



# 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 **2020**. 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: \_\_\_\_\_

