



CERTIFIED PUBLIC ACCOUNTANTS

Dear Client:

The purpose of this letter is to confirm the terms of our engagement and the services we will provide. Completion of this letter and the accompanying checklist are required for preparation of your income tax return. This firm is responsible for preparing only the returns listed below:

- ◆ Prepare the 2024 federal and Minnesota income tax returns with supporting schedules.
- ◆ Prepare the 2025 Minnesota Secretary of State annual renewal, if applicable.

We will use professional judgment in preparing your tax returns. We will use our professional judgement and expertise to assist you given the guidance currently in effect at the time the services are rendered. In accordance with our professional standards, we will follow whatever position you request, as long as it is consistent with the codes, regulations, and interpretations in effect. Due to continuous changes in tax law, subsequent developments issued by tax authorities may affect your returns. If a taxing authority should contest a position taken on your return, we assume no liability for any such assessment of additional tax, penalties, or interest.

You are confirming that you will furnish us with all the information required for preparing the returns. We will not audit or verify the data you submit, although we may ask you to clarify it or furnish us with additional information. You should retain all the documents, books and records that form the basis of your income and deductions. This information may be necessary to prove the accuracy and completeness of the returns to a taxing authority. Because you have final responsibility, you should carefully review before you sign and file the returns.

Invoices are due and payable upon presentation. Any other services, including tax planning or assistance with taxing authority correspondence, are not included in this engagement and will be billed separately.

The filing deadline is March 17, 2025 for S Corporation, Multi-member LLC, and Partnership returns. Information needed to complete the return should be provided to our office no later than February 5, 2025. Returns may be extended at our discretion, and therefore we encourage you to provide the information to our office as soon as possible to allow adequate time for preparation. If an extension of time is required, any tax estimated to be due must be paid by March 17, 2025, or you may be subject to interest and late payment penalties.

If the terms outlined are in accordance with your understanding of our engagement, please sign in the space provided below and return this letter to us. We appreciate the opportunity to provide services to you.

Sincerely,  
KBA Peterson Associates, Inc.

**Please complete checklist on back.**



The terms outlined above are in accordance with my understanding and are hereby agreed to. I have completed the checklist on the reverse side of this page and all information is complete to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

# BUSINESS TAX CHECKLIST

Primary Contact \_\_\_\_\_  
Name Phone Email

Preferred Method of Contact  PHONE  EMAIL

Preferred Method of Receiving Completed Tax Return  PAPER  ONLINE PORTAL

Total number of W-2s filed by the business for 2024 \_\_\_\_\_

YES NO

Did the **BUSINESS ADDRESS** change? *Update:* \_\_\_\_\_

Did the **BUSINESS PHONE NUMBER** change? *Update:* \_\_\_\_\_

Did the **BUSINESS BANK ACCOUNT** change? (*Provide Documentation*)

Were there any ownership changes during the year? If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

Were there any owner address changes? If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

Did any payments require Form(s) 1099 to be filed?

If yes,  All required Forms 1099s were filed

Did the business purchase any assets this year? If yes, provide asset detail including cost and date purchased.  
\_\_\_\_\_  
\_\_\_\_\_

Did the business dispose of any assets this year? If yes, provide detail including date and method of disposal.  
\_\_\_\_\_  
\_\_\_\_\_

## Important KBA Information

- Last Day to Submit Business Tax Information: February 5, 2025
- S-corporation/Partnership Tax Return Due Date: March 17, 2025
- Completed Checklist and Engagement letter are required for tax filing
- Read enclosed Beneficial Ownership Information (BOI) filing requirement