

CUDDY BUSINESS TAX PACKET

MANDATORY COMPLETION

The Cuddy Business Tax Packet, included with this mailing, **MUST BE** completed and returned to us with your source documents.

NO return preparation will be initiated without these forms:

- **Blue Questionnaire**
- **Engagement Letter**
- **Consent for Use**
- **Consent for Disclosure**
- **Bank Information Sheet**

A printable PDF version of these forms is available at:

<http://www.cuddyfinancial.com/p/menu-of-services>

CUDDY FINANCIAL SERVICES
2020 BUSINESS TAX RETURN QUESTIONNAIRE

****IMPORTANT****

THIS FORM MUST BE COMPLETED IN ORDER TO BEGIN YOUR TAX RETURN!

PLEASE SIGN THE ENCLOSED ENGAGEMENT LETTER, CONSENT TO USE, CONSENT TO DISCLOSE AND COMPLETE THE BANK INFORMATION SHEET AND RETURN TO CUDDY FINANCIAL SERVICES PRIOR TO YOUR TAX PREPARATION.

GENERAL INFORMATION FOR TAX RETURN PURPOSES

Client Legal Name _____

If we have any questions regarding your tax return preparation, please reach me as follows:

Contact Name: _____

Phone _____ Email _____

DELIVERY OF INFORMATION TO/FROM CLIENT

To enhance services and improve operational efficiencies this tax season, we have adopted encrypted email technology for e-delivery of tax returns and documents to and from our Clients. This year **ALL** client copies of their tax returns will be delivered through **encrypted email**. It requires no setup on your part and is easily activated through an embedded email link originating from our staff. If you have not used this encrypted email service before, you must call our office or send an email to taxprep@cuddyfinancial.com requesting an encrypted email. Shortly after you will receive an email response from our Admin staff that includes an embedded encrypted link. Paper delivery remains an alternative to e-delivery. Please indicate your preferred method of receipt/delivery of items listed below.

- **Delivery of Tax Returns will be sent by Encrypted Email unless the box below is checked.**
- **If you do not have an email address or must have a paper copy of your return:**
 - please check here.

(Please make sure email is filled in above-if the email you would like to use is different from the above, please enter it here). _____

CLIENT SIGNATURES

Client signatures are required on a variety of documents including tax returns, E-file authorizations, disclosures, etc. This tax season, we will utilize **DocuSign** to provide our clients with an easy, secure way of signing documents electronically. **DocuSign** requires no setup on the Client's part and may be accessed on virtually any device through **encrypted** email originating from our staff. Signature on paper remains an alternative to e-signing. Please indicate your preferred method for signing documents below.

I will e-sign with DocuSign

I will sign on paper

QUICKBOOKS

I have included my QuickBooks files

QuickBooks Version is: _____

QuickBooks Username Is: _____ QuickBooks Password Is: _____

You may access my QuickBooks Cloud/Online Account No: _____

OVER



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TAXES

- Did you make any estimated tax payments for the 2020 tax year? Please remember that the 4th quarter payment for 2020 is made January 15, 2021, and the 1st quarter payment was made April 15, 2020 (July 15, 2020) this year.
 YES (provide dates and amounts) NO
1st Quarter Date _____ Amount _____ 2nd Quarter Date _____ Amount _____
3rd Quarter Date _____ Amount _____ 4th Quarter Date _____ Amount _____
- If not previously done, please provide any correspondence, to or from the IRS or State taxing authority, including any adjustments made to prior returns that could affect later returns, with your tax documents at the time of drop-off. You may attach copies.

PPP LOAN / EIDL GRANT

If you received a Paycheck Protection Program loan due to the pandemic in 2020:

- **We will assist in the loan forgiveness application.**
- This amount of forgiveness will not affect your tax liability as a result of recent legislation.
- The lender (i.e., your bank) has 2 months to process your loan forgiveness application then SBA has three additional months to approve your forgiveness.
- You must apply for forgiveness within 10 months after the end of the ‘Covered Period.’ which is the 24-week period that starts when you received your PPP loan.
- **Please provide:**

SBA PPP Loan Number _____

Lender PPP Loan Number _____

PPP Loan Amount \$ _____

PPP Loan Disbursement Date _____

If you received a EIDL Grant in 2020 please provide:

EIDL Advance Amount \$ _____

EIDL Application Number _____

OTHER

Include any other information that you feel we should know regarding your tax return:

BUSINESS TAX PREPARATION SERVICES
ENGAGEMENT LETTER

Thank you for choosing Cuddy Financial Services to assist you with your 2020 taxes. This letter is to confirm and specify the terms of my engagement with your business for the 2020 tax year, I have assumed that you are the person responsible for the tax matters of the corporation. If this is not a correct assumption, please furnish me with the name of the individual with whom this work should be coordinated.

