

**APPROVAL FOR YEAR END FINANCIAL REPORTS**

**TO BE USED TO PREPARE TAX RETURN**

By signing below on behalf of my business organization, I acknowledge and confirm the following:

* I have received a final set of financial reports for my business and have reviewed it carefully.
* I have had an opportunity to review the bookkeeping work completed by Willow Point Financial Services and confirm that it accurately and completely represents all revenue and expense transactions that pertain to my business.
* I have had an opportunity to discuss the final financial reports prepared by Willow Point Financial Services with the bookkeeper and confirm that any questions or concerns have been answered to my satisfaction.
* I understand that the final and approved set of financial reports prepared by Willow Point Financial Services will be used as a basis for preparing tax returns and may have an impact on my tax liability.
* I confirm that I have truthfully, to the best of my ability, reported all revenue, expense, asset and liability information completely and accurately to Willow Point Financial Services, and that such information has been accurately captured and recorded on the approved set of financial reports for my business.
* I confirm that I have not asked for and have not received legal advice from Willow Point Financial Services and that all communication pertaining to accounting or bookkeeping services was limited to accurate recording of financial transactions in QuickBooks.
* I hold Willow Point Financial Services countless for any costs or claims or damages that result from misleading, inaccurate, or incomplete information that I may have reported to Willow Point Financial Services. I take full responsibility for all information reported to Willow Point Financial Services and for the financial reports that were generated by or from such information.
* I am authorized to accept and approve financial reports on behalf of my business.

By my signature, I acknowledge that I have read, understand, and agree to the policies, terms, conditions, and procedures as outlined on this document.

| **Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| --- |
| **Signed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**https://www.pandadoc.com/app/uploads/Templates-Signature-4.png**Date:  https://www.pandadoc.com/app/uploads/Templates-Voter-Agreement-2.png** |