

We hope all our business owners had a healthy, prosperous and safe 2021! Please note our website has been updated with a wealth of additional information.

- All Corporate Tax Returns require a **Voided Check**. New York State requires all corporate franchise fees to be paid electronically. In order for us to process this on your behalf we must receive a voided check NO LATER than January 17<sup>th</sup>. The checking account provided will be debited the applicable franchise fee.
- **If we do not receive a voided check by January 17<sup>th</sup> it is the Corporate Taxpayer's responsibility to pay the franchise fee online by March 15<sup>th</sup>.** The website is <http://www.tax.ny.gov>.
- Corporate Tax Returns will be prepared **January 2<sup>nd</sup> through January 31<sup>st</sup>**, otherwise an **extension will be filed** and the return will be completed **AFTER** April 15<sup>th</sup>.
- **WHEN MAKING AN APPOINTMENT:**
  - We are currently scheduling **CORPORATE** appointments for January. Please call us immediately for January availability. Please have at least two (2) dates and times in mind when calling.
  - If leaving a voicemail message, please:
    - ❖ Clearly spell your last name.
    - ❖ Leave your company name.
    - ❖ Leave preferred dates and times (example: Mondays after 2 or Tuesdays and Thursdays before noon) and we will call you back to confirm
    - ❖ Please leave a phone number where you may be reached. Clear voicemail messages in the event we need to leave a voicemail message.
  - We will call you back to confirm your appointment.
  - **We will not schedule any corporate appointments after January 31<sup>st</sup>.**
- **You do not need an appointment to have your corporate tax return prepared by us!** Simply upload your scanned documents to the [SecureFile Pro Portal](#), email, drop-off, fax, or mail all pertinent information, including a voided check, to us prior to January 17<sup>th</sup>. Please remember when utilizing our mail-in option kindly include an updated E-MAIL ADDRESS AND PHONE NUMBER and the signed Letter of Engagement and Corporation Information form included in this newsletter.

➤ *For your convenience, with this newsletter, we have included a Corporate Document Checklist.*

Many happy returns,

*Ed*  
Office of Ed O'Neill Ltd.

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](#), and [Corporate Information Sheet](#) included in 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.



Thank you for selecting Ed O'Neill Ltd for processing your corporate tax returns. Kindly complete the information below so that we may properly process your returns. Please clearly print.

## **Corporation Information:**

Corporation name: \_\_\_\_\_

Principal's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Corporation Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Did you provide a voided check for the New York State Franchise fee? YES / NO

Has your corporation traded any cyber currencies? YES / NO

How would you like your tax return sent to you when completed? Portal / E-mail / Mail

How would you like to meet with Ed? Tele-conference / Zoom / In-person / No meeting necessary  
(Availability for In-Person meetings will be limited)

Kindly submit this document with a copy of a **voided check and the Signed Corporate Letter of Engagement** along with all your tax documents



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**2021 CORPORATE LETTER OF ENGAGEMENT**

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Dear Corporate Client:

Thank you for choosing Ed O'Neill LTD to assist you with your 2021 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 2021 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 there are any concerns about such penalties.

The returns will be prepared based on the laws in effect at the time of preparation. We are not responsible for any retroactive law changes made by the federal or state governments after the returns have been prepared. If amended returns are needed from these law changes, you will be required to be charged at the same fees listed below.

If 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.

If management has not selected to e-file the returns with our office, management will be solely responsible to file the return(s) with the appropriate taxing authorities. The officer should review all tax-return documents carefully before signing them. Our engagement to prepare your 2021 tax returns will conclude with the delivery of the completed returns to management, or with e-filed returns with the tax matters representative's signature and our subsequent submittal of the tax return.

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.

Thank you for the opportunity to be of service. For further assistance with your tax return needs, contact our office.

Sincerely,



Edward O'Neill

Name of Corporation (please print clearly) \_\_\_\_\_

Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

