



## Organizer for Exempt Organizations

Organization: \_\_\_\_\_

EIN	Name	Date Incorporated		
Address: _____	Mailing Address	Suite #	City	State Zip Code
Contact Name: _____	Email: _____			
Contact Phone: _____	Organization Phone: _____			

This organizer is provided to help you gather and organize information relating to preparation of your organizational return.

Where indicated, we have provided additional worksheets and other specialized organizers where you can provide additional important information. Please provide us with a copy of the organization's tax returns for the past 3 years if you are a first-time client of Pacific Northwest Tax Service.

- If you maintain your organization's books using a bookkeeping system such as QuickBooks, Quicken or Excel, you can provide us with a backup file of your records rather than completing the income and expense and balance sheet sections of this organizer.
- If you would like our accounting staff to prepare organizational income and expense reports for you, we will need you to provide us with the following documents:
  - Organizational bank statements for all months of the year
  - Credit card statements (for organizational-use credit cards)
  - Receipts for cash purchases not shown on bank or credit card statements
  - Checkbook register (please identify all checks by entering an expense category in the memo section)

### Filing Information. Please answer ALL of the following questions.

What is the organization type? 501(C) (        ) (insert no.) other:

Is the organization's application for tax exempt status pending with the IRS?

Is this a new address? Yes  No  Is this an initial return? Yes  No  Is this a final return? Yes  No

Is this a group return for affiliates? Yes  No  If "yes", how many?

What accounting method does the organization use? Cash  Accrual  Other (describe)

Does the organization file under a calendar year? Yes  No  If "no", what is the fiscal year?

Did the organization engage in any activity not previously reported to IRS? Yes  No  If yes, describe here.

Were any changes made in the organizing or governing documents? Yes  No  If yes, were changes made to the organization's name? Yes  No

Did the organization have unrelated business income of \$1,000 or more this year? Yes  No

Was there a liquidation, dissolution, termination, or significant disposition of assets during the year? Yes  No

Is the organization related (other than by association with a statewide organization or nationwide organization) to any other exempt or non-exempt organization? Yes  No

Did the organization make any direct or indirect political expenditures? Yes  No

Did the organization lobby/attempt to influence any legislation? Yes  No  If "yes", \$ spent \_\_\_\_\_

If organization makes lobbying expenditures, has form 5768 been filed? Yes  No

Did the organization comply with IRS public inspection or returns/applications? Yes  No

Did the organization solicit any contributions that were **not** tax deductible? Yes  No

Did the organization make grants for scholarships or student loans? Yes  No

Did the organization conduct activities in any state other than Oregon? Yes  No  Or, to any country outside the U.S.? Yes  No  If "yes", which states &/or countries?

Does the organization have any foreign bank accounts? Yes  No



### Current Officers, Directors, Trustees & Key Employees

Name and Address	Title	Average hours/wk	Compensation
1.			
2.			
3.			
4.			
5.			
6.			
7.			

How many officers, directors, trustees & key employees are permitted to vote at board meetings? \_\_\_\_\_

### Complete the following for all employees paid more than \$100,000/year: (attach separate sheet if you have more than 2)

Name and Address	Title	hours/wk	Compensation
1.			
2.			

### Complete the following for independent contractors paid more than \$100,000/year: (attach separate sheet if you have more than 2)

Name and Address	Type of Service	Compensation
1.		
2.		
-		



We prefer that you provide us with the organization's books and/or the comparative balance sheet and P&L. If you are providing these to us, leave the income and expenses section blank.

<b>Organization Income:</b>	
	Total:
Contributions, gifts, grants	
Membership dues	
Program service revenue	
Government contracts	
Investment (interest)	
Fundraiser or special event income (list)	
1.	
2.	
3.	
4.	
5.	
6.	
Other income (list)	

<b>Organization Expenses:</b>	
	Total:
Accounting fees	
Bank fees	
Employee benefits	
Credit card fees	
Dept. of Justice fee (OR)	
Equipment	
Fundraising	
Grants paid	
Insurance	
Internet	
Meetings	
Payroll taxes	
Postage and shipping	
Printing & publications	
Rent	
State corporation fees	
Supplies	
Telephone	
Travel	
Wages	
Website fees	
Other (list)	

### Program Accomplishments

In general categories, list the organization's accomplishments for the year. Include approximate number of people served, publications issued, etc. Also, indicate \$ amount of grants provided.

1.

Grants: \$	Expenses: \$
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2.

Grants: \$	Expenses: \$
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3.

