



TAX PREPARATION ENGAGEMENT AGREEMENT & PRIVACY POLICY

Dear Client and Friend:

This letter confirms the arrangement for our tax return preparation services. We will prepare your individual Federal and State tax returns for the year ending December 31, 2023. Your returns will be prepared solely from information provided by you without verification and will be completed in accordance with the appropriate Federal and State income tax laws and regulations. However, the tax authorities hold you ultimately responsible for your returns. Thus, you should review them carefully upon completion and notify us of any discrepancies.

As you may know, your returns are subject to examination by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. If an examination occurs, we will represent you if you desire; however, additional invoices will be rendered for the time and expenses occurred during representation.

We will use our judgement in resolving questions where the tax law is unclear, or where there are conflicts between taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

When you receive your completed tax return(s), please review all Social Security numbers and bank account information for accuracy. Report any discrepancies to this office immediately.

Like all providers of personal financial services, tax professionals are required by law to inform clients of their policies regarding privacy of client information. Our firm continues to adhere to professional standards of confidentiality that are even more stringent than those required by law. We have always protected the security and privacy of your personal and financial information.

Types of Non-Public Personal Information We Collect

The only non-public personal information we collect is provided to us by you or obtained with your authorization.

Parties to Whom We Disclose Information

We do not disclose any non-public, personal information obtained in the course of our practice about our clients or former clients to anyone, except as instructed to do so by such clients or, as required by law. Permitted disclosures may include providing information to our employees, or, in limited situations, to unrelated third parties who need that information to assist us in serving you. We restrict access to non-public, personal information to those professionals necessary to provide tax planning, tax return preparation, accounting or bookkeeping services, and other financial services for which we are engaged by our clients. We maintain physical, electronic and procedural safeguards to protect your non-public, personal information. In all situations, we stress the confidential nature of the information being shared.



Protecting the Confidentiality and Security of Clients' Information

We retain records relating to our professional services to better serve your professional needs and, in some cases, to comply with professional guidelines. In order to protect your non-public personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

In order that we may properly advise you of tax consideration, please keep us informed of any significant changes to your financial affairs or of any correspondence received from taxing agencies.

If this letter correctly explains your understanding of our engagement to provide tax preparation services, please sign below.

Client Data

We prefer electronic documents delivered through our portal systems. If you do not have access to a scanner, you may deliver or mail your documents to us. Please note we may retain some original copies of your documents for our files.

Preparation Fee

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. Our preparation fees typically increase by \$25- \$50 yearly.

Delivery

Upon completion, your return will automatically be delivered to your client portal. If you would like a physical copy of the return, please note your preferences on the questionnaire worksheet.

Thank you for the opportunity to serve you.

Sincerely,

Jeremy Putnam E.A.
President

ACCEPTED BY: _____
Taxpayer Signature Date

2023 Forms to Provide Checklist

Please note, we prefer client's upload their documents to the portal or send copies. We will not return original documents.

All of these forms in this section may or may not be applicable to you, it is a check list for your reference only.

- | | | |
|---|-------------------------------------|---------------------------------|
| ____ Voided Check | ____ W2G (Gambling) | ____ 1099-Div (dividend income) |
| ____ Driver's License | ____ 1099-Int (interest income) | ____ 1099-G (Unemployment) |
| ____ W2's | ____ 1099-R (retirement income) | ____ SSA-1099 (SS benefits) |
| ____ 1098 Mortgage Interest Statement | | |
| ____ K1's for Partnerships, S-Corps, Estates & Trusts | | |
| ____ Closing Statements from sale/purchase of home/property | | |
| ____ Totaled Business Income & Expenses (if applicable) | ____ 1095-A (Marketplace Insurance) | ____ 1098-T (tuition) |

The information below is **necessary** to file your 2023 tax return. Failure to provide accurate, timely information may result in a higher tax preparation fee & slower delivery time.

Client Information:

- 1- Name: _____
- 2- Address: _____
- 3- Primary Phone Number: _____
- 4- Primary Email: _____
 - Please provide an address that you check regularly. We often send questions via email. Failure to respond will delay your tax return.
- 5- If receiving refund by direct deposit please provide: (or a voided check)

Bank Routing #: _____ Bank Account #: _____

Driver's License #: _____ Issue Date: _____ Expiration Date: _____

Spouse License #: _____ Issue Date: _____ Expiration Date: _____

Return Fee & Delivery: We will automatically send your 2023 tax return in electronic format. You may opt to pickup or have a paper copy mailed to you for an additional fee .

