

**Greg Lemon CPA, PLLC.**  
**102 W 7th St # 100**  
**Columbia, TN 38401-3249**  
**931-388-0517**

August 3, 2020

**CONFIDENTIAL**

VERGE THEATER COMPANY  
950 GRAYBAR LANE  
NASHVILLE, TN 37204

Dear :

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your federal and state exempt organization returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of these returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your tax returns does not include any procedures designed to discover defalcations and/or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of the return copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

Kelsey Glass, CPA  
Greg Lemon CPA, PLLC.

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

## **Filing Instructions**

### **VERGE THEATER COMPANY**

### **Exempt Organization Tax Return**

### **Taxable Year Ended July 31, 2020**

**Date Due:** December 15, 2020

**Remittance: Form 990-N e-Postcard**

Your Form 990-N annual electronic notice for the tax year ended 7/31/20 is being electronically filed with the IRS, as required by Pension Protection Act of 2006. No other return is required to be filed.

# e-Postcard Worksheet

Form **990-N**
**2019**

For calendar year 2019, or tax year beginning **08/01/19**, and ending **07/31/20**

Name

Employer Identification Number

**VERGE THEATER COMPANY**
**47-3683877**

**Note: Form 990-N can ONLY be filed electronically, and is filed in lieu of Forms 990 or 990-EZ, if eligibility is met.**

The following items are required for a complete electronic submission:

1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN) **47-3683877**
2. Tax year **2019**
3. Legal name of organization **VERGE THEATER COMPANY**
  - Mailing street address **950 GRAYBAR LANE**
  - City or foreign province **NASHVILLE**
  - State or foreign country code **TN**
  - Zip code **37204**
4. Any other names the organization uses (Doing Business As)
5. Principal officer name **LYNETTE KRAFT**
  - Mailing street address **950 GRAYBAR LANE**
  - Street address line 2
  - City **NASHVILLE**
  - Foreign province
  - State or foreign country code **TN**
  - Zip code **37204**
6. Web site address if the organization has one
7. Organization's annual gross receipts are normally \$50,000 or less **X**
8. Organization is terminated or in the process of termination

# CLIENT COPY

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