



## Business Formation Engagement Letter

This letter is to confirm and specify the terms of Cube Tax Service's engagement with you and to clarify the nature and extent of the services Cube Tax Service will provide.

We will provide you with the paperwork needed to form a new entity with the State of Texas. We are not attorneys and are not providing you legal advice. The fee you pay is a reimbursement of the cost to file with the State of Texas. We will charge to obtain a federal Tax ID number and for tax and business advice.

Cube Tax Service will provide advice regarding the tax implications of various entity selections. The ultimate choice is yours and you will be responsible for meeting all federal and state requirements.

Your preferred business entity name: (please check your spelling)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Owner information:

- |          |                  |
|----------|------------------|
| 1. _____ | Percentage _____ |
| 2. _____ | Percentage _____ |
| 3. _____ | Percentage _____ |
| 4. _____ | Percentage _____ |

*Continue on a 2<sup>nd</sup> page as needed.*

Sincerely yours,

*Cube Tax Service*

Name: \_\_\_\_\_

Organizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ I understand I am responsible for verifying all information on all formation paperwork.

\_\_\_\_\_ I understand that if I choose to become a Sub-S corporation, I am required to pay myself (any owner/operator) a reasonable salary.

\_\_\_\_\_ I understand I will have a state franchise tax filing requirement. Cube Tax Service will not prepare tax filings without my request.