

Solestine M. Lancaster, CPA

AUTHORIZATION TO PREPARE NON-PROFIT TAX RETURNS

Upon your authorization, we will prepare your **2017** Federal "990" Exempt tax returns, based on our understanding of the current tax laws, from information that you furnish to us. We will not audit or check the data you submit; although, we may ask you to clarify it. The attached checklist is to help you gather the necessary information.

Your tax returns are due to be filed by May 15th. Extensions beyond this date must be formally requested below. To ensure the timely completion of your tax returns, **we ask that you provide your records to us as early as possible.**

If there are particular tax issues that you wish to discuss related to your tax returns, please call to schedule an appointment at your earliest convenience. Otherwise, we will look for your records as soon as you can get to us.

We want to remind you that you have the final responsibility for the completed income tax returns; therefore, you should review and understand them, and get your questions clarified, before you sign to authorize for filing electronically or by mail. You must maintain records to support all numbers reported, including, but not limited to cancelled checks, invoices, receipts, as well as bank statements, deposits, income sources and legal documents.

The taxing authorities can audit your returns. In the event of governmental tax audits, we will be available, upon request, to assist you. You will be billed separately for those services at our standard hourly rates. Telephone calls to address tax and financial issues are encouraged. Actual time spent will be measured and billed at our standard hourly rates.

Fees for your services will be at our standard rates. **An initial deposit of \$250.00 is required on all corporate returns. The balance is due at the time of completion of the returns.** Progress invoices will be generated in some cases. All balances outstanding more than 30 days will be assessed a 1½ % per month finance charge.

If you agree with the above terms, please sign below in your capacity as a corporate officer or authorized signer. Return this Authorization Form along with your deposit and records. Please call us at (704) 343-2705 if you have any questions.

Thank you,
Solestine M. Lancaster, CPA

AUTHORIZED BY:

ENTITY NAME (please print)

SIGNATURE AUTHORIZATION

DATE

REQUEST FOR FILING EXTENSION

If you plan to request an automatic filing extension to August 15th and want us to complete the necessary extension forms, please check below. **The IRS imposes a \$100 per month late filing penalty.**

Yes, I plan to extend my "990" tax returns.

If you checked "Yes", mail, fax - (704) 342-3777, or e-mail this authorization by May 2nd
(slancastercpa@bellsouth.net, P.O. Box 31791 - Charlotte, NC 28231)