DAVID S. BABOIAN, CPA
PROFESSIONAL CORPORATION
4350 Carlisle Pike, Camp Hill, PA 17011
Tel 717.763.8044 / Fax 763.1111
dave@baboiancpa.com
www.baboiancpa.com

2025 CORPORATE TAX APPOINTMENTS

For Corporations, Partnerships, and multi-member LLCs

NOTE: All appointments are by telephone.

What to provide for your appointment

Please review the next few pages to determine what to provide to our office. You DO NOT need to provide personal income tax information such as your W-2, charitable contributions, home mortgage information, yes/no questionnaire, etc.

Office policies (mostly the same)

- New… if you usually receive a corporate refund from undyed equipment fuel purchased, we need a picture of a check (or similar info) to set up your direct deposit.
- **SENDING IN YOUR INFO**
  - You can drop off info via our 24 hour mail slot in our ground level door.
  - You can email info via our secure email portal. Access from our web site's "secure email" tab. The secure email is suitable for multiple attachments and Quickbooks files up to 1GB. Our normal email works as well, but for safer communications of info we recommend our web site's secure email portal.
  - You can fax info to (717) 763-1111.
  - You can mail info via US Postal, Fed-ex, UPS.

Sign & date the last page

We need your signature on the bottom of the last page… "Agreement for Tax Preparation Services".

$100 down payment

Please pay on or before your appointment date.

Sincerely,
David S. Baboian, CPA

DAVID S. BABOIAN, CPA
CORPORATE TAX *TELEPHONE* APPOINTMENT

1) Please provide a $100 DOWN PAYMENT payable to David S. Baboian, CPA or pay via our web site.

2) Any changes to business or shareholder ADDRESS, TELEPHONE or EMAIL?

3) Please provide 2025 SALES.
Do not include Covid-19 grants, Employee retention credits (ERC), loan proceeds in sales.

4) Please provide 2025 EXPENSES... should be totaled by category.

5) If applicable... please provide QUICKBOOKS BACKUP file.
   a. Qbooks version:_____ password: _____
   b. Backup and don't use Qbooks again until we return your adjusted file.
   c. DO NOT USE Accountants Review Copy or Portable Company file... just do a "BACKUP".
   d. If you use **Online Quickbooks… EMAIL US FOR A LIST OF REPORTS REQUIRED.**

6) BUSINESS MILEAGE for each vehicle using the standard mileage method.
Jan – Dec: vehicle #1 _____
Jan – Dec: vehicle #2 _____

7) If not already provided… HEALTH INSURANCE paid for business owners and family: $_____.
☐ Check box if purchased from Obamacare Marketplace.

8) 2025 PENSION amount desired (SEP, solo 401K): $_____.

9) COMPANY W-2s & PAYROLL REPORTS... **skip this question if our firm did your payroll**.
   a. Paychex... need W-2s & "Department Summary" for last 2025 check date.
   b. Paytime/I-solved... need W-3/W2s/"Consolidated Payroll Summary", and payroll processing fees paid.
   c. ADP... need W-2s, "End of Quarter YTD" & "Quarterly Tax Summary" for 4th quarter 2025

10) HOME OFFICE:
Repairs... to the office or storage area	$_____
Monthly home internet	$_____
Monthly cell phone (exclude kids, etc.)	$_____

11) CORPORATE BANK ACCOUNT balance at 12/31 $_____ (ok to write see Qbooks)

12) SALES TAX PAYABLE at 12/31 (PAYMENT DUE 01/20th)... only if you have a sales tax license.

13) IRS CRACKDOWN ON 1099's. ALL CLIENTS NEED TO DO 1099's for payments to subcontractors, office rent (even to shareholder), director fees. The only exception is payment to corporations. Best is to provide signed W-9 forms with payee info… available from our web site.

14) Any PERSONAL equipment, furniture or tools CONVERTED TO BUSINESS USE during 2025?

15) PURCHASE & FINANCING PAPERS for newly financed vehicle & equipment loans/leases.

16) BANK LOAN BALANCES at 12/31 and 2025 interest expense paid.

17) CREDIT CARD BALANCES AT 12/31 and interest expense paid in 2025. Include only NEW 2025 CREDIT CARD CHARGES in your 2025 expenses.

18) #GALLONS un-dyed gasoline purchased for OFF-ROAD EQUIPMENT -**NOT AUTOS/TRUCKS.**
_____ gallons un-dyed UNLEADED _____ gallons un-dyed DIESEL
NEW… We need a void check for direct deposit. No more IRS refunds by check.

Covid-19 relief items

19) Yes/No… Did you have an **SBA LOAN balance (EIDL)** during 2025**?**
(Usually more than $15k; usually repaid over 30 years, usually 3.75% rate.)

- **a. 12/31/25 balance $_____ (pull info from your online account)**
- **b. 2025 interest paid $_____ (pull info from your online account)**

20) Yes/No… Did you receive a refund from the **Employee Retention Credit (ERC) during 2025?**

- a. Please provide the amended payroll tax returns for each quarter.
- **b.** Please provide copies of the IRS refund checks.
- **c.** Please provide copies of the IRS correspondence for each check.

Received refunds for these quarters… _____ .

21) Yes/No… Did you receive prior year refunds from the **Employee Retention Credit (ERC) during 2020, 2021, 2022, 2023, 2024?** Let's discuss.

22) Yes/No… **Sec 139 DISASTER RELIEF…** Did your business provide hardship assistance to any of your employees, subcontractors, vendors or other business associates? Include aid to pay for family living expenses, food, medical, funeral, etc.?

23) Yes/No… Did you receive any other **Covid-19 grants in 2025?**

- **a.** Please complete **Date received** _____
- **b.** Please complete **Amount received $**_____
- **c.** Who paid you? _____

Critical reminder #1 Your ANNUAL PA REGISTRATION is required for most PA LLC's and corporations. It's $159 to hire our firm to file for you. We will remind you again after April 15th.

Critical reminder #2 New since 2024… if your business receives more than $10k in cash (green cash, not by check) from a customer, form 8300 must be filed electronically within 15 days.

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Agreement for Tax Return Preparation Services

Corporate, Partnership & LLC tax returns

This letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of your tax returns.

Tax Return Preparation

- We will prepare your **2025** federal and state tax returns based on information you provide.
- Services for preparation of your returns do not include auditing or verification of information provided by you. Accordingly, this engagement does not include the audit or examination of your books and records.
- You must review the completed returns carefully to make sure the information is correct.
- Fees must be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- Preparation fees do cover limited assistance during the year... short telephone and email questions are free.
- This engagement to prepare your **2025** tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and copies of your tax returns in a secure place for at least seven years.
- In the event of our human or mechanical error, we will correct the error at no charge and pay any resulting penalties.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state.

Privacy Policy. The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission. Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

Conflict of interest

Realizing that a possible conflict of interest exists, I hereby give permission for David S. Baboian, CPA, PC to prepare my tax returns even though the firm may also be preparing the tax returns of a) other shareholders/partners, b) related businesses or c) competitors.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above.

X_____	_____President / LLC Manager_____	X_____
Signature	Title (e.g. President, LLC manager)	Date