

Solestine M. Lancaster, CPA

CORPORATE, PARTNERSHIP, OR LLC TAX RETURNS- AUTHORIZATION

Upon your authorization, we will prepare your **2017** Federal and State Income tax returns for your corporation or partnership, or limited liability company, LLC, taxed as a corporation, partnership or sole proprietor 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. Checklists are available to help you gather the necessary information.

Corporate-1120 Sub S and Partnership-1065 returns are due by March 15th. Corporate -1120 returns are due Apr 16th. Extensions beyond the applicable date must be formally requested below. To ensure the timely completion of your tax returns, we ask that you provide your records to us between **February 5, 2018 and March 1, 2018.**

If there are certain tax issues that you wish to discuss related to your tax returns, please call to schedule an appointment at your earliest convenience.

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 canceled checks, invoices, receipts, as well as bank statements, deposits, income sources and legal documents.

The taxing authorities can audit your returns at any time. 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 tax returns. The balance is due at the time of completion of the income tax returns.**

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

Solestine M. Lancaster, CPA

AUTHORIZED BY:

ENTITY NAME *(please print)*

TAX FILING-1120, 1102S, 1065, Sch C

SIGNATURE

AUTHORIZATION

DATE

REQUEST FOR FILING EXTENSION

If you wish to request an extension to **September 15th** please check below. **An extension to file is not an extension to pay, thus full payment of taxes is due on March 15th. The IRS imposes a 5% per month late filing penalty (NC 10%) and a ½% per month late payment penalty on all unpaid balances. By filing the federal extension, the 5% per month late filing penalty is stopped. NC only accepts the extension if all required taxes are paid. For any unpaid NC taxes there is a 10% penalty.**

- Yes, I plan to extend my corporate tax returns. Please submit the Federal form on my behalf and forward the state extensions to me so that I can submit the necessary payment with the extension form.**

If you checked "Yes", mail, fax - (704) 342-3777, or e-mail this authorization by March 6th.

(slancastercpa@bellsouth.net, P.O. Box 31791 - Charlotte, NC 28231)