

# General Engagement Letter for C Corporation Tax Return Preparation

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This letter is to inform you, the corporation and corporation representative (taxpayer), of the services we will provide you, and the responsibilities you have for preparation of the tax return.

## ***Tax Return Preparation Services***

- We will prepare the 2024 Form 1120, *U.S. Corporation Income Tax Return*, and applicable state tax return(s) based on information you provide. Services for preparation of the returns do not include auditing or verification of information provided by you.
- This engagement does not include any audit or examination of books or records. In the event the return is audited, you will be responsible for verifying the items reported.
- Assisting you in your compliance with the Corporate Transparency Act, including beneficial ownership information (BOI) reporting, is not within the scope of this engagement.
- The tax return preparation fee does not include bookkeeping. Additional fees apply for these services.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- Preparation fees do cover limited assistance and consultation during the year.
- The engagement to prepare the 2024 tax returns terminates upon delivery of the completed returns and original documents to you. Please store supporting documents and tax returns in a secure place for at least seven years. You may be assessed a fee if you request a duplicate copy in the future.

## ***Taxpayer Responsibilities***

- You agree to provide us with a trial balance and other supporting data necessary to prepare the corporation tax returns. If you receive additional information after we begin working on the return, you will contact us immediately to ensure the completed tax returns contain all relevant information.
- You affirm that all income, expenses, or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on the return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the returns carefully before signing to make sure the information is correct.
- Fees must be paid before the tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer may be required for preparation of returns.

**Signatures.** By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing the tax returns as explained above.

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*Corporation Name, Corporation Representative Signature, Title of Representative*

*Date*

**Privacy Policy.** The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express written permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

**Parkers Prairie Tax Service**  
**PO Box 53**  
**Parkers Prairie, MN 56361**  
**218-338-6078**

Dear Tax Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. To ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2024 federal and state C Corporation income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping the fee to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses.

**Payment is required before your return can be considered complete, and therefore, it will not be filed or released without payment.**

Cash, check, or E-Check (Processing fees of E-Check \$2.00) are all acceptable payment methods. If your check bounces, you will be subject to a \$35 returned check charge. **We are not a document storage facility; it is YOUR responsibility to keep your records. You will be provided with one copy of your tax return, if additional copies are needed a minimum \$50 fee per return will be charged.**

Starting in 2024, the Corporate Transparency Act ("CTA") mandates certain entities (primarily small and medium-size businesses) created in or registered to do business in the United States report information about their beneficial owners-the individuals who ultimately own or control a company-to the Financial Crimes Enforcement Network ("FinCEN"). If your individual return includes a business, you are responsible for compliance with the CTA, if applicable, and for ensuring that any required reporting of beneficial ownership information is timely filed with FinCEN as required by the CTA. As **Parkers Prairie Tax Service is not rendering any legal services as part of our engagement, we will not be responsible for advising you regarding the legal or regulatory aspects of your compliance with the CTA, nor are we responsible for the preparation or submission of beneficial ownership information reports to FinCEN.** If you have any questions regarding compliance with the CTA, including but not limited to whether an exemption may apply to your business or to ascertain whether relationships constitute beneficial ownership under CTA rules, we strongly encourage you to consult with qualified legal counsel experienced in this area.

**\*\*\*Assisting you with your compliance with the Corporate Transparency Act ("CTA"), including beneficial ownership information ("BOI") reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no liability resulting from your failure to comply with CTA.** Information regarding the BOI reporting requirements can be found at <https://www.fincen.gov/boi>. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA's reporting requirements and issues surrounding the collection of relevant ownership information.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of the return copy of this letter.

Corporation Name: \_\_\_\_\_

Corporation Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Title of Representative: \_\_\_\_\_

# C Corporation Tax Organizer

Use a separate organizer for each C corporation

## C Corporation General Information

Legal name of C corporation		EIN      -	
C corporation address <i>(check if new address)</i>			
Date incorporated	State of incorporation		Corporation state domicile
Corporation Representative		Title	
		Email	Phone (      )
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation have a change of business name during the year?		
Principal business activity			
Principal product or service			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the primary purpose of the corporation's activity to realize a profit?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the corporation a Personal Service Corporation (PSC)?		
Accounting method: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other <i>(specify)</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the corporation file under a calendar year? <i>(If no, what is the fiscal year?)</i>		
\$	Total assets of the corporation at the end of the tax year. If there are no assets at the end of the tax year, enter 0.		
<b>New Clients</b>	<ul style="list-style-type: none"> <li>• Provide a copy of the Articles of Incorporation, bylaws, corporate resolutions, and shareholder buy-sell agreements.</li> <li>• Provide a copy of the depreciation schedules for book and tax, and copies of tax returns for the last three years, including state returns.</li> </ul>		

