IRS; or the taxpayer reasonable relies in good faith on the opinion of a professional tax advisor's conclusion that there is substantial authority on the tax treatment of an item.
2. The relevant facts affecting the item's tax treatment were adequately disclosed on Form 8275 or 8275-R, attached to the return, and there was a reasonable basis for the position.

You agree to advise us if you wish to disclose a tax treatment(s) on your return. You may request our assistance to identify or perform further research to ascertain if there is "substantial authority" for the position to be taken on the tax items in your returns. If you so request, we would be pleased to discuss providing this additional service to you under the terms of a separate engagement letter.

The law also imposes substantial penalties on taxpayers and preparers for failure to disclose "reportable transactions." Reportable transactions are potentially abusive transactions identified by the IRS whose primary purpose is tax avoidance. You agree to advise us of any reportable transactions identified under tax law and regulations. You agree that it is solely your decision to disclose any reportable transactions in the returns that we prepare for you. You agree to pay all fees and expenses incurred if you do not permit us to complete the returns.

The above services and fees relate solely to the preparation of your 2009 federal and state income tax returns. Upon request, we are always available to assist you with IRS and state notices, accounting services, tax planning, quarterly estimated income taxes, financial planning and business consulting services. We encourage you to engage our services to discuss significant transactions with us prior to entering into such transactions, in order to allow for proper planning and to prevent unexpected tax consequences.

If the terms of this engagement letter are acceptable, please sign at the bottom of this letter and return it to us with your information request and tax information. We appreciate this opportunity to work with you and to continue to serve your needs.

Sincerely,

ED LLOYD & ASSOCIATES, PLLC

Agreed to by:

Signature and Title

Company

Date

To ensure compliance with requirements imposed by the IRS, we inform you that any U.S. federal, state or local tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code, state or local authorities or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.