

NASH BUSINESS SERVICES, INC. Tax Income /Payroll/Sales/Bookkeeping/Business License Prep

Phone: (818) 243-1977 Fax (213) 984-2653 email nbsandco@aol.com 210 N. Central Ave. # 100 Glendale, Ca 91203

TAXPAYER'S STATEMENT REGARDING PREPARATION OF YEAR 201

INCOME TAX SALES PAYROLL WORKMANS COPM BUSINESS LIC. EDD DEPT. CORP.

Taxpayer Name:	SS#	-	-
Taxpayer Spouse Name:	SS#	-	-
Company Name:	EIN	-	-
BOE#	EDD#	CORP. #	W. COMP#
			BUS. LIC#

By signing this statement, I affirm that:

- **I have received a copy** of my completed (year) tax return for my records.
- **Before signing the return, I did review it** to verify that the information contained in it is true and accurate and was derived from information and documentation which I furnished for preparation of the return. The information furnished was relied on by the preparer without independent verification.
- **Nothing was added or deleted during preparation**, which would result in the understatement of tax liability.
- **All of my taxable income has been properly reported**, including any income from trading or bartering of services between any other person or company and me. If I did not submit additional income the tax return fee does not include services in connection with amending the income return.
- **I have provided my preparer with a copy of all-correspondences** received from the Internal Revenue Service or (State Taxing Authority) during the year. If I received a refund over the amount I am responsible for the amount, penalties and interest. In the case of an audit of my return, I will notify my preparer to discuss the appropriate action to be taken. The tax return fee does not include services in connection with audit representation. All governmental correspondences.
- **I have been advised that I must provide signed and keep adequate records** for all income and expenses that I will be reporting in my income tax. Schedules A, B, C, D, E, F, H, Sales, Payroll, Work mans compensation insurance fund for all types of Business Entities. I am aware of the requirements for timely records and receipts. I am aware that I am not entitled to deductions for these expenses unless the proper verifiable legible records have been kept.
- If I am a participant in a **partnership or other tax incentive investment** the preparer has relied on final information prepared by the partnership accountants or the counsel of the sponsoring organization. Example K-1's
- **I have received from the preparer my current year estimated taxes coupon** with dates and amounts. I will send the appropriate amounts on or before the due date if I cannot send the estimated taxes I understand they will be tax, penalties and interest imposed by all governmental agencies. If my income tax is filled after the due date original due date with extension, all prior estimated taxes should be paid regardless.
- **I have been advised about the security of personal information** NBS, Inc. does all the necessary measures to protect all the personal information but is not guaranteeing if a hacker we go to my system and retrieves the information and use it for criminal use. Example Office Theft, Email, Fax, Through Internet. I shall hold the NBS, Inc. the officer's shareholders and staff from any liabilities concerning this issue.
- **I have been advised about the \$7,500 1ST Time Home buyers Payback** For our client our software will transfer the information \$500 repay back will start on 2010 for the period of 15 years. For new Clients they informed us if they had the \$7,500 Pay back credit and if they made any pay back so we could included in the return. In order to avoid any correspondence regarding this issue.
- **I have been advised about use tax from State Board of Equalization Any** taxpayer purchases any product outside California should file submit & pay use tax. Any Business Gross income exceeds \$100,000 and don't have Sellers permit should apply for new use tax account and submit on yearly basis form #BOE 404 with payment by 04-15-10 this year starting next year 01/31/11
- **I have been advised about Health Care Coverage** Must have info. from Market Place 1095A, Health Care 1095B, Larg Employer 1095C.
- **I have been advised about all tax credits that I maybe qualified for the year stated above .**
- **I have been advised that if I or my spouse do not inform NBS, INC. or the staff about filling an extension** I and my spouse authorize NBS, INC and the staff to get us extension we do understand that we are responsible for the Estimated taxes We should of paid it during prior year or with the extension we also understand that by not sending any amount with the extension we will assed interest and penalties.
- **I have been advised that I should report on my ownership or interest on any Monies, Properties, Businesses** that I have anywhere in the world.
- **Any Taxes, ID Theft that we prepare we do not give refund or exchange.** Any governmental Agency may request any and all evidence supporting the send out forms. We do not have any control of the respond time frame.
- **"My return preparer has informed me** that may be required to electronically file my IRS FTB income tax form number & year stated above on my behalf. I understand that electronic filing may provide a number of benefits to taxpayers, including an acknowledgment that the IRS received the returns, a reduced chance of errors in processing the returns, and faster refunds. I do not want to have my return electronically filed, and I choose to file my return on paper forms. I will mail or otherwise submit my paper return to the IRS myself. My preparer will not file or otherwise mail or submit my paper return to the IRS" **APPLICABLE YES INITIAL** _____ **NOT APPLICABLE NO INITIAL** _____

(FOR INVESTMENT ADVISORS) Your tax return preparer, is additionally engaged in the business of financial planning, Business License, Complete Real Estate Services. Section 7216 of the Internal Revenue Code requires tax return preparers who use tax return information in connection with other business activities to disclose such possible use I the taxpayer have consented. The tax return information may not be disclosed or used for any other purpose other than as stated herein. The undersigned hereby consents to such use of the tax return information and for any other purpose related thereto or which (NBS, INC.) in its sole and absolute discretion, deems appropriate and in the best interest of the undersigned.

I also understand my files will be kept confidential. I shall hold NBS, Inc officers, employees, shareholders and staff harmless from any liability of misuse of your personal information in the following cases In or outside the office computer Hackers, subpoena from any Federal, State, County, and City & police Departments.

Taxpayer Signed: _____ Date: _____ / _____ /201

Spouse Signed: _____ Date: _____ / _____ /201

NASH BUSINESS SERVICES, INC.