My engagement will be designed to perform the following services:

1. Prepare the federal, state, and local income tax returns with supporting schedules.
2. Perform any bookkeeping necessary for preparation of the income tax returns.

My work, in connection with the preparation of your income tax returns, does not include any procedures designed to discover defalcations or other irregularities, should any exist.

I will use my judgement in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, I will resolve such questions in your favor whenever possible.

The law provides various penalties that may be imposed when taxpayers understate their liability. If you would like information on the amount or circumstances of these penalties, please contact me.

Because an S corporation is an entity whose tax attributes generally flow through to its shareholders, the penalty for substantial understatement of tax relating to S corporation items may be imposed at either the corporate or shareholder level.

It is important for you to know that the law imposes a penalty if a taxpayer makes a substantial understatement of tax liability. You should also know that IRS audit procedures will almost always include questions on bartering transactions and on deductions that require strict documentation such as travel and entertainment expenses and expenses for business usage of autos and computers. In preparing your returns, I rely on your presentations that I have been informed of all bartering transactions and that you understand and have complied with the documentation requirements for your expenses and deductions. If you have any questions about these issues, please contact my office.

Management is responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of the financial records. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign and file them.

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 governmental tax examination, I will be available, upon request, to represent you and will render additional invoices for the time and expenses incurred. My fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. Hourly rates vary from \$85 to \$200 per hour depending on the type of service provided. All invoices are due and payable upon presentation. A service fee will be charged on all accounts over thirty days in the amount of 1.5% per month. Should it become necessary to pursue legal action to collect the fee, you agree to be responsible for such additional collection expenses.

If the foregoing fairly sets forth your understanding, please sign this letter and return it to my office. However, if there are any additional returns you expect me to prepare, please inform us/me by noting so just below your signature.

I appreciate this opportunity to serve you. If you have any questions or need additional information, please do not hesitate to call.

Very truly yours,



Daniel R. Cuddy, CPA

If the tax services and terms outlined above are in accordance with your understanding of our engagement, please sign this letter in the space provided below and return to my office.

Business Name: _____

Accepted By (Print Name): _____

Signature: _____
(Authorized Signer for Business)

Date: _____



Consent for Use of Tax Return Information

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot use your tax return information for purposes other than the preparation and filing of your tax return without your consent.

You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. Your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

Cuddy Financial Services and its tax preparers (the "Firm") request your consent to use your Tax Return Information which includes but may not be limited to, all communications with my Tax Preparer ("Preparer") and any information Preparer derives or generates from Tax Return Information in connection with my tax returns for the purpose of providing you with information about various tax planning strategies and financial services and products, which may include, but is not limited to: individual and business tax planning, estate and gift tax planning, business consulting, bookkeeping services, retirement planning, investment advice, investment products and services (e.g., stocks, bonds, mutual funds, insurance, and annuities) and long-term care and life insurance. Services are dependent upon the licenses held by your tax preparer. The Firm will distribute information in various ways including, but not limited to: newsletter, email, postal mail, website, phone, or other means of communication.

I understand that Preparer may use all of my Tax Return Information in connection with his/her affiliation with (a) Avantax Investment ServicesSM, (b) Avantax Investment ServicesSM (AAS), a registered investment adviser; and/or (c) affiliates of those entities (collectively, "Avantax"), all of which are headquartered at 3200 Olympus Blvd., Suite 100, Dallas, Texas 75019. Avantax does not offer, provide, or supervise tax advice or tax preparation services, and any services provided by Avantax will be pursuant to a written agreement directly with the relevant Avantax entity.

I understand that Cuddy Financial Services is not a registered broker-dealer or a registered investment adviser.

I acknowledge that if I make an investment through Avantax that Preparer will receive a part of any management fees, commissions, or other fees paid on investments I make. I understand that I am under no obligation whatsoever to follow any recommendations made or to purchase any other products or services offered by or through Preparer.

Daniel R. Cuddy CPA is affiliated with Avantax Wealth Management and its affiliates ("Avantax") as independent contractors solely for the purpose of providing clients with financial products and services.

I **consent** to the use of my tax return information for this purpose.

