Redstone Accounting Services, Inc.

Client Tax Organizer / Drop off sheet

Find this form and other forms on our website: redstoneaccounting.com

Name:____
Best phone number & time to reach you:____
email:____ Drop off date: ____/____/____
Taxpayer's Date of Birth: ____/____/____ Spouse's Date of Birth: ____/____/____

Yes	No	Main Information
[ ]	[ ]	Is the address on last years tax return still current?
		*If no, what is your current address:_______________________________________
		____
[ ]	[ ]	If you receive a refund, do you want it direct deposit?
		*If yes, **Attach a VOIDED CHECK!** Or last four digits of bank acct used last year #_______
[ ]	[ ]	Are you claimed as a dependent on your parents tax return or someone else's tax return?
[ ]	[ ]	Is your occupation or your spouse's occupation still the same?
		*If no, your/spouse's current occupation:__________________________________
[ ]	[ ]	Will you have the same filing status as last year?
		*If no, how will you be filing?____
[ ]	[ ]	Are there the same number of dependents this year?
		*If not, explain:____
New Dep.		Name:____
		Date of birth:__________________Relationship: Son / Daughter / Other:__________
		Social Security #:_______________________ No. of months in your home:________
[ ]	[ ]	Did you pay rent in MA? Total amount paid for rent: $________________________

Yes	No	Health Insurance
[ ]	[ ]	Did you have health insurance this year?
		*If yes, include form 1095A or 1095B or 1095C(MA residents also include 1099HC)
		*If you have Medicare it will be listed on your form SSA 1099 from social security.
		*If no, please explain:____

Yes	No	Income	Form Needed
[ ]	[ ]	Did you earn any income from a job?-------------------------------------->	W2
[ ]	[ ]	Did you earn any interest(from bank account, escrow, etc.)?-------->	1099-INT
[ ]	[ ]	Did you earn any dividends from(stocks, mutual funds, etc.)?------->	1099-DIV
[ ]	[ ]	Did you receive any alimony?-----> Date of Agreement___/___/___	$___________
[ ]	[ ]	Did you receive any income from self-employment?------------------>	1099-MISC
		*If yes, fill in the **SELF EMPLOYMENT WORKSHEET**(on our website)	
[ ]	[ ]	Did you sell any stocks, bonds or real estate?-------------------------->	1099-B
[ ]	[ ]	Did you receive any income from any retirement accounts?--------->	1099-R
[ ]	[ ]	Did you receive any income from any pensions or annuities?------->	1099-R
[ ]	[ ]	Do you have any income from rental property?	
		*If yes, fill in the **RENTAL PROPERTY WORKSHEET**(on our website)	
[ ]	[ ]	Did you receive any income from unemployment?--------------------->	1099-G
[ ]	[ ]	Did you receive any income from social security?--------------------->	SSA 1099
[ ]	[ ]	