

Thank you for selecting [Ed O'Neill Ltd](#) for all your corporate tax needs. We appreciate your business. There are certain documents required to file your corporate taxes. We are here to assist you in determining what forms and information are needed to successfully file your taxes.

In compliance with the continuous tax law changes, and in an effort to serve you better, all Corporate taxpayers must complete and submit the [Corporate Letter of Engagement](#), on page two of this document.

Kindly use the Corporate Document Checklist below to assist you when submitting your Corporate Tax Documents.

Please be sure to include all **TOTALS**.

VOIDED CHECK

ALL INCOME

- Total Bank Deposits
- Cash Receipts
- Interest & Dividends
- Rent (collected)
- Tax (collected)

COMMON EXPENSES

- Cost of Goods Sold (supplies)
- Payroll
- Repairs
- Rents (paid)
- Taxes (paid)
- New Equipment Purchased

ADDITIONAL EXPENSES

- Auto
- Bank Fees
- Dues
- Equipment Leased
- Insurance
- Internet Fees
- Legal Fees
- Meals & Entertaining
- Tolls & Parking
- Payroll Processing
- Postage
- Software
- Telephone (including cellular)
- Utilities
- Travel

Your business is appreciated. Thank you for your confidence with Ed O'Neill Taxes Ltd.

Many happy returns,

Ed

Office of Ed O'Neill Ltd.

2020 CORPORATE LETTER OF ENGAGEMENT

Dear Corporate Client:

Thank you for choosing Ed O'Neill LTD to assist you with your 2020 taxes for your corporation. This letter confirms the terms of our engagement and outlines the nature and extent of the services we will provide.

We will prepare the 2020 federal and state (if applicable) income tax return(s). We will depend on management to provide the information we need to prepare complete and accurate returns. We may ask management to clarify some items but will not audit or otherwise verify the data you submit.

We will perform accounting services only as needed to prepare your tax return(s). Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for management to clarify some of the information submit. We will, inform management of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on behalf of the corporation, the alternative selected by management.

Our fee will be based on the forms required at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

We will return your records to you at the end of this engagement. These records, along with all supporting documents, canceled checks, etc., should be securely stored, as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your tax returns for seven years, after which these documents will be destroyed.

Our engagement to prepare your 2020 tax returns will conclude with the delivery of the completed returns to management (if paper filing) or the signing by the tax matters partner, and the subsequent submittal, of the tax return (if e-filing). If management has not selected to e-file your returns with our office, management will be solely responsible to file the returns with the appropriate taxing authorities. The tax matters partner should review all tax-return documents carefully before signing them.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please print and sign this letter in the space indicated and return it to us.

We appreciate your confidence in us. Please call if you have questions.

Sincerely,

Ed

Edward O'Neill

Officer Signature _____

Name of Corporation _____ Date _____

Please print clearly

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