Bookkeeping, Tax Services

Phone: (818) 243-1977

210 N. Central Ave. #100

Fax: (213) 984-2653

Glendale, Ca 91203

Consent to Disclosure of Tax Return Information

Federal law requires this consent form be provided to you ("you" refers to each taxpayer, if more than one). Unless authorized by law, we cannot disclose, without your consent, your tax return information to third parties for purposes other than the preparation and filing of your tax return. 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.

Complete this form only if you consent to Nash Business Services, Inc. providing your tax return information to a third party. If you do not wish to give your consent, you are not required to sign this form. If your tax return(s) are filed jointly with another party, both parties' signatures are required for consent of release of tax information. If we obtain your signature(s) on this form by conditioning our services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return and/or 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.

You are agreeing to the disclosure and use of all of your tax return information. As a taxpayer, you have the ability to request a more limited disclosure of your tax return information as you direct.

By signing below, you (including each of you if there is more than one taxpayer), upon your written request, authorize Nash Business Services, Inc. to disclose a portion or complete copy of your tax return or tax return information or forms that it has retained to a third party for business and/or personal financing, insurance or financial services purposes.

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.

By signing this agreement, you agree that you have received a copy of this agreement for your own records. It is anticipated that we will engage in similar transactions in the future, and as such the consent to the use and disclosure of tax return information shall remain in effect:

_____ One Year _____ Five years

This Consent includes all related tax information for these years, unless indicated by you below not to disclose: (Examples: Amended returns, AJE, Trial Balance, K1, etc.):

Signature of Taxpayer

Printed Name of Joint Taxpayer

Printed Name of Taxpayer

Joint Taxpayer Signature
(Required if Joint Return)

Date: _____

Date: _____

General Engagement Letter for Tax Return Preparation Year _____

Dear client,

Thank you for the privilege of allowing us to provide you with tax preparation services. This engagement letter expresses the terms and conditions under which we will provide you with tax services, and it outlines responsibilities for each of us.

Tax Preparation:

- We will prepare your federal and state tax return(s) with supporting schedules for the applicable tax year based on information you provide us.
- You will provide any requested records needed in order to complete the tax return(s) preparation. Original records will be returned upon completion of the tax return(s), however, it is recommended that you provide photocopies to prevent data loss. We are not responsible for lost, damaged, or stolen records.
- You will provide all information to us no less than 30 days prior to the expected delivery date of the tax return(s). Although we will endeavor to extend the due date of your tax return(s) if they are not done by the filing deadline, ultimately you may be subject to late filing penalties because of the delay.
- We will not audit or otherwise verify your records to discover errors or omissions, should any exist. However, if we find irregularities or unusual items, we will bring them to your attention and/or ask for clarification.
- We will provide bookkeeping assistance necessary to complete the tax preparation at an additional charge.
- You attest that income and expense items you claim are substantiated by proper records and receipts, and can furnish such documentation in the event of an audit.
- You attest that the information you provide is accurate and complete to the best of your knowledge.
- You are ultimately responsible for the accuracy of the tax return(s) and should review all documents carefully before signing.

Fees & Payment:

- All preparation fees are invoiced per tax return per tax year.
- Our fees are based on the complexity of your tax return(s) as well as out-of-pocket expenses.
- Tax preparation fees must be paid before we will electronically file or release your tax return(s) to you.
- We reserve the right to ask for a retainer to be paid in advance of work done from new clients and any client with whom we have experienced payment problems.
- If you terminate this engagement before completion, you agree to pay for time and expenses incurred prior to the date of termination, even if the tax return(s) are not completed.
- In the event the client has any past due balances, we reserve the right to cease working on your tax return(s) or providing any other services until the balance has been paid in full or other acceptable payment arrangements have been made.
- Past due balances of more than 30 days are subject to 18% annual interest.
- At anytime after 60 days past due, your account may be sent to collections. You are responsible for any court costs, attorneys' fees, and any costs resulting from collection attempts.

Important Notices:

- Where tax law is ambiguous or unclear, we will use our best judgement. Unless otherwise instructed by you, we will resolve such questions, when possible, in your favor.
- Penalties can be imposed when taxpayers understate their tax liability. If you would like information on these penalties, please contact us.
- If an extension of time is required, any estimated taxes owed must be paid when the extension is filed. Any amounts not paid by the filing deadline are subject to interest and late payment penalties.
- The IRS does not permit us to discuss your tax return except if authorized by the client by checking a specific box on your tax return. Unless otherwise instructed by you, we will check the box which authorizes the IRS to discuss your tax return with us.
- Your tax return(s) may be selected for audit by tax authorities. We are available to represent you or prepare materials in response to correspondence. However, these are additional expenses not included in our tax preparation fees and we will render additional invoices for the time and expenses incurred.
- One printed or digital copy of your tax return(s) will be provided to you for your files. Additional copies requested within 10 days of filing your return are \$10 each. Copies at any other time are \$25 each. These expenses apply to digital copies for the time and effort involved in providing this service.

- If you require us to release a copy of your tax return(s) to a 3rd party (e.g. mortgage lender) we will require your permission in writing or via email. Postage and copy fees stated above will be invoiced for this effort (\$25 minimum)

This engagement letter will apply for all future years tax preparation services unless the agreement is terminated in writing or amended in writing by you or the tax preparer. Please sign and return this letter by email, fax, or mail. Please keep a copy for your records.

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

Very truly yours,

Haig Nashalian, President.
Nash Business Services, Inc.

Taxpayer Name

Signature

Date

Taxpayer Spouse Name

Signature

Date

Company Name if any

Phone

Cell

Email