Accounting Services of York LLC
3030 E. Market St • York, PA 17402
(717) 757-5482 • TEXT (717) 759-4227
We'll count the beans... You enjoy the coffee!

Nonprofit Tax Intake

Returns are delivered through SmartVault unless this box is checked. ☐ **Hard copy**

Complete one intake per organization and reporting period. If you need more room, attach a schedule. Upload this form and supporting records through SmartVault.

Organization Information

Legal name _____ EIN _____

Doing business as, if applicable _____

Mailing address _____

City _____ State _____ ZIP _____

Tax period beginning _____ Ending _____

State and date formed _____ IRS exemption section, if known _____

Website _____ Accounting method, if known _____

Organization type ☐ Public charity ☐ Private foundation ☐ Other ☐ Unsure

Primary Contact and Authorized Signer

Primary contact _____ Title _____

Phone _____ Email _____

Authorized signer (if different) _____ Title _____

Filing History

Is this your first filing? ☐ Yes ☐ No ☐ Unsure

Is this expected to be your final filing? ☐ Yes ☐ No ☐ Unsure

Has the organization changed its name, address, or governing documents? ☐ Yes ☐ No ☐ Unsure

Was an extension filed for this period? ☐ Yes ☐ No ☐ Unsure

Most recent federal form filed _____ Filing deadline or extended due date _____

States where the organization is registered or solicits donations _____

If you received any IRS or state notices or missed any filings, attach the notices and list the affected years.

_____

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Financial Records and Activities

Organization name _____

Payroll

Did your organization have payroll during this reporting period? ☐ Yes ☐ No

If yes, a payroll report covering the full reporting period is required.

Financial Records to Provide

Year-end balance sheet, income statement, trial balance, and general ledger. Include bank and investment statements, reconciliations, and audited or reviewed statements, if available.

Revenue detail for donations, grants, dues, program fees, fundraising, investment income, and other receipts. Include donor restrictions, in-kind contributions, and government grants or contracts.

Expense detail by program services, management and general, and fundraising. Include the allocation method if expenses are shared. Provide asset purchases, disposals, depreciation, debts, and year-end balances.

For contributions, provide donor records with dates, amounts or descriptions, and donor names and addresses where available. Submit donor records through SmartVault.

For grants or assistance paid, provide recipients, amounts, purposes, and selection criteria. For private foundations, include grant and investment records and any excise tax payments.

Activities That May Require Additional Reporting

Mark what applies this year and attach details, including dates, amounts, and parties involved.

Did you hold fundraising events, raffles, gaming, or hire a fundraiser?	☐ Yes	☐ No	☐ Unsure
Did you earn income from advertising, rentals, or other business activity?	☐ Yes	☐ No	☐ Unsure
Did you make grants or provide scholarships or other assistance?	☐ Yes	☐ No	☐ Unsure
Did you have foreign activities, grants, accounts, or investments?	☐ Yes	☐ No	☐ Unsure
Did you engage in lobbying or political campaign activity?	☐ Yes	☐ No	☐ Unsure
Did you receive significant noncash gifts or restricted contributions?	☐ Yes	☐ No	☐ Unsure
Did you operate a school, hospital, or donor-advised fund?	☐ Yes	☐ No	☐ Unsure
Did you dissolve, merge, or dispose of a significant part of your assets?	☐ Yes	☐ No	☐ Unsure

For fundraising and business activities, include gross receipts and direct expenses separately for each activity. For donations and sales at the same event, show the amounts separately.

Activity notes _____

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Programs Governance and Filing Documents

Organization name _____

Mission and Program Services

Describe your mission and up to three major programs. For each program, include what you accomplished, who benefited, and available measures such as people served. Note new, discontinued, or significantly changed programs.

_____

_____

_____

_____

Leadership and Governance

Attach a current-year roster of officers, directors, trustees, and key employees. Include titles, dates served, average weekly hours, and compensation from the organization and related organizations.

Did any officers or board members have family or business relationships?	☐ Yes	☐ No	☐ Unsure
Were there transactions with insiders or related organizations?	☐ Yes	☐ No	☐ Unsure
Does the organization have related entities or controlled organizations?	☐ Yes	☐ No	☐ Unsure
Were board meetings documented in minutes or written consents?	☐ Yes	☐ No	☐ Unsure

If applicable, provide conflict-of-interest, whistleblower, and document retention policies, and describe how the board reviews compensation and the annual return.

Documents to Upload Through SmartVault

IRS exemption determination letter and EIN confirmation letter, if available.
Articles of incorporation, bylaws, and amendments for new clients or when changed.
Most recent federal and state filings, including schedules and any Form 990-N confirmation.
State charitable registration filings or renewal notices, IRS or state correspondence, and extension confirmations.

