

**Point CPA
PO Box 1411
Bismarck, ND 58502-1411
701-751-3646**

Dear 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. In order 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 2018 federal and state corporate 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.

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 these returns. 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 other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined in our judgment to be necessary for preparation of the income tax returns. This includes, but is not limited to, preparation of adjusting journal entries and calculation of depreciation, which shall be communicated to you along with the income tax returns. On occasion, the scope of accounting and bookkeeping assistance will require that we obtain a separate engagement letter for those services. If that is the case, we will be in communication with you to obtain your authorization for the additional services.

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. All invoices are due and payable upon presentation.

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.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

Point CPA

Accepted By: _____

Date: _____

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Dear Client:

This Business Organizer is designed to help conveniently gather the tax information needed to prepare your 2018 corporate income tax return.

Please answer all applicable questions in the Questionnaire and return it to our office. Attach a statement when necessary, for any additional information.

In order to meet the filing deadline for your 2018 corporate tax return, your completed Business Organizer needs to be received by our office no later than February 15, 2019. Any information received after that date may require an extension of time to file for your corporate tax return.

If you would like to discuss the information in your completed Business Organizer, or the preparation of your 2018 corporate tax return, please call our office for an appointment.

Thank you for the opportunity to serve you.

Sincerely,

Point CPA

Questions

S Corporation Preparation Checklist and Questionnaire (Form 1120S)

Please check the appropriate box and include all necessary details and documentation.

- | | | |
|--|--------------------------|--------------------------|
| Were there any changes to the shareholders? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did any shareholder contribute additional capital, or make a loan to the S Corporation during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did the S Corporation repay a loan from the shareholder during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were there any changes in the shareholder's ownership in the S Corporation during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were there any changes to the corporate officers? | <input type="checkbox"/> | <input type="checkbox"/> |
| If needed, did you provide us with your bank information? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the S Corporation own vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did the S Corporation purchase any business assets this year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did the S Corporation dispose of any business assets this year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did the S Corporation have fewer than 25 full-time employees, and pay at least 50% of the premiums for each enrolled employee's health insurance coverage? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Yes | No |

Shareholder Information

- | | | |
|--|--------------------------|--------------------------|
| Were fringe benefits paid to shareholders who have a greater than 2% ownership in the S Corporation? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, were the benefits included on the shareholder's Form W-2? | <input type="checkbox"/> | <input type="checkbox"/> |

S Corporation Information

- | | | |
|--|--------------------------|--------------------------|
| Did the address of the S Corporation change? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, provide the new address. _____ | | |
| Did the S Corporation make payments that require Form(s) 1099 to be filed? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, did the S Corporation file or will it file all required Forms 1099? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did the S Corporation take out a loan this year? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, provide information on how the loan was used. Also provide copies of the loan documents.
_____ | | |
| Were there any significant changes in the S Corporation's business or operations during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, explain _____ | | |
| If the S Corporation maintains inventory, was there a change in the method of determining quantities, cost, or valuations between opening and closing inventory during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, explain _____ | | |