

**Please complete and submit with your BUSINESS tax documents for preparation.**

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, sign this letter in the space indicated and return it to us with your tax documents. Thank you for the opportunity to be of service. If you have any questions, contact our office at the numbers listed below.

Accepted by:

\_\_\_\_\_  
*Responsible Party*

\_\_\_\_\_  
*Printed Name*

**All responsible parties must sign for preparation of returns.**

\_\_\_\_\_  
*Date*

Please initial beside the tax returns or estimated tax coupons you would like us to prepare for you.

**Responsible Party      Type**

\_\_\_\_\_

1065

\_\_\_\_\_

C Corp

\_\_\_\_\_

S Corp

\_\_\_\_\_

FinCEN Reports

\_\_\_\_\_

1041 – Trusts

\_\_\_\_\_

State Tax Return (s)

State 1 \_\_\_\_\_ State 2 \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

Extension of Time to File

Federal \_\_\_\_\_ State \_\_\_\_\_

**TMI Group, LLC  
PO Box 102, Confluence, PA 15424  
Confluence: 814-395-5567      Greensburg: 724-858-3213**