

# AUTHORITY TO RECEIVE CLIENT RECORDS

(Letterhead is Suggested)

I, \_\_\_\_\_, Owner of \_\_\_\_\_,  
located at \_\_\_\_\_,  
hereby authorized any representative of \_\_\_\_\_ to obtain and  
receive any and all of my personal and business records. This includes but is not limited to the  
following list of items:

- 1040 Personal Tax Return for the year(s): \_\_\_\_\_
- 1065 Partnership Tax Return for the year(s): \_\_\_\_\_
- 1120 Corporation Tax Return for the year(s): \_\_\_\_\_
- Payroll Tax Records, Returns for the year(s): \_\_\_\_\_
- Sales Tax Records & Returns for the year(s): \_\_\_\_\_
- All State Forms & Records for the year(s): \_\_\_\_\_
- All Estimated Tax Vouchers for the year(s): \_\_\_\_\_
- All Tax Return Filing Extensions
- All Income and Disbursement Records Including Source Documents
- All Bank Reconciliations
- All Governmental Agency Correspondence

Thank you for your anticipated cooperation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client's