



CORPORATION

INFORMATION SHEET _____ TAX YEAR

PLEASE PRINT CLEARLY SO ALL INFORMATION CAN BE EASILY READ

1120 CORP: _____ 1120S CORP: _____ LLC: _____

Employer Identification Number: _____ - _____ Date of Incorporation: ____/____/____

Business Name: _____

Doing Business as: _____

Change of Address: Y _____ N _____

Address: _____ Suite # _____

City: _____ State _____ Zip code _____

Work Phone: _____ - _____ - _____ Ext: _____

Fax Number: _____ - _____ - _____ E-Mail: _____

Owner &/or Member Name	SS #	Address	Title
_____	_____ - _____ - _____	_____	_____
_____	_____ - _____ - _____	_____	_____

By signing below, you understand your corporate tax return is prepared based upon the information that you provide to us. It is our goal to make sure that you understand how it is prepared, & to make sure you receive the great service you expect from our company. When presented with your completed tax return, please review all information to make sure that there are no omissions or misstatements of material facts and income. We value your business and appreciate your continued support!

STATEMENT OF UNDERSTANDING FOR CORPORATIONS

You have chosen the professionals at E-FILE TAX SERVICES OF NEVADA, INC to prepare & file your corporate tax return for the year **2016**. In doing so, you are personally telling us that you have received all of your tax information (P&Ls, 1099s, expenses, etc.) & that your corporate tax return is ready to be filed. Please be aware that payment is due upon completion of your tax return. We will not be able to e-file or release your copies until all payments are collected. In the event that you receive additional information after we file your return, this document is your official notification that should you request our services in filing the required amended return; we will be charging you a minimum of \$100 for this additional service. If there is a state return involved with the amendment, an additional charge of \$45 will be added to the total cost of the amended return.

All clients will be given one copy of their tax return. Should you need additional copies now or at a later date, we will happily provide them to you; however, there will be a \$5 charge per copy per return. If you have not been a client of ours for 2 years or more, there will be a \$25 charge per copy per year of past tax years. We retain copies of your tax return and supporting documents for a period of 5 years. **Proof of identification will be requested before tax information is released to you or a third party. You should keep your original records in secure storage for a minimum of 7 years.**

If you have read & understand the above, please sign and date below.

Signature: _____

Date: _____