

# Partnership Engagement Letter:

## Tax Year 2019

*Thank you for using Tucson Tax Team for your tax preparation needs. Clear communication is key to a successful business relationship. The purpose of this letter is to ensure we share an understanding of the services we provide.*



**Our Responsibilities:** Our responsibility is to accurately prepare your Federal and State Partnership income tax returns including all supporting schedules. We are not responsible for the preparation of other business taxes such as state use tax, payroll tax, etc. We will complete income tax returns using the information you provide to us. Although we may ask for explanations regarding certain items, we will not audit or verify any information. If we encounter a situation in which the tax laws are unclear, we will advise you of it and use our professional judgment as to the correct handling of the situation. Our work in connection with the preparation of your Form 1065 filing does not include any procedures designed to discover defalcations or other irregularities, should any exist.

**Your Responsibilities:** Your responsibility is to provide us with all the information needed to prepare your return. You need to keep substantiation documentation for the income and expenses that you are claiming on your return in the event such items are requested by a taxing authority. These records include income statements, bank and credit card statements, travel expenses, business mileage, business utilities, home utilities and other expenses for an office in home. You may be asked to prove that your expenses were reasonable and necessary; excessive or inappropriate expenses may be disallowed.

You are responsible for keeping personal and business funds separated; personal expenses should not be paid from the business account and vice versa. If you co-mingle personal and business credit card charges, you will not be permitted to deduct credit card interest.

Under the Centralized Partnership Audit Regime, penalties relating to Partnership items are imposed at the partnership level unless a special election is made. Tucson Tax Team does not make this election unless you request it. These penalties will affect partners in place at the time the additional tax/penalties are assessed. 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; review them carefully before you sign them.

**Confidentiality:** Information you provide will be kept confidential but is not protected from the IRS. We cannot disregard the implications of any information you provide in the process of preparing the return.

**Fees and Deadlines:** Our fees are based upon the complexity of the tax return and the completeness of information you provide. We require full payment of your preparation fees before we file your return. We cannot guarantee timely filing of your tax return unless all information is received by March 1<sup>st</sup>; otherwise we will recommend filing an extension. In the event this engagement is terminated prior to completion, we will request payment for the work we have completed at the rate of \$150 per hour.

**Audits:** Your returns are subject to review by taxing authorities. Should an examination occur, we are available to represent you at an additional fee. Any additional tax, penalties or interest assessed are your responsibility.

**Income:** The IRS requires you to report all income received in a trade or business including bartering, cancelled debt, kickbacks, etc. The IRS receives income information from merchant cards and will occasionally test to make sure you are reporting all your income based on credit card sales reported. Unreported income is subject to substantial penalties.

**Assets:** You are permitted to expense any assets under \$2,500 each; assets over \$2,500 must be depreciated.

**Health Insurance:** If the partnership deducts the cost of health insurance to the partners, then the partners must include the cost of the premiums as a guaranteed payment.

**Accountable Plans:** In order to deduct expenses that the partners pay personally, the Partnership must have a written accountable plan that states how and when employees will be reimbursed for expenses that are paid outside the Partnership.

**Travel Expenses:** Mileage from a non-company vehicle is subject to reimbursement from an accountable plan in order to be deductible. 50% of the cost of business-related meals is deductible. 50% of meals just for yourself are deductible only if you are away from your tax home. Meal expenses must be documented with the date, the client or associate, and the purpose of the meal. Travel is deductible if you can demonstrate a substantial business purpose. These expenses may include ground/air transportation, lodging, meals as described above, incidental expenses. If your travel is mixed business and personal, your deduction may be limited.

**Employees and Contract Labor:** Partners are not employees or contract laborers; they should not receive a W-2 or a 1099. Partnership income is subject to self-employment tax. Employees must be paid with paychecks; payroll taxes must be withheld and paid to the Treasury Dept. W-2s must be provided to employees by January 31<sup>st</sup> of the following year. Independent contractors need not have payroll taxes withheld; you must file forms 1096/1099-MISC by February 1<sup>st</sup> of the following year for any contractor you paid \$600 or more during the calendar year.

**Losses:** The amount of loss each partner can take on their personal tax return is limited to that partner's investment in the Partnership. It is each partner's responsibility to maintain and keep a record of their basis. We have worksheets to help with this. Tucson Tax Team LLC may not take any loss generated from a Partnership without adequate basis records from the partner. We can recreate your basis for a fee if the required information is available.

**Bookkeeping:** The IRS places a higher burden of responsibility on business entities. It is important that you have proper bookkeeping procedures in place to support the income/expenses claimed on the business tax return. If you provide your own bookkeeping, we highly recommend that you have your books reviewed by a professional bookkeeper before you provide us with a P&L and balance sheet.

If this letter is in agreement with your understanding of our engagement, please sign below.

Signature

Date

Print Business Name