I **do not consent** to the use of my tax return information for this purpose.

The duration of this consent is three years from the date of signature, unless a more limited duration is specified here: I/we specify the duration of the above consent to be ___ years from the date of signature.

Taxpayer Printed Name

Signature of Authorized Signer for Business

Date

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.





Consent for Disclosure of Tax Return Information

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose your tax return information to third parties for purposes other than the preparation and filing of your tax return without your consent. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution.

You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

Cuddy Financial Services and its tax preparers (the “Firm”) request your consent to disclose your Tax Return Information as described below.

Purpose One: Disclosure for Compliance with Securities Laws & Regulations

- **Why is my information being disclosed?** Daniel R. Cuddy CPA is affiliated with Avantax Wealth Management and its affiliates (“Avantax”) as an independent contractor for the purpose of providing clients with financial products and services. The securities laws and regulations require Avantax to capture, retain and supervise its financial services professionals’ communications related to Avantax’s business.
- **Where is my information being sent?** Avantax Wealth Management (“Avantax”) is composed of: (a) Avantax Investment ServicesSM, a registered broker-dealer; (b) Avantax Investment ServicesSM, a registered investment adviser; and (c) Avantax affiliates, all of which are headquartered at 3200 Olympus Blvd., Suite 100, Dallas, Texas 75019.
- **What information will be disclosed, and how?** Avantax captures, retains, and may review all electronic communications between you and the Firm, regardless of sender or recipient. These communications include your emails and attachments which contain Tax Return Information. Avantax will protect the confidential nature of this information by disclosing it only in response to lawful requests made by state or federal securities regulators, or otherwise as required by law.

- I **consent** to the disclosure of my Tax Return Information for the purpose above.
- I **do not consent** to the disclosure of my Tax Return Information for the purpose above.

Due to financial industry email archiving regulations, I understand that any Tax Return Information communicated to the Firm via email may be disclosed for oversight purposes, and **I will avoid emailing Tax Return Information in order to prevent this disclosure**. If I still choose to send information to the Firm via email, I agree to hold the Firm harmless for any disclosure to Avantax that occurs.

Purpose Two: Disclosure in Order to Discuss Tax Planning and Financial Products and Services with You

Why is my information being disclosed? To evaluate your financial situation and provide you with information about various tax planning strategies and financial services and products, which may include, but is not limited to: individual and business tax planning, estate and gift tax planning, business consulting, bookkeeping services, retirement planning, investment advice, investment products and services (e.g., stocks, bonds, mutual funds, insurance, and annuities) and long-term care and life insurance. Services are dependent upon the licenses held by your tax preparer.



Where is my information being sent? Avantax Wealth Management (“Avantax”) is composed of: (a) Avantax Investment ServicesSM, a registered broker-dealer; (b) Avantax Investment ServicesSM, a registered investment adviser; and (c) Avantax affiliates, all of which are headquartered at 3200 Olympus Blvd., Suite 100, Dallas, Texas 75019.

What information will be disclosed, and how? All of your Tax Return Information, including communications with the Firm and any information the Firm derives or generates in connection with your tax returns. You may request a more limited disclosure of your Tax Return Information.

Your Tax Return Information will be disclosed via financial planning or other software or systems owned by the Firm or by Avantax.

Avantax and its authorized third-party vendors will retain and store your Tax Return Information in hard copy and/or electronically as required by applicable regulations, or longer as determined in the sole discretion of Avantax.

I **consent** to the disclosure of my Tax Return Information for the purpose above.

I **do not consent** to the disclosure of my Tax Return Information for the purpose above.

Signature

The duration of this consent is three years from the date of signature, unless a more limited duration is specified here: I/we specify the duration of the above consent to be ___ years from the date of signature.

Taxpayer Printed Name

Signature of Authorized Signer for Business

Date

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.

BUSINESS BANKING INFORMATION MUST BE COMPLETED OR UPDATED

PLEASE CHECK THE APPROPRIATE BOX(S)

Checking Savings Individual Account Joint Account Business Checking

BANK NAME: _____ ROUTING #: _____ ACCOUNT #: _____
(9 NUMBERS)

If you owe taxes, do you want direct withdrawal from your bank account?

Yes, Date of Withdrawal(s) _____ NO, do not make direct withdrawals.

If estimated tax payments are required, do you want them debited from your bank account on the due dates? Yes No

If you are a LLC or LLP, your New York State IT-204-LL will be debited from your bank account listed above.