



Business Details:

If business name and contact details remain unchanged, skip below

Business Name:

DBA (if applicable):

Business Structure (circle one): Partnership LLC

LLC taxed as an S Corp S Corp C Corp Trust

Email:

Phone:

Current Address:

Owners and percentage ownership share:

Tax matters contact:

Method of income/expense tracking: QuickBooks Online D Do we have access?
QuickBooks Desktop Excel Other (detail)

PTE taxes paid (list amounts and dates paid):

Ending bank balance as of 12/31/23:

Total partner or shareholder distributions:

Total contributed or planned to be contributed to your solo 401k, SEP IRA or SIMPLE IRA (please detail):

At any time during the year, did the business receive, sell or dispose of a digital asset (crypto or other)?



Contractors and Employees

Did you pay any contractors over \$600 during the year? Yes

If yes, did you issue 1099s or need assistance issuing 1099s?

1099s Issued:

Need assistance:

Complete this form if you would like us to prepare 1099s for you.

If an S Corp, do you pay shareholders a salary? Yes

Does your business have employees? Yes

What service do you use to process payroll?

ADP inFocus

Other (please upload W2s and payroll summary)

Did the business pay for the owner(s) or shareholder(s) health insurance? Yes

Specify amount if not included in P&L:



Reed Accounting Tax Preparation Agreement

We appreciate the opportunity of working with you and advising you regarding your federal and state income taxes. In order to ensure an understanding of our mutual responsibilities, we ask all of our clients for whom returns are prepared to confirm the following arrangements:

1. We will prepare your federal and resident state tax returns; and, for an additional fee, any other state returns you may be required to file. These returns will be prepared from information which you will furnish to us. We will not audit or make any other verification on the data you submit, although it may be necessary to ask you for clarification on some of the information. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping the fee to a minimum.
2. It is your responsibility to provide all of the information required for the preparation of a complete and accurate tax return. You should retain all documents, canceled checks and other data that form the basis of income and deductions for at least the period of the statute of limitations. You should also retain documents that support items carried over into open years, such as cost basis information, nondeductible IRA's, net operating losses, etc. This information 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; therefore, you should review them carefully before you sign them. If for some reason you believe your returns have not been received by the taxing authorities, (i.e. didn't get your refund or they haven't cashed your check) then please contact us.
3. We will use our professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretation of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.
4. 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, please contact us. The Internal Revenue Service also imposes penalties upon taxpayers and return preparers for failure to observe due care in reporting for income tax returns.
5. 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. If the taxing authorities correspond with you, please forward the correspondence to us in a timely manner for review and analysis. The fee to review and resolve this would be \$200/hour for work performed. If audit protection is selected at the time of tax filing, the fee will be a flat \$250.



6. Our fees are based upon a combination of our standard rate schedule for the type of forms required to be filed, the time incurred to prepare an accurate and complete return, and the relevant tax issues associated with your return plus out of pocket expenses. The quoted fee can be calculated on our website and may be subject to change. You will be notified prior to completion if your rate will be greater than the range provided. Our minimum fee is \$305 and we may require a deposit of that amount at the time we begin preparation of your tax return. The remaining balance will then be billed to you upon completion of the return. Additional tax advisory, bookkeeping, payroll, or other services, outside of the scope of the return preparation, will be billed at \$200/hour unless specified otherwise. All invoices are due and payable upon presentation. Unpaid invoices are subject to a 1% finance charge (\$5.00 minimum) after 30 days. Costs to collect, including reasonable attorney's fees, will be added to any outstanding invoices.

If the foregoing fairly sets forth your understanding, please sign in the space indicated. Thank you for your trust in our professional tax preparation services.

Acknowledged,

Client signature, name and date

Additional Notes for Tax Preparation: