

Questionnaire

Personal Information

Y N Personal Information cont.

Y N

Can you be claimed as a dependent by another taxpayer?	<input type="checkbox"/>	<input type="checkbox"/>	Do you hold interest in a foreign entity?	<input type="checkbox"/>	<input type="checkbox"/>
Did your marital status change during the year? If yes, explain: _____	<input type="checkbox"/>	<input type="checkbox"/>	Did you make any <u>out-of-state purchases</u> (by telephone, internet, mail, or in person) for which the seller <u>did not</u> collect state sales or use tax?	<input type="checkbox"/>	<input type="checkbox"/>
Did you change any <u>bank accounts</u> that have been used to direct deposit (or direct debit)? Act # _____ Rtg # _____	<input type="checkbox"/>	<input type="checkbox"/>	Dependent Information		Y N
Would you like any potential <u>tax refunds</u> to be <u>direct deposited</u> this year?	<input type="checkbox"/>	<input type="checkbox"/>	Were there any changes in dependents from the prior year? If yes, explain: _____	<input type="checkbox"/>	<input type="checkbox"/>
Would you like any potential <u>tax balances</u> to be <u>direct debited</u> this year?	<input type="checkbox"/>	<input type="checkbox"/>	Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of \$1,250?	<input type="checkbox"/>	<input type="checkbox"/>
Did you, your spouse, or any dependents receive an Identity Protection PIN (<u>IP PIN</u>) from the IRS or have you been a victim of identity theft? <u>Attach the IRS letter.</u>	<input type="checkbox"/>	<input type="checkbox"/>	Did you provide <u>over half</u> the support for any other person(s) other than your dependent children during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Do you want to designate \$3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.	<input type="checkbox"/>	<input type="checkbox"/>	Did you pay for <u>childcare</u> while you worked, looked for work, or while a full-time student?	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any <u>Federal</u> quarterly estimated tax payments or extension payments? If so, list payment dates and amounts: Date _____ Amt _____	<input type="checkbox"/>	<input type="checkbox"/>	Health Care Information		Y N
Did you make any <u>State</u> quarterly estimated tax payments or extension payments? If so, list payment dates and amounts: Date _____ Amt _____	<input type="checkbox"/>	<input type="checkbox"/>	Did you have qualifying <u>health care coverage</u> for you or your family? If yes, attach any Form(s) <u>1095-B and/or 1095-C</u> you received.	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any <u>gifts</u> of more than \$17,000 to any individual?	<input type="checkbox"/>	<input type="checkbox"/>	Did you have insurance with Covered California or healthcare.gov for ANY month of last year? If so, please provide Federal Form(s) <u>1095-A</u> .	<input type="checkbox"/>	<input type="checkbox"/>
Are you self-employed and <u>ONLY</u> if you're <u>self-employed</u> , did you utilize an area of your home for business purposes?	<input type="checkbox"/>	<input type="checkbox"/>	Did you have a Health Savings Account (HSA) or Archer MSA associated with your health insurance? If yes, please be sure to send your forms <u>1099-SA and 5498-SA</u> .	<input type="checkbox"/>	<input type="checkbox"/>
Did you engage in any <u>bartering</u> transactions?	<input type="checkbox"/>	<input type="checkbox"/>	Did you pay <u>long-term care premiums</u> for yourself or your family?	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay any individual as a <u>household employee</u> during the year?	<input type="checkbox"/>	<input type="checkbox"/>	If you are a business owner, did you pay health insurance premiums for your employees this year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you make <u>energy efficient improvements</u> to your main home this year?	<input type="checkbox"/>	<input type="checkbox"/>	Income Information		Y N
Did you receive a distribution from, or were you a grantor or transferor for a <u>foreign trust</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any <u>unemployment</u> or <u>disability benefits</u> during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive a gift or <u>inheritance</u> from a <u>foreign person</u> in excess of \$100,000?	<input type="checkbox"/>	<input type="checkbox"/>	Did you receive <u>tip income</u> not reported to your employer this year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you have a financial interest in or signature authority over a financial account (such as a bank account, securities account, or brokerage account) located in a <u>foreign country</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any awards, prizes, hobby income, gambling or lottery winnings?	<input type="checkbox"/>	<input type="checkbox"/>
			Did you receive any self-employment income?	<input type="checkbox"/>	<input type="checkbox"/>

Questionnaire

Income Information cont.

