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Annual Form IT-204-LL Engagement Letter

Background and Filing Requirement

Form IT-204-LL, Partnership, Limited Liability Company, and Limited Liability Partnership Filing Fee Payment Form, must be filed by every limited liability company (LLC) that is a disregarded entity for federal income tax purposes that has income, gain, loss, or deduction from New York State sources; **and** domestic or foreign LLC (including a limited liability investment company (LLIC) or a limited liability trust company (LLTC)), or limited liability partnership (LLP) that is required to file a New York State partnership return and that has income, gain, loss, or deduction from New York State sources; **and** regular partnership (those that are not an LLC or LLP) that is required to file a New York partnership return that has income, gain, loss, or deduction from New York State sources, and had New York source gross income for the preceding tax year of at least \$1 million. You, as the discloser and payer, may be subject to penalties if you fail to file the informational return by the due date and cannot show reasonable cause. For more information, you may visit https://www.tax.ny.gov/pdf/current_forms/it/it204lli.pdf

Your responsibility

It is **your** responsibility to make sure that you/your company is IT-204-LL compliant. **We do not** take responsibility for the correctness of information to be reported form IT-204-LL.

In order for us to properly, accurately and timely prepare all form IT-204-LLs, we ask that you timely provide us with all information requests in a **complete and timely manner no later than 5 business days** from the due date of the return(s).

Our responsibility

Upon receipt of this engagement letter, we will timely and accurately prepare the required IT-204-LL form on your/your company's behalf. All forms will be filed in a manner that is compliant with federal and state regulation. We will also provide you with a paper or digital copy of all forms filed on your/your company's behalf.

Please note that we may refuse to prepare your informational return if you willfully and intentionally disregard to comply with the IT-204-LL filing requirements.

As a final remark, **we will not** indemnify, reimburse or willingly accept responsibility for any penalties that arise from your failure to comply with your responsibility to file form IT-204-LL (which may result from your failure to timely provide us pertinent IT-204-LL information). Please also note that we will charge additional fees for the preparation of any IT-204-LL forms that are filed after the due date.

Payment and Fee

We charge a flat fee of \$100 to properly prepare and electronically file this LLC and Partnership tax compliance form. We will invoice you for this service at the successful completion of your IT-204-LL form(s). We accept cash or check for payment.