Completed by _____ Date _____

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BUSINESS TAX PREPARATION ENGAGEMENT

Parties and covered returns

This agreement is between Accounting Services of York, LLC (ASY) and the business named below. It covers only the business tax returns and tax years identified here and additional work ASY accepts in writing. The person signing represents that they are authorized to bind the business.

Legal business name _____

Tax year(s) _____

Federal return(s), e.g., 1065 or 1120-S _____

State / local returns and jurisdictions _____

1 | Scope of services

ASY will prepare the specified business income tax returns and related entity schedules, including K-1s when applicable, based on information the business provides. The business is responsible for providing K-1s and other required information to owners. Specify any agreed additional returns or services in writing.

Separate services

Owners' individual returns, bookkeeping and reconciliation, payroll, sales tax, registrations, annual reports, tax planning, estimated-payment monitoring, amended or prior-year returns, notices, audits and representation are separate services unless ASY accepts them in writing. A power of attorney alone does not engage ASY for additional work. Foreign returns are excluded; U.S. international information filings are included only if specifically identified and accepted in writing.

2 | Records and responsibilities

Provide complete, accurate, organized records, prior returns and requested schedules; income and expense totals categorized by type, a clean income statement (P&L), or the ASY Small Business Spreadsheet; balance sheet, bank and loan records; asset purchases, sales and depreciation details; payroll information; ownership percentages and changes; contributions, distributions and loans; and any elections or other documents affecting the return. Maintain supporting documentation and respond promptly to ASY questions.

Spreadsheet download

Download the ASY Small Business Spreadsheet at accountingservicesofyork.com/downloads/.

Basis and ownership

The business must identify all owners and provide accurate ownership and transaction records. Owner-level stock, debt, partnership or other basis calculations require supporting records and are included only if specifically agreed. The business must promptly report changes, corrected information, foreign activities and other facts affecting filings.

No audit or assurance

ASY may rely on information supplied without auditing it, but will make inquiries when required or when information appears incomplete, inconsistent or incorrect. This engagement is not an audit, review or other assurance engagement and does not include detecting fraud or all errors. ASY may decline an unsupported position or withdraw if concerns cannot be resolved.

3 | Deadlines and extensions

ASY will not begin preparing the return until all required documents and information have been provided. Work received within three weeks (21 calendar days) of the applicable original filing deadline is not guaranteed by that deadline. For accepted engagements, ASY will file an available applicable extension when needed if the signed agreement, necessary information and any required authorization are received in time. ASY will provide confirmation if requested. An extension generally extends the time to file, not to pay; taxes and estimated payments remain the business's responsibility.

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BUSINESS TAX PREPARATION ENGAGEMENT

4 | Filing and delivery

The business must review the completed returns, K-1s and payment instructions, notify ASY of errors, sign required e-file authorizations and pay the invoice before filing. Signing this agreement does not replace a filing authorization. ASY will identify electronic filings and any returns the business must sign and mail. ASY does not electronically file local earned income tax returns; when such a return is included, the client is responsible for mailing it. Electronic submission is not proof of acceptance; cooperate promptly to resolve rejections.

Copies and security

Completed returns are delivered through SmartVault unless a hard copy is requested. Send sensitive records through SmartVault or another ASY-approved secure method, or deliver them to the office. Retain your own supporting records, basis and carryover schedules and proof of filing and payment.

5 | Fees, payment and notices

Tax preparation fees depend on the work and forms required. Receipt totaling, reconciliation and other cleanup are billed separately at $150 per hour. Amendments start at $250; corrections arising from ASY errors are evaluated separately. The new-client retainer is $100 per tax year, nonrefundable and applied to the related invoice, except where a refund is required by law. Payment is due on completion and before filing. Completed returns unpaid 30 days after notice that they are ready will be sent to collections.

Taxes, penalties and notices

The business is responsible for its taxes and timely payments. Responsibility for penalties, interest or corrections depends on the circumstances and applicable obligations; ASY does not disclaim its own duties. Send all pages of agency notices promptly. Notice response and representation require separate acceptance.

6 | Confidentiality and completion

ASY safeguards information and uses service providers as permitted by law. Any legally required separate consent for use or disclosure of tax return information will be obtained separately. Either party may end the engagement by written notice; ASY will communicate outstanding work and known deadlines, and provide client records as required. Fees for work performed remain due. The engagement ends upon accepted electronic filing and communication of remaining tasks, or delivery and instructions for returns the client must file. Unfinished work or rejections will be addressed in writing. No ongoing monitoring or future-year services are implied.

Acceptance

By signing, the authorized representative accepts the terms and authorizes the services and available extensions described above. Any change in scope requires ASY’s written acceptance.

Authorized representative signature _____

Printed name _____

Title / authority _____

Date _____

ASY representative / acceptance _____

Date _____