Y N

Do you expect a large <u>fluctuation</u> in income, deductions, or withholding next year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you have any Crypto, NFT or other <u>virtual currency</u> transactions during the year (including from an airdrop or a hard fork, or use virtual currencies to pay for goods or services)?	<input type="checkbox"/>	<input type="checkbox"/>
Did you exercise any <u>Incentive Stock Options</u> . If so, please include all Form(s) <u>3921</u> .	<input type="checkbox"/>	<input type="checkbox"/>

Itemized Deduction Information

Y N

Did you pay out-of-pocket <u>medical expenses</u> (Co-pays, prescription drugs, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any cash or non-cash <u>charitable contributions</u> (clothes, furniture, etc.)? Cash/check/credit card total: _____ Non-cash total: _____ Dates & Organizations if over \$250: _____	<input type="checkbox"/>	<input type="checkbox"/>

Purchases, Sales and Debt Information

Y N

Did you start a new business, or purchase rental property during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive any income from property sold <u>prior</u> to this year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you take out a home equity loan this year, or refinance a loan? If so, please provide escrow statements.	<input type="checkbox"/>	<input type="checkbox"/>
Did you sell an existing business, rental property, real estate, or other property this year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you have any debts canceled or forgiven this year, such as a home mortgage, student loan(s), or credit card debt? Attach form <u>1099-C</u> .	<input type="checkbox"/>	<input type="checkbox"/>
Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?	<input type="checkbox"/>	<input type="checkbox"/>

Did you donate a vehicle or boat during the year? Attach Form <u>1098-C</u> .	<input type="checkbox"/>	<input type="checkbox"/>
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Did you pay <u>real estate taxes</u> for your primary home and/or second home?	<input type="checkbox"/>	<input type="checkbox"/>
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Did you pay any <u>mortgage interest</u> on an existing home loan? Attach all Form(s) <u>1098</u> .	<input type="checkbox"/>	<input type="checkbox"/>
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Did you make any major purchases during the year (cars, boats, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
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Questions and Notes for your Preparer:

Retirement Information

Y N

Did you receive any <u>Social Security benefits</u> during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any withdrawals from an IRA, SEP, 401(k), or other qualified retirement plan?	<input type="checkbox"/>	<input type="checkbox"/>
Did you contribute to an IRA, SEP or other retirement plan, <u>aside from any contributions made to a plan that was sponsored by your employer?</u>	<input type="checkbox"/>	<input type="checkbox"/>

Education Information

Y N

Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? Attach Form(s) <u>1098-T</u>	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any withdrawals from an education savings or 529 Plan account? Please provide Form <u>1099-Q</u>	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay any student loan interest this year?	<input type="checkbox"/>	<input type="checkbox"/>

Questionnaire

Contact Information:

Name(s): _____

Email(s): _____

Address: _____

City, State, Zip: _____

Home Phone: _____

Cell Phone: _____

Engagement Letter

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 income tax 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 the clarification of some of the information. We will furnish you with questionnaires and worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping the fee to a minimum.

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

Our fee for the preparation of your returns will be based upon a combination of charges for time spent, and charges for forms required. All invoices are due and payable upon presentation. Tax returns cannot be filed electronically until our fee is paid in full. Payments for our fee can be in the form of cash, check or credit card (MC or VISA).

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.

If the foregoing fairly sets forth your understanding, please sign this letter and bring it in with you to your appointment, or include it if you mail in your papers.

Signature: _____

Printed Name: _____

Date: _____