



CFOColorado Tax Client

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

Attachments: Please review, fill out, and sign where indicated. You can return these documents via email (taxescfo@gmail.com), U.S. mail, fax, or our secure Drop Box through the CFOColorado website.

- **2025 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.
- **Client information forms**: If you are a new client, please fill out the appropriate new client forms. If you are an existing client, please complete the updated forms with any new information. Again, please return to our office.

Please also provide all appropriate tax documentation so we can complete your return in a timely and accurate manner. A list of commonly needed documents is included in this packet.

- NEW CLIENTS – please also include a copy of your previous year return

Lonny Haugen, C.P.A.:

A handwritten signature in blue ink that reads "Lonny Haugen". The signature is written over a horizontal line.

Date: _____

CFOColorado

Office: 303-346-5890 Ext. 161

Fax: 303-346-2484

Website: www.cfocolorado.biz



BUSINESS NAME: _____

Thank you for choosing CFOColorado to assist you with the professional services described below. This Agreement details the nature and limitations of the services we will provide, the terms of our engagement, and each party's responsibilities.

Scope

Our services are limited to preparation of the **2025** federal and state income tax returns suitable for filing with the Internal Revenue Service and applicable state and local tax authorities.

We will perform necessary tasks required to prepare your tax returns. Our engagement does not include any procedures designed to detect errors, fraud, theft, or other wrongdoing. Therefore, our engagement cannot be relied upon to disclose such matters. 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.

This engagement does not include responding to inquiries by any governmental agency or tax authority. If you are contacted by a tax authority, either for an examination or other inquiry, you may request our assistance in responding. These services may be invoiced for time and expenses incurred.

CPA Firm Responsibilities

It is our duty to prepare your returns based on the same standard of care that a reasonable tax return preparer would exercise in this type of engagement. Unless otherwise noted, the applicable standard of care for a "reasonable tax return preparer" shall be based upon the following pronouncements:

- The Statements on Standards for Tax Services ("SSTS") issued by the American Institute of Certified Public Accountants ("AICPA").
- U.S. Treasury Department Circular 230 ("Circular 230")
- The Internal Revenue Code, Treasury Regulations, and any applicable state/local corollaries (collectively, "the Code").

As tax return preparers, these pronouncements restrict our ability to sign a tax return when the tax positions you report do not comply with tax law. We will be unable to sign your return and may terminate this Agreement if you:

- Request that we report a tax position on your return which we feel is contrary to published guidance, frivolous, or a willful attempt to evade tax.
- Request that we include a deduction, credit or refund on your return for which we believe you do not qualify.
- Decline to disclose a position where in our professional judgment tax law requires disclosure.



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.

If the tax returns prepared in connection with this engagement are filed using the married filing jointly filing status, both spouses are deemed to be clients of the firm under the terms of this Agreement. Both spouses acknowledge that any tax return information, including supporting documents provided to us, used in the preparation of your joint return, and any communications made to us by either of you in connection with the preparation of your joint return may ultimately be shared with either spouse, without prior consent of the other.

Certain tax positions or strategies, while not currently identified as “abusive” by the IRS, may ultimately be determined to be so in the future. Consequently, you agree to advise us of any transaction you have entered into which entitles you to disproportionate tax benefits (deductions, credits, or refunds), that generates significant income deferral or non-recognition, or that generates significant tax losses without corresponding cash impacts (“abusive tax strategy”). If you fail to timely notify us, in writing, of any abusive tax strategy you have entered into, we shall not be liable for any tax, penalties, interest, related professional fees, or other expenses you may incur if the anticipated benefits of the strategy are not realized.

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.

In the interest of streamlining our services to you and keeping your data secure, we utilize a third-party web portal, SafeSend, that is used to send and receive your tax documents, transmit your tax return for signature and store your encrypted, digital tax return for you to access at any time.

