



2023 Non-Profit Intake Form - 990

Entity Legal Name: _____

Trade Name (if different): _____

FEIN Number: _____ Entity Start Date: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip Code: _____

Primary Contact Name: _____
First MI Last

Primary Contact Phone Number: _____ Primary Contact Email Address: _____

Preferred Contact Method:

- Phone Call Text Message Email

SOS Control Number: _____

List of Tax Year Officers and Board Members (name, email, and position)

*You may email this list to tax@bkpweb.com. Please note here that the list will be emailed.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Questionnaire

Were any fundraisers held?

- Yes No

List fundraiser events, dates, gross income/revenue, and expenses:

Were any non-cash charitable donations received?

- Yes No

List values of items received, and type of items received:

Were any professional services received as a donation of services?

- Yes No

List type of professional services and value of services:

Did you have free rent or utilities anywhere?

- Yes No

List the value of the free rent and utilities received:

Have you completed your annual report? (If yes, please provide copies.)

- Yes No

Did you issue any W-2's? (If yes, please provide copies.)

- Yes No



Have you completed your Charitable Solicitations or renewal of Charitable Solicitations?

- Yes No

If yes, please provide copies.

If no, would you like for us to complete your Charitable Solicitations with your tax return?

- Yes No

Please provide your entity banking information for renewal of Charitable Solicitations and/or for payment of our services.

Name of Bank:

Account Number:

Routing Number:

Type of Account:

Any notes/comments you may have, please add here.

Large empty rectangular box for notes and comments.

Dear Client,

Thank you for the privilege of allowing us to provide you with year-round tax services. We are committed to providing you the highest quality of tax preparation and excellent service. This engagement letter expresses the terms and conditions under which we will provide you with tax services, and it outlines each of our responsibilities.

We will prepare your 2023 Federal Tax Return and any required State Income Tax Returns in accordance with appropriate tax laws and regulations. You are responsible for informing us if you have a tax filing requirement in any state. Your returns will be prepared solely from the information provided by you! Bookkeeping Plus, Inc. will use due diligence in collecting information but will not audit the client's books or records to verify its accuracy. As your tax professional, we will use the information you provide and will apply the tax law to the best of our ability to provide a true and correct tax return. To timely file your tax returns, we need all required information no later than 15 days before your due date. You may be required to request an extension if we do not receive all required information by the above date. We do not file extensions automatically. If you want us to request an extension, you must notify us no later than 15 days before your due date. Please note that an extension is an extension of time to file the return and not an extension to pay taxes due. Additional charges may also be assessed when information necessary to complete the preparation of the tax return is not submitted at least 15 days before a filing deadline.

Payment of services will be due at the completion of the return. A retainer may be collected before any work begins. Payment must be made in full before the return is signed and released for filing. Fees are based on the number of documents, forms required, and the time required to complete your return. Additional charges may include, but are not limited to, research basis of stocks/bonds or investments, multi-state returns filed, accounting for an entire year, tax consultation for estimates, and preparation of amended returns for prior years. Upon preparation of your return and the return or your records our engagement will be complete regarding this matter. However, we will be pleased to assist you with future matters. If your return is later selected for examination, we will be pleased to assist you upon your request for an additional fee.

The client at any time can terminate the relationship with Bookkeeping Plus, Inc. If Bookkeeping Plus, Inc. has performed significant work towards preparation of the return, the client is responsible for paying a fee for the time that was invested in the return. This will be charged at an hourly rate of \$175 with the minimum fee being \$100. In case of termination, any retainer will be forfeited to Bookkeeping Plus, Inc.

Bookkeeping Plus, Inc. stands behind the work that we do and expects clients to contact us first if errors are discovered either by the taxpayer or by taxing agencies. Bookkeeping Plus, Inc. will use all proper and regular remedies to correct errors and omissions caused by Bookkeeping Plus, Inc. Bookkeeping Plus, Inc. will not charge for corrections made, and we will pay appropriate penalties and interest if we are at fault. However, we are not responsible for any taxes owed.

Bookkeeping Plus, Inc. will retain copies of the records you supplied to us along with our work papers for a period of 5 years. After 5 years our workpapers and records may be destroyed. All your original records will be returned to you at the end of this engagement. You should keep all original documents, canceled checks and other data that supports your reported income and deductions in secure storage for seven years. These records may be necessary to prove accuracy and completeness of the returns to a taxing authority.

Please review your return(s) or any other form we have prepared for you carefully before signing and filing them. If you have any questions, please contact us. Thank you for allowing us to serve you. We greatly appreciate your business! This engagement letter will be in effect for one year from the date signed unless the agreement is terminated or amended in writing by the taxpayer or preparer.

PRIVACY POLICY - YOUR PRIVACY IS SECURE

As a provider of personal financial services, we are required by law to inform our clients of our policies regarding privacy of client information. Your nonpublic personal information is collected from various sources which may include tax organizers, worksheets, client questionnaires, applications, other financial documentation, personal interviews, telephone conversations, transactions with the firm, and consumer reporting agencies if background or credit checks are conducted on your behalf. We have always protected your right to privacy and will continue to make this a top priority.

WHAT INFORMATION WE DISCLOSE

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees and, in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

HOW WE PROTECT YOUR INFORMATION

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards. We will only use a secure portal (Client Center) to electronically transmit documents.

Please call if you have any questions. Your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

COMMUNICATION

Bookkeeping Plus, Inc. may send a text to your mobile phone or email you appointment reminders, pickup information, or questions. We will not text any confidential information to you. All confidential information will be available on a secure portal.

Please select all boxes to show you have acknowledged each one.

- Payment must be rendered before the tax return is e-filed.
- I have had the opportunity to read the Privacy Policy.
- I grant permission for Bookkeeping Plus, Inc. to communicate with me through any secure method if I am unavailable through my preferred method.
- All the information I provided is true and accurate to the best of my knowledge. I have proof of my income and deductions.
- Bookkeeping Plus, Inc. may send a text to your mobile phone or email you appointment reminders, pickup information, or questions. We will not text or email any confidential information to you; it will be shared using a secure portal. You may opt out of text or email communication by contacting our office.

For new clients only, provide a copy of your 2021 and 2022 tax returns.

Signature: _____ Date: _____