



January 1, 2021

CFOColorado Tax Client

Thank you for choosing CFOColorado to assist you with your tax affairs. We appreciate the opportunity to serve you.

Attached are the following documents for your review and return to our office. You can complete these and return via email, U.S. mail, fax, or our DropBox through the CFOColorado website.

- 2020 tax return engagement letter (as required by the AICPA). Per Federal guidelines, we are required to establish an engagement letter for all tax clients. Please review this document, sign, date and return it to our office.
- Both personal and business client forms. If you are a new client, please fill out the appropriate new client forms. If you are a returning client, please complete the updated forms. Again, please return to our office.

Karly Haugen, E.A., Director of Taxes: _____

Date: _____

CFOColorado
Office: 303-346-5890 Ext. 152
Fax: 303-346-2484
Website: www.cfocolorado.biz



January 1, 2021

Client Name: _____

Client Address: _____

Thank you for choosing CFOColorado to assist you with your tax affairs. In accordance with procedures required by the AICPA and to minimize the possibility of a misunderstanding, we are setting forth pertinent information about the terms of our engagement with you and the services that we will be providing to you.

We will prepare the 2020 federal and state income tax returns you request. In order for us to prepare complete and accurate tax returns, we will be relying on you to provide us with the necessary information. When information you provide is incomplete or unclear, we may ask you for clarification. If we completed tax returns for 2019, an organizer may be provided to assist you in gathering the data required for your tax returns.

We will perform necessary tasks required to prepare your tax returns. Our work in connection with the preparation of the tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. The returns will be prepared solely from information provided to us without verification by us. If we identify any other filing requirements in the course of our work or require work in excess of normal procedures, we will bring those to your attention.

If we encounter instances of unclear tax law or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select. If the IRS or state taxing authorities should later contest the position taken, there may be an assessment of additional tax plus penalties and interest. You will be responsible for any assessment of additional taxes plus penalties and interest.

The timeliness of receipt of your tax information is essential to our ability to complete this engagement. Specifically, we must receive sufficient information from which to prepare your returns within a reasonable period of time prior to the applicable filing deadline. If necessary, we will complete an extension of the time to file your income tax returns.

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax return. It is also your responsibility to carefully examine and approve your completed tax return before you sign and mail them or authorize CFOColorado to file them electronically. We are neither responsible for the disallowance of doubtful deductions or inadequately supported documentation nor resulting taxes, penalties, and interest. If taxes are owed, and funds are requested to be pulled directly from your bank account at the time the tax return is filed, we strongly recommend you review information from your bank to ensure proper handling by the IRS and or state agencies.

Your original records will be returned to you with your completed tax returns. Please ensure that you securely store your records, along with all supporting documents, canceled checks, etc., as these items may be needed to respond to an audit or inquiry from the tax authorities. We will retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.



The law imposes penalties when taxpayers underestimate their tax liability. Please contact us if you require further information in this regard.

Our engagement to prepare your tax returns will conclude with the delivery of the completed returns to you electronically, your electronic signature, and our subsequent submittal of your tax return electronically. If you have not elected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. We recommend you do that through certified or registered mail. Please keep your mailing receipts. Both spouses must sign for preparation of joint returns.

Your tax information will be maintained by CFOColorado in a confidential and secure manner – both through appropriate physical and electronic measures. CFOColorado shall not disclose any confidential information, or use any confidential information in any way, other than as necessary to perform its duties under this Agreement, prior to obtaining written or electronic permission from you in advance.

Our fee for these services will be based upon the amount of time required at our standard billing rates, plus out-of-pocket expenses if necessary. All invoices are due and **payable upon completion** of the tax return and before it is transmitted to the respective government agencies.

To confirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated and return it to us in the envelope provided.

We appreciate your business. Please contact either Karly Haugen or Justin Haugen if you have any questions.

Sincerely,

CFOColorado Accounting and Tax Services

Tax returns to be completed

1040 1065 1120 1120S 990 1041

Client name(s): _____

Business name: _____

Client Signature (s): _____, _____

Date: _____

Lonny Haugen, CPA _____ Date _____

New Business Tax Client Information Sheet

Date _____
Business Legal Name _____
Work Phone _____
Work Cell _____
Street Address _____
City/State/Zip _____
EIN Number _____
Legal Entity and Date Established _____
"S", Partnership, "C" or Sole Proprietor _____
Numbers of Owners _____
Type of Business _____
State of Source of Income _____

Did you provide a QB file?

What version of QB did you provide? _____
 Is the QB file password protected? _____

Owner #1 _____

SS# _____
 Date of Birth _____
 Percentage Owner _____
 Home Address _____
 Cell Phone _____
 Email Address _____

Owner #2 _____

SS# _____
 Date of Birth _____
 Percentage Owner _____
 Home Address _____
 Cell Phone _____
 Email Address _____

Owner #3 _____

SS# _____
 Date of Birth _____
 Percentage Owner _____
 Home Address _____
 Cell Phone _____
 Email Address _____

Owner #4 _____

SS# _____
 Date of Birth _____
 Percentage Owner _____
 Home Address _____
 Cell Phone _____
 Email Address _____

Are You Using Mileage Log For All Business Vehicles? Y N

Note: All tax returns will be electronically filed

Note: Completed client copy will be sent via secure email

Note: Distribution of K-1's are the responsibility of the majority owner



Checklist for CFO Colorado Business Tax Client – 1-1-19

This list is not all inclusive but includes typical business-related costs. If you have any unusual issues, please let us know and we can advise you regarding any additional information we will need to effectively and efficiently prepare your return.

Advertising – Marketing - Promotions	Repairs
Accounting	Rent
Bank fees	Supplies
Credit Card fees	Taxes - i.e. sales tax
Contract labor	Telephone – Cell/office/fax
Computing	Tools
Dues and publications	Travel
Employee benefit plans – i.e. FSA	Utilities
Education and training	Vehicle expense
Entertainment – no longer deductible	Actual expenses
Equipment purchase	Standard mileage rate
Interest on business loans/cc	Cost of Goods Sold
Insurance	
General liability	
Workers comp	
Company health insurance	
Owners health insurance	
Internet	
Legal fees	
Lease expense – typically vehicles with limits	
Licenses/permits	
Meals	
Miscellaneous	
Office expense	
Office supplies	
Payroll	
W-2 wage	
Company taxes	
Postage	
Printing	



Checklist for CFO Colorado Business Tax Client

This is a list of supporting documents we need in order to complete your business tax return for the year:

- Year-End Bank Statements for all business accounts
 - o And first month of the next year
- Year-End Credit Card Statements for all business accounts
 - o And first month of the next year
- Year-End Loan and or Line of Credit Statements for the business
- Year-End Payroll reports-If another companies does your payroll
 - o W-3's, 941/940, summary report by employee
- Purchase agreements for new assets
 - o Financial paperwork
- If sold assets during the year, need sale paperwork
- You should always keep a mileage log for your business vehicles – identifying your business and personal miles for each vehicle
- If you take mileage, need business mileage number for the year.
- If you take actual expenses for your vehicle, you will need to identify your out of pocket costs – such as gas, repairs, insurance, and registration
- Year-end health insurance documents - Breakdown of owner's insurance vs employee insurance