Client Responsibilities

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. We make every effort to complete tax returns in a timely manner, in the order received, but cannot guarantee completion by a certain day even if all information is received before the original due date. If necessary, we will complete an extension of the time to file your income tax returns. Filing an extension does not extend the time to pay any tax liability. Penalty and interest will accrue on any unpaid taxes from the original due date until time of payment.

We will provide you with an income tax organizer or other method of collecting the information necessary to prepare your income tax returns. We will rely upon the completeness and accuracy of the information and representations you provide to us. We will not audit or otherwise verify the data you submit to us, although we may ask you to clarify certain information.



We may deem it necessary to provide you with limited accounting or bookkeeping assistance solely for the purpose of helping you organize your information. This assistance is intended to be nominal and is not a separate accounting or bookkeeping service. In the event we conclude that bookkeeping or accounting assistance is necessary to prepare your tax returns, we will advise you in writing before proceeding. Any assistance will be billed at our standard hourly rates and will be subject to the terms of this Agreement.

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax return. You represent that you have such documentation and can produce it, if necessary, to respond to any examination or inquiry by tax authorities. We shall not be liable for any tax, penalties, interest, related professional fees, or other expenses you may incur as a result of the disallowance of tax deductions due to inadequate documentation.

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. **If you fail to timely sign and return e-file authorization, we cannot and will not e-file any form on your behalf.** In those situations, we shall not be liable for any tax, penalties, interest, related professional fees, or other expenses you may incur.

You have final responsibility for the payment of your taxes in whatever amount ultimately determined. You may be required or choose to have funds automatically withdrawn from a designated account and transmitted when your tax return is electronically filed. It is your responsibility to provide us with correct account and routing numbers, to review this information for accuracy prior to submission of your return, and, as applicable, to ensure that sufficient funds are available at the time of payment. We shall not be liable for any tax, penalties, interest, related professional fees, or other expenses you may incur as a result of your failure to provide an accurate routing or account number or to ensure sufficient funds are available at the time of payment.

The Modernizing Payments To and From America's Bank Account Executive Order, signed on March 25, 2025, mandated that all payments to and from the U.S. government after September 30, 2025, including quarterly estimated tax payments, must be made electronically. We are able to set up an automatic withdrawal when your tax return is electronically filed, however you are responsible for transmitting all other payments electronically.

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.

Timing of Engagement

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.



Professional Fee

Our fee for these services will be based upon the complexity of the expected work to be performed, 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 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 before we begin the tax preparation.

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

Sincerely,

CFOColorado Accounting and Tax Services

BUSINESS NAME:

CONTACT NAME:

Client Signature:

Date:

Business Type

Lonny Haugen, CPA

Date:



New Tax Client Information Sheet

Date _____

Business Legal Name _____

DBA _____

Work Phone _____

Business Address _____

EIN _____

Date Established _____

Number of Owners _____

Entity Type	S-Corp (1120S)	Partnership (1065)	C-Corp (1120)
	Non-Profit (990)	HOA(1120H)	

States to File Colorado

Did you provide a QB file? If YES; what version of QB?

Password?

Did you Run Payroll for yourself or employees?

Who is your payroll service provider?

Owner #1 _____

SSN# _____ Date of Birth _____

Email _____ Mobile _____

Home Address _____

Percentage owner _____

Owner #2 _____

SSN# _____ Date of Birth _____

Email _____ Mobile _____

Home Address _____

Percentage owner _____

Are you using Mileage Log for all business vehicles?

*if yes; please provide

Note: All tax returns will be electronically filed UNLESS manual filing is requested

Note: Completed client copy will be sent via secure mail (SafeSend)

Note: Completed K-1s will be sent via secure email; distribution of K1s is the responsibility of the majority owner



Checklist for CFO Colorado Business Tax Client

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
Equipment purchase	Actual expenses
Interest on business loans/cc	Standard mileage rate
Insurance	Cost of Goods Sold
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
 - And first month of the next year

- _____ Year-End Credit Card Statements for all business accounts
 - 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 company does your payroll
 - W-3's, 941/940, summary report by employee

- _____ Purchase agreements for new assets
 - 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