

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-1120s and partnership-1065 returns are due to be filed by March 15th. Corporate -1120 returns are due Apr 15th. 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 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 possible. We encourage you to set up an appointment after mid-year to address future tax-reduction strategies.

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. If you discover income or expenses that should be included in the tax returns after the returns are filed, your returns should be amended so that your tax liabilities are properly reported.

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. 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.** 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. 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 automatic filing extension to September 15th (Oct 15th-1120) please check below. An extension to file is not an extension to pay, thus all taxes are due on the March 15th due date (Apr 15th-1120). 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 requires all taxes to be paid with the extension in order for the extension to be valid and to stop the 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 the 7th.

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