## C Corporation Specific Questions

<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the corporation been notified of any changes to previous returns by any taxing authority? If yes, provide copies of all correspondence.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Provide a schedule of ownership changes during the year, including dates and number of shares or percentage of ownership.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have there been any changes to the shareholder's buy-sell agreements? If yes, provide a copy.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation hold an annual meeting with shareholders with a record of minutes maintained?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the corporation updated its minute book for the year? If yes, provide a copy.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation purchase or sell a business or business segment during the year? If yes, provide a copy of the contract or agreement.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation engage in any new activities during the year? If yes, describe the new business on an attached sheet.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation discontinue operations this year? If yes, provide details.
	Does the corporation have any of the following employee benefit plans? If yes provide copies of plan documents.
<input type="checkbox"/> Yes <input type="checkbox"/> No	• Qualified retirement plan (e.g., 401k)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	• SEP (simplified employee pension) or SIMPLE (savings incentive match plan for employees) plan?
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, do contributions need to be calculated?
<input type="checkbox"/> Yes <input type="checkbox"/> No	• Cafeteria plan?
<input type="checkbox"/> Yes <input type="checkbox"/> No	• Nonqualified deferred compensation plan or agreement?
<input type="checkbox"/> Yes <input type="checkbox"/> No	• Other benefit plan not described above?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation include taxable fringe benefits such as educational assistance in excess of \$5,250, nonaccountable expense allowances, or personal use of corporate vehicles in compensation on employees' Forms W-2 and, if applicable, subject such amounts to payroll taxes?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the corporation a subsidiary in an affiliated group or a parent-subsidary controlled group?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is any shareholder in the corporation a disregarded entity, a partnership, a trust, an S corporation, or an estate?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did any foreign or domestic corporation, partnership, trust, or tax-exempt organization own directly 20% or more, or own, directly or indirectly, 50% or more of the total voting power of all classes of the corporation's stock entitled to vote?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did any individual or estate own directly 20% or more, or own, directly or indirectly, 50% or more of the total voting power of all classes of the corporation's stock entitled to vote?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation own directly 20% or more, or own, directly or indirectly, 50% or more of the total voting power of all classes of stock entitled to vote of any foreign or domestic corporation not already included in a listing of affiliated groups?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation own directly an interest of 20% or more, or own, directly or indirectly, an interest of 50% or more in any foreign or domestic partnership or in the beneficial interest of a trust?
<input type="checkbox"/> Yes <input type="checkbox"/> No	At any time during the tax year, did one foreign person own, directly or indirectly, at least 25% of the total voting power of all classes of the corporation's stock entitled to vote or the total value of all classes of the corporation's stock?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation have an 80% or more change in ownership, including a change due to redemption of its own stock?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation dispose of more than 65% of its assets in a taxable, nontaxable, or tax deferred transaction?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation receive assets in a property-for-stock nontaxable exchange in which any of the transferred assets had a fair market basis or fair market value of more than \$1 million?
<input type="checkbox"/> Yes <input type="checkbox"/> No	At any time during the year did the corporation have an interest in, or signature authority over, a financial account in a foreign country?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was there a distribution of property or a transfer (by sale or death) of a shareholder interest during the tax year?

