

Elite **Tax and Financial Services, LLC**

PARTNERSHIP INFORMATION FORM

TAX YEAR _____

Partnership Information

Business Name: _____ EIN # _____ - _____

Business Address _____ City _____ State _____

Zip _____ County _____

Date of Agreement: _____ Was an LLC Formed?: YES or NO

State in which the Partnership was formed _____ # of Partners _____

Business Activity _____

Fiscal Year if different from Calendar Year _____

Initial Return ____ Final Return ____ Address Change ____ Amended Return ____

Partners Contact Information

Partner 1 Name _____ SS # _____

Address _____

% of Ownership _____ Partners Phone: (_____) _____

CELL or HOME _____ Partners Contact E-mail: _____

Partner 2 Name _____ SS # _____

Address _____

% of Ownership _____ Partners Phone: (_____) _____

CELL or HOME _____ Partners Contact E-mail: _____

Partner 3 Name _____ SS # _____

Address _____

% of Ownership _____ Partners Phone: (_____) _____

CELL or HOME _____ Partners Contact E-mail: _____

Partner 4 Name _____ SS # _____

Address _____

% of Ownership _____ Partners Phone: (_____) _____

CELL or HOME _____ Partners Contact E-mail: _____

All information I have given is true and correct to the best of my knowledge.

Signature of the signing partner for return _____ Date: _____

Client Name: _____ Tax Years Covered: _____

Partnership Engagement Letter

To: *Elite* Tax and Financial Services, LLC

I have engaged your firm to prepare both my Partnership (1065) Federal and state of North Carolina income tax returns or any other state as applicable. *I am aware that this engagement is only for the tax preparation of the taxpayer's tax returns. Elite Tax will have another engagement for any QuickBooks work or QuickBooks help. I am aware Elite Tax does not prepare or have anything to do with payroll. I am aware that if I have questions regarding payroll or QuickBooks help then I will be charged a fee for this consultation service.* I also understand that it is my responsibility to provide you with all of the information required to **complete my tax return only**. In that regard I state that, to the best of my knowledge and belief:

(Please initial on every line, verifying that you have read and understand what is required of you)

____ 1. I have provided true, correct, and complete information regarding my Partnership income and expenses as listed on my Profit and Loss from QuickBooks that has been completely reconciled for the tax year. Also written summaries will be provided if available. I will provide tax preparer with bank statements and any data needed to help in the preparation of the returns.

____ 2. I will retain for at least **four years** all the documents, receipts, canceled checks, and other records required to substantiate the items of income and expense claimed on my return.

____ 3. I understand that if a question arises regarding the interpretation of tax law, that Elite Tax will use their professional judgment in resolving the issues. Elite Tax will not audit the information but might ask for clarification.

____ 4. I understand that there might be deductions that are not allowed by law and Elite Tax will not take these deductions.

____ 5. *I understand that I will be charged an additional fee if I asked for assist or represent me in a tax audit, examination or inquiry.* I understand that, in the event of preparer error, I am responsible to pay the additional tax that may be due and interest, but that the extent of Elite Tax's responsibility is to pay for any penalty that the IRS or the above stated revenue department may assess. This is only if Elite Tax gets the letter within **30 days of my receipt of the letter**.

____ 6. I will contact you **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.

____ 7. *I understand that your bill will be due and payable upon completion of these returns unless in the off season Elite Tax will get at least half of the estimated bill amount, and that additional services will not be performed until the bill for these services is paid in full.*

____ 8. *I understand that Elite Tax's bill will be based upon a schedule of tax form prices that were prepared and any additional work that was done to prepare the tax return.*

I have read, understand, and accept the conditions of the engagement letter as discussed above.

Date _____

Officer Signature