



ENGAGEMENT LETTER

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2017 federal and requested state income tax returns from information that you will provide to us. We will not audit or otherwise verify the data you submit, although it may be necessary to request clarification of some of the information. We have provided you with an organizer to guide you in gathering the necessary information. Your use of the organizer will assist in keeping pertinent information from being overlooked.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority.

Our 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. However, should we find any irregularities or unusual items we will bring them to your attention. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns. If we discover any errors or omissions on a prior year return we will bring that to your attention.

The filing deadline for the tax return is March 15, 2018. To ensure your return is filed by the deadline, please have all your information to us by February 23, 2018. If you are unable to file your tax return by the deadline and extension will need to be filed by March 15, 2018 to avoid penalties for late filing.

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

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, we will be available, upon request, to represent you under a separate engagement letter representation.



Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. We may require a retainer to be paid when you submit your 2017 data to us. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, such as gift, property, local, or school district, please inform us by noting so just below your signature at the end of the returned copy of this letter.

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

Very truly yours,

Abacus CPAs, LLC

Taxpayer Matters Partner Signature

Date

Other Partner Signature

Date

You can turn in the organizer and/or tax documents by mail, fax or email to:
Address: 1835 E. Republic Rd., Suite #200, Springfield, Missouri, 65804
Fax: 417-823-0744
Email: organizer@abacuscpas.com

Steps to Complete your 2017 Partnership Tax Return

Step 1: Compile all business related income and expenses for 2017. Please list cash expenses on page 5 unless you have already given us ALL cash expense records for the year.

Step 2: Complete the tax organizer.

Step 3: Send in completed tax organizer and requested documents to: 1835 E. Republic Rd., Suite #200, Springfield, MO, 65804, or fax to 417-823-0744 or email to organizer@abacuscpas.com.

Step 4: To file your taxes, you must sign Form 8879-PE once we have contacted you to let you know the return is completed.



2017 PARTNERSHIP TAX ORGANIZER

The Internal Revenue Service matches information returns with amounts reported on income tax returns. A negligence penalty may be assessed where income is unreported. Accordingly, all Forms 1099, Schedule K-1, and other information returns reflecting amounts reported to the Internal Revenue Service should be submitted with this organizer.

PARTNERSHIP INFORMATION

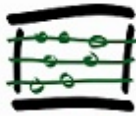
Name of Partnership:	
Federal ID#:	
Date Business Started:	
Mailing Address:	

TAX MATTERS PARTNER INFORMATION

Name (First, M., Last):	
Social Security Number:	
Contact Phone Number:	
Email Address:	
Mailing Address:	
Physical Address:	

OTHER PARTNER INFORMATION

Name (First, M., Last):	
Social Security Number:	
Contact Phone Number:	
Email Address:	
Mailing Address:	
Physical Address:	



Abacus CPAs, LLC
Better Guidance. Smarter Decisions.

IMPORTANT FILING INFORMATION

<p>Would you like Abacus CPAs to electronically file your tax return? *A partner signature will be required at completion. If no, please state reason: _____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>We provide you a copy of your tax return(s) via your individual secure online Abacus Access account. Please circle mail if you would like your copies mailed to you via USPS. Due to the increase in online identity theft, we will no longer provide copies via attachment to an unsecure email. C\ccgY Preferred Method.</p>	
<p>Can the IRS discuss the return with Abacus CPAs?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is this your first tax return for the partnership?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is this your final tax return for the partnership? If yes, on what date did your business close? _____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Which method of accounting is used for tax purposes? 7\ccgY One:</p>	
<p>Were there any changes to the partnership agreement (including ownership)? If yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Did you employ any employees during the year? If yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>What is the ownership percentage for the tax matters partner? _____</p>	
<p>What is the ownership percentage for the other partner(s)? _____</p>	

TRANSPORTATION RELATED ITEMS

<p>Does the partnership lease or own your OTR truck? C\ccgY One:</p>	
<p>If the partnership owns the OTR truck please list details below. Date Purchased: _____ Purchase Price: \$ _____ *Please provide purchase and financing documents.</p>	
<p>Did the partnership sell an OTR truck, trailer, or equipment in 2017? If yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If you lease your OTR truck. Did you make a lump sum lease payment in 2017? Date Paid: _____ Amount: \$ _____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If Abacus did not provide general accounting service during the tax year please submit the following information:</p> <ul style="list-style-type: none"> • Partnership Operating Agreement • Article of Organization and SS-4 • Balance Sheet • Profit & Loss Statement • Depreciation Schedules • Bank and Credit Card Statements for the Partnership 	



TRANSPORTATION RELATED ITEMS

Does your partnership have additional transportation related business deductions not already submitted? If yes, please provide your expenses in the table below.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of Expense	Partnership Expenses
Lumpers	\$
Tolls/Parking Fees	\$
Scales	\$
Equipment/Operating Supplies	\$
Safety/Weather Gear/Security	\$
Fuel	\$
Oil & Additives	\$
Truck & Trailer Washes	\$
Truck Repairs	\$
Trailer Repairs	\$
Communication	\$
Office Supplies	\$
Lodging	\$
Travel- (laundry, showers, vehicle rentals, etc.)	\$
Bank/ATM fees	\$

Thank you for the opportunity to prepare your tax return. We will contact you once your return has been prepared. It is important that you and your partner review the return. Please understand your return will not be filed until the tax matters partner has signed the return.