Please choose delivery method if you desire a paper copy. ____ Paper Copy pickup ^{\$10 charge} ____ Paper Copy Mailed ^{\$20 charge}

1. Would you like to insure your 2023 against Federal & State Notices and Audits? Audit Protection is an additional charge of 25% of the preparation fee. ____ Yes ____ No
2. Payment is due upon review of the return. How would you like to pay your preparation fee: Payment is due prior to filing.

____ ACH-Direct Deposit ____ Check ____ Credit Card ____ Cash

2023 Tax Deductions:

Status/ Dependents/

1- Will you be filing: Single Married filing jointly Married filing separately HOH

A dependent meets the following criteria: you provide more than half of support. They make less than \$4000. They live with you for more than 6 months of year.

2- Will there be a dependent added to your return this year? Yes: please provide SS # and birthday.
 SS# DOB

3- Will there be a dependent removed from your return this year? Yes Name:

4- Did you provide over half of the support of any person(s) other than you dependent children during the year?
 yes Name: Social #

Health Insurance ** Missing Form 1095A's are the biggest contributors to IRS filing rejections.

5- Did you have health insurance in 2023? yes: no *please provide total of any out of pocket medical expenses.*

5.5- If yes, was it through Marketplace? yes: *Please include Form(s) 1095-A* No- *we need no documents.*

Primary Residence- Mortgage Deduction

6- Mortgage interest paid \$ *Please include Form 1098*

7- Property taxes paid on primary residence \$

Tuition

8- Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent?
 yes: *Please include Form(s) 1098-T* No

6b. If yes, how much did you spend on books, supplies, & materials?

9- Did you pay any student loan interest? Yes: *Please include 1098-E* No

Non-Employer Based Income

10- Did you receive any rewards, lottery or gambling? yes. *Please include W2-G* No

8b. If yes, how much do you have in losses?

11- At any time during 2023, did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency? yes No

12- Did you collect any unemployment during 2023? yes. *Please include 1099-G* No

Real-estate Purchase/Sell/Exchanges

13- Did you: Sell, Exchange, or Purchase any real-estate during 2023 yes? *Please provide settlement statement* No

14- Did you: Sell or Purchase a primary residence during 2023 yes? *Please provide settlement statement* No

15- Did refinance a primary or second residence during 2023 yes? *Please provide settlement statement* No

Personal Property/ Auto/ & Other Taxes

- 16- \$ _____ Personal property and auto taxes paid.
- 17- \$ _____ Other taxes (Please provide details)

Medical Expenses

- 18- \$ _____ Medical expenses (Doctors, Dentists, Hospital, Ambulance, Eyeglasses, Hearing Aids, etc)
- 19- \$ _____ Long-Term Care Premiums (not payroll deducted)
- 20- \$ _____ Prescriptions
- 21- \$ _____ Miles for Medical Purposes

Retirement & Health Savings Contributions

- 22- \$ _____ Contributions to Traditional IRA
- 23- \$ _____ Contributions to Roth IRA
- 24- \$ _____ Contributions to Simple IRA
- 25- \$ _____ Contributions to Keogh and SEPP
- 26- \$ _____ HSA Contributions over amounts on W2

Miscellaneous Deductions

- 27- \$ _____ Classroom Expenses for K-12 teachers
- 28- \$ _____ Energy Savings Expenditures (HVAC, metal roof, windows, tankless water heater)
- 29- \$ _____ Sales Tax on major purchases (Please include details)
- 30- \$ _____ Out of state purchases with no sales tax paid
- 31- \$ _____ Home Mortgage interest paid to individuals
- 32- \$ _____ Charitable Contributions by cash/check/or credit card (Provide statements over \$3,000)
- 33- \$ _____ Miles of Volunteer auto mileage
- 34- \$ _____ Value of donations of clothing and household goods ***If total is greater than \$500, receipts required
 Name of Organizations clothing and household goods donated to _____
- 35- \$ _____ Child Care/Dependent expenses (Provider's Name, Address, ID #, and Amount paid)

Did you pay your estimated payments?

Federal Estimated Tax Payments: Date:	\$	NC Estimated Tax Payments: Date:	\$