C Corporation Specific Questions continued						
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the corporation satisfy the following conditions? • The corporation's total receipts for the tax year were less than \$250,000, and • The corporation's total assets at the end of the tax year were less than \$250,000.					
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation pay \$600 or more of nonemployee compensation to any individual? If yes, include a copy of Form 1099-NEC for each.					
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation use any vehicles for business? If yes, include total business miles for each vehicle. <div> <div>Vehicle</div> <div>Total Miles</div> <div>Vehicle</div> <div>Total Miles</div> </div>					
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation have a Paycheck Protection Program (PPP) loan that was forgiven in 2024?					
<input type="checkbox"/> Yes <input type="checkbox"/> No	At any time during this tax year, did the corporation (a) receive a digital asset (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset)?					
Principal Shareholders Ownership Information (include additional sheets as necessary)						
Name/Title	Tax ID number (SSN or EIN)	Address	# Shares owned at start of year	# Shares owned at end of year	Dividends issued to share- holder during the year	U.S. citizen?
How many shareholders were there on the last day of the year?						
Shareholders – Provide the following information for any shareholder of the corporation during the year						
Shareholder name	Wages paid	Capital contributions from shareholder	Distributions to shareholder	Shareholder loans to corporation	Loans repaid by corporation to shareholder	
C Corporation Balance Sheet						
Corporation assets at year end			Corporation debts and equity at year end			
Bank account end of year balance	\$		Accounts payable at year end	\$		
Accounts receivable at end of year	\$		Payables less than one year	\$		
Inventories	\$		Payables more than one year	\$		
Loans to shareholders	\$		Loans from shareholders	\$		
Mortgages and loans held by corporation	\$		Capital stock (preferred)	\$		
Stocks, bonds, and securities	\$		Capital stock (common)	\$		
Other current assets (include list)	\$		Retained earnings	\$		
C Corporation Income (include all Forms 1099-K received)						
Gross receipts or sales	\$		Dividend income (include all 1099-DIV Forms)	\$		
Returns and allowances	\$ (            )		Capital gain/loss (include all 1099-B Forms)	\$		
Gross income from rental property owned by corporation	\$		Other income/loss (include a statement)	\$		
Interest income (include all 1099-INT Forms)	\$			\$		
C Corporation Cost of Goods Sold (only for manufacturers, wholesalers, and businesses that make, buy, or sell goods)						
Inventory at beginning of the year	\$		Inventory at the end of the year	\$		
Purchases	\$		Materials and supplies used in manufacture or sales production	\$		
Cost of labor related to sale or production of goods held for sale	\$					
C Corporation Expenses						
Advertising	\$		Legal and professional services	\$		
Annual corporation fees	\$		Meals – business	\$		
Bank fees and charges	\$		Office supplies	\$		
Charitable contributions	\$		Organization costs	\$		
Cleaning/janitorial	\$		Pension & profit sharing plans – employee	\$		
Commissions and fees	\$		Pension & profit sharing plans – shareholder	\$		
Contract labor (include Forms 1099-NEC)	\$		Professional education and training	\$		
Employee benefit programs	\$		Rent or lease – car, machinery, equipment	\$		
Entertainment (not deductible)	\$		Rent or lease – other business property	\$		
Health care plans – employee	\$		Repairs and maintenance	\$		
Health care plans – shareholder	\$		Salaries and wages (include Forms W-2)	\$		
Insurance (other than health)	\$		Taxes – payroll	\$		
Interest – business credit cards	\$		Taxes – property	\$		
Interest – business loans/credit lines	\$		Taxes – sales	\$		
Interest – mortgage	\$		Telephone	\$		
Internet service			Utilities	\$		

Other Expenses – List out type and expense amount					
	\$		\$		\$
	\$		\$		\$

Equipment Purchases – Enter the following information for depreciable assets purchased that have a useful life greater than one year				
Asset	Date purchased	Cost	Date placed in service	New or used?
		\$		

Equipment Sold or Disposed of During Year				
Asset	Date out of service	Date sold	Selling price/FMV	Trade-in?
			\$	

C Corporation Business Credits (if you answered Yes for any of the questions below, please provide a statement with details)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation pay expenses to make it accessible by individuals with disabilities?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation pay any FICA taxes on employee wages for tips above minimum wage?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation own any residential rental buildings providing qualified low-income housing?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation incur any research and experimental expenditures during the tax year?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation have employer pension plan start-up costs? Total number of employees
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation pay health insurance premiums for employees? Total number of employees
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the corporation purchase and place in service any electric vehicles or energy efficient commercial building property?

All Clients – Additional information & documents required	Estimated Tax Payments — Tax Year 2024				
<ul style="list-style-type: none"> <li>Provide the business income/financial statements for the year (per books), balance sheet, dividends paid out, estimated tax payments (include amounts and date paid), depreciation schedule per books, and cash reconciliation of all business bank accounts with ending cash balances.</li> <li>Provide copies of Form W-3, Form 940, Form 941, Form 1096, Form 1099-NEC, Form 1099-MISC, and any state tax filing reports.</li> </ul>	Installment	Date paid	Federal	Date paid	State
	First		\$		\$
	Second		\$		\$
	Third		\$		\$
	Fourth		\$		\$
	Amount applied from 2023		\$		\$
	Total		\$		\$

## Tax Return Preparation

We will prepare the corporation's tax return based on information provided. In the event the return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of the corporation's return do not include auditing, review, or any other verification or assurance.

## Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If additional information is received after we begin working on the return, you will contact us immediately to ensure the completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review documentation.
- You must be able to provide written records of all items included on the return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before the tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer may be required for preparation of returns.
- Keep a copy of the tax return and any related tax documents. You may be assessed a fee if you request a duplicate copy in the future.

**Signatures.** By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities.

Taxpayer	Title	Date
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## Privacy Policy

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your express written permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.