Grants: \$	Expenses: \$
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Assets at <b>beginning</b> of year:		Assets at <b>year end</b> :	
Checking account	\$	Checking account	\$
Savings account	\$	Savings account	\$
Accounts/pledges receivable	\$	Accounts/pledges receivable	\$
Other current assets (describe)	\$	Other current assets (describe)	\$
	\$		\$
	\$		\$
	\$		\$

Liabilities at <b>beginning</b> of year:		Liabilities at <b>year end</b> :	
Accounts payable	\$	Accounts payable	\$
Grants payable	\$	Grants payable	\$
Other liabilities (describe)	\$	Other liabilities (describe)	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

#### **Schedule of Contributors for Organizations Exempt Under Section 501(c)(3)**

(don't complete if organization is a private foundation, section 501(e), 501(k), 501(n) or 4947(a)(1) )

Complete the following for any contributors who gave \$5,000 or more (cash & non-cash). Attach separate additional pages if needed.

Name and Address	Contribution (year total)	If non-cash, provide description
1.		
2.		
3.		
4.		
5.		
6.		



## Terms of Engagement

Thank you for choosing Pacific Northwest Tax Service to assist you with preparation of your tax return(s). This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your federal, state, county, and city income tax returns for the year(s) you identify in this Agreement. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. Tax organizers are available on our website at [www.pnwtax.com](http://www.pnwtax.com). We encourage you to use these organizers to help you collect the data required for your return. Our staff can also provide you with a paper copy of the organizer if you request one.

### **Payment of Retainer**

Payment of a **non-refundable** retainer is required at the earlier of:

1. The date you schedule your appointment, or
2. The date you deliver this tax organizer and/or other documents to us.

### **Retainer Price:**

#### **New Clients:**

Business Tax Return Retainer: \$850

#### **Returning Clients:**

Business Tax Return Retainer: \$700

### **Tax Return Preparation Procedures**

To help ensure we deliver you with the best possible service, it is important that you understand the procedures involved in the preparation of your return which are as follows:

#### **Step 1. Information collection**

We ask you complete this tax organizer and deliver documents to us at least one week prior to your scheduled tax preparation appointment. You may deliver documents to us by dropping them off at our offices, by uploading them to our SecureFilePro portal system or by mail/delivery service.

#### **Step 2. Analysis and preparation**

Prior to your tax appointment, we will review and analyze the tax documents and other information you have provided to us. Our staff will contact you via email or phone to request additional information or documentation that we need, and to ask questions to clarify the information we already have. Please provide any requested documents or information as quickly



as you can. If you cannot deliver the requested information before your appointment, we may need to reschedule your appointment.

### **Step 3. Tax Return Appointment**

At your appointment, you and your tax preparer will be able to:

- Ask and receive answers to any questions either of you might have.
- Review your completed tax return.
- Make any necessary corrections to your return.
- Present required documents for you to sign (paper or electronic format)
- Review tax preparation invoice and make payment.

### **Step 4. Signing Your Return**

You should carefully review your return and notify your preparer of any required changes you believe should be made. It is especially important to advise your preparer of incorrect names, addresses, tax identification numbers, or bank routing and account numbers. You should also ensure that income and deduction amounts seem accurate.

Both you (and your spouse if filing jointly) must sign the following forms before we can electronically file your return:

Form 8879 (E-File Authorization Form).

Pacific Northwest Tax Service Engagement Letter.

Direct Deposit and/or ACH Payment Authorization (if you have elected to receive your refund or pay your taxes directly from your bank account)

Due diligence forms may need to be signed for taxpayers receiving certain tax benefits such as the earned income credit, child tax credit or head of household filing status.

State 8879, 8453 or other e-sign authorizations may also need to be signed for certain state returns.

Dropbox e-signing procedures

We use the Dropbox, e-signature service which allows you to authenticate and sign your return from your computer or smart phone. The following rules apply to e-signing your return:

Look for an email from Dropbox sign.

Your access code password for e-signing signing your return is your full 9-digit SSN. Enter your SSN, including dashes, in the following format (000-00-0000).

Joint filers receive and sign e-sign documents in separate emails. Taxpayer and spouse will each use your own SSN.

Signing at our offices



If you prefer to sign paper forms, you may do so at our offices. Your tax preparer, or our front desk staff can print the required forms for you when you come in. Please have your ID ready to present to our staff at this time.

### **Step 5. Payment of Tax Preparation Fee**

Your tax preparation bill must be paid before we finalize and electronically file your return. You can pay your invoice in any of the following ways:

1. Authorize.net e-invoice allows you to pay your bill online.
2. Phone into our offices with your credit or debit card.
3. In person at our offices with debit or credit card.

#### **Paying by check**

We do not accept checks except in the cases of trust and estate returns. We will wait for your check to clear before we e-file your return.

