



CORPORATION

INFORMATION SHEET _____ TAX YEAR

PLEASE PRINT CLEARLY SO ALL INFORMATION CAN BE EASILY READ

1120 CORP: _____ 1120S CORP: _____ LLC: _____

Employer Identification Number: _____ - _____ Date of Incorporation: ____/____/____

Business Name: _____

Doing Business as: _____

Change of Address: Y _____ N _____

Address: _____ Suite # _____

City: _____ State _____ Zip code _____

Cell/Work Phone: _____ - _____ - _____ Ext: _____

Fax Number: _____ - _____ - _____ E-Mail: _____

Owner &/or Member Name	SS #	Address	Title
_____	_____ - _____ - _____	_____	_____
_____	_____ - _____ - _____	_____	_____

By signing below, you understand your corporate tax return is prepared based upon the information that you provide to us. It is our goal to make sure that you understand how it is prepared, & to make sure you receive the great service you expect from our company. When presented with your completed tax return, please review all information to make sure that there are no omissions or misstatements of material facts and income. We value your business and appreciate your continued support!

STATEMENT OF UNDERSTANDING FOR CORPORATIONS

You have chosen the professionals at E-FILE TAX SERVICES OF NEVADA, INC to prepare & file your corporate tax return for the year 2023. In doing so, you are personally telling us that you have received all your tax information (P&Ls, 1099s, expenses, etc.) & that your corporate tax return is ready to be filed. Please be aware that payment is due upon completion of your tax return. We will not be able to e-file or release your copies until all payments are collected. If you receive additional information after we file your return, this document is your official notification that should you request our services in filing the required amended return, we will be charging you a minimum of \$200 for this additional service. If there is a state return involved with the amendment, an additional charge of \$100 will be added to the total cost of the amended return.

All clients will be given one copy of their tax return. Should you need additional copies now or at a later date, we will happily provide them to you; however, there will be a \$5 charge per copy per return. If you have not been a client of ours for 2 years or more, there will be a \$25 charge per copy per year of past tax years. We retain copies of your tax return and supporting documents for a period of 5 years. **Proof of identification will be requested before tax information is released to you or a third party. You should keep your original records in secure storage for a minimum of 7 years.**

E-File Tax Services of Nevada, Inc wants to make it clear that if at any time the undersigned is involved in a legal matter and E-File Tax Services of Nevada, Inc is required to act, respond &/or appear for a deposition, court hearing &/or for any other legal matter, the undersigned will be responsible for any and all legal costs and a daily fee of \$1500 per tax preparer, per accountant &/or office staff.

If you have read & understand the above, please sign and date below.

Signature: _____

Date: _____



CORPORATION IRS ASSISTANCE ASSURANCE (CIAA)

PRICE: \$100.00 _____ ACCEPTS FOR TAX YEAR 2023

_____ DECLINES FOR TAX YEAR 2023

DETAILS: This protection offers you IRS assistance, reviewing IRS letters and responding to the IRS and any local tax agencies for tax return/s prepared by E-FILE TAX SERVICES OF NEVADA, INC. Without this protection, we will charge a minimum of \$100 for IRS letter review, \$100/hour for IRS Insurance assistance and \$75/letter for any written correspondence to the IRS &/or local tax agency, which you, the client, would be responsible for without CIAA.

WHAT THIS PROTECTION PROVIDES YOU:

IRS ASSISTANCE:

If the IRS audits you, we will assist you in answering questions regarding the preparation of your return, help you organize your receipts & guide you in what is required to face the IRS. **(Fees mentioned above will apply without CIAA)**

IRS &/OR STATE LETTERS & INQUIRIES:

If you receive an IRS or State letter of any kind, we ask that you mail, fax or email a copy of the letter to us for review. Once we have reviewed the letter, we will inform you of what action needs to be taken. This could include; paying the amount requested by the IRS/State and/or doing an amended return **(amendments are an additional cost of \$200+)** and/or writing a response letter/s to the IRS/State. **(Fees mentioned above will apply without CIAA)**

All SUPPORTING DOCUMENTS must be given to the Tax Preparer at time of the tax preparation to validate all claims. Any information omitted at the time of your tax preparation is not the fault of the Tax Preparer & the CIAA will not be implemented. So please make sure everything is given to the Tax Preparer at the time of service & remember it is your responsibility to review "Your Tax Return" prior to signing, mailing and/or e-filing.

ENTITIE'S NAME

OFFICER/MEMBER'S SIGNATURE

DATE

TAX PREPARER'S PRINTED NAME

TAX PREPARER'S SIGNATURE

DATE

AMENDMENTS ARE \$200+ AND ARE NOT COVERED WITH CIAA

****THIS DOES NOT COVER ENROLLED AGENT REPRESENTATION BEFORE THE IRS (\$200/hr. 2 hr. minimum)****