### **Step 6. Tax Consultant Review and Error Check**

After you have signed Form 8879 and paid your tax preparation fees, your return will be routed to our processing department where it will be error-checked. If significant errors are discovered, your preparer will contact you to notify you of the errors. You will be provided with a corrected copy of your return, and you will be asked to sign a new Form 8879 which you will need to sign and return to us before we will file your return.

### **Step 7. E-filing and Finalization of Return**

When review of your return is completed by our Designated Consultant, your return will be electronically filed with the IRS and applicable state(s). After your return(s) are accepted by the IRS and applicable state(s), our front desk staff will contact you to notify you by phone, email and/or text message that your return has been finalized.

### **Step 8: Delivery of tax return & return of original documents**

We will upload an electronic copy of your return to your secure portal. Please let your tax preparer know if you want a paper copy of your return. The additional cost of a paper printout is \$30.

If you delivered paper tax documents to our offices, you will be able to pick your documents up after your tax return has been electronically filed and accepted by IRS and state. Our front desk staff will contact you via phone, e-mail and/or text message to notify you paperwork is ready for pickup. You can stop by our offices during normal business hours to pick up your documents. Any documents not picked up within 4 years will be destroyed.

### **Accounting services**

Pacific Northwest Tax Service offers bookkeeping, accounting, and payroll services for small business. These services are offered separately from our tax preparation services and are not



included in the cost of preparing your return. The hourly rate for bookkeeping and payroll is \$125/hour outside of tax season. We do not do bookkeeping during tax season. Complex accounting services performed by our senior accounting staff or CPA, are billed at a rate of \$350/hour. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover.

### **Unclear law**

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will adopt, on your behalf, the reasonable alternative that you select.

### **Penalties for late payment of tax**

You are solely responsible for making timely payment of taxes that you owe. The law imposes penalties when taxpayers underpay or make late payment of their tax liabilities (amounts owed) including:

Estimated tax penalty: If you underpay taxes during the year, you can be assessed an estimated tax penalty.

Late payment penalty: If you pay taxes after the April 15 filing deadline, you can be assessed late filing penalties, late payment penalties and interest on amounts you owe.

**IMPORTANT:** An extension of time to file does not give you more time to pay your tax. You are solely responsible for paying your tax on time. You should remit any amount you owe by the tax filing deadline with your timely filed Form 4868. You may also pay taxes owed online with the IRS and your state.

### **Price Schedule**

We generally charge a flat fee for each form and worksheet that is included with preparation of your tax return. A time charge may apply for additional bookkeeping or consulting services. Our fee for preparing your returns will be based upon the Price Schedule posted in our offices. More information about our pricing can be found on our website at <https://www.pnwtax.com/1040-individual-tax-return-pricing>.

### **Return and retention of original documents**

We will return your original records to you at the end of this engagement. You should securely store these records along with all supporting documents, canceled checks, credit card statements, etc., as these items may later be needed to prove the completeness or accuracy of your return. We will retain copies of your returns, W-2s and certain other required documents for a minimum of 4 years, after which these documents will be destroyed.

### **End of Engagement**

Our engagement to prepare your tax returns will conclude with the delivery of the completed returns to you (if paper filing), or your signature and our subsequent submittal of your tax



return (if e-filing). If you choose not to e-file your returns or are not able to e-file your returns with our office, you will be solely responsible for filing the returns with the appropriate taxing

### **Identity theft alert and use of secure portal**

The IRS strongly advises all taxpayers to avoid sending valuable personal information via email. Cyber-thieves routinely target tax return preparers, banks, medical offices, and other businesses that store confidential information that can be used to steal your identity. We are committed to the protection of your information and therefore maintain the following policies for security reasons:

1. We will not email copies of your tax return to you, and we strongly advise that you do not email your valuable information to your tax preparer.
2. Instead, we request that you use our SecureFilePro cloud-based portal. The portal allows you to send and receive information in a secure environment. Information on how to use the portal is found on our website at [www.pnwtax.com](http://www.pnwtax.com). Click on the User Instructions link in the upper left corner of the landing page. Your tax preparer will set up Portal access for you at your request.
3. We do not mail copies of returns; however, we will arrange for signature delivery via UPS or FedEx for an additional charge of \$75.

### **Affirmation and acceptance of terms**

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign this letter in the space indicated and return it to us.

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Name of signing officer

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Signature

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Date

### **Payment of Retainer - Please indicate which of the following is true:**

- I have already paid the required retainer.
- Please charge the retainer to my credit card/debit card.

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Name on card

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Credit Card #

---

Billing Street address

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Zip

---

Exp date

---

CV code

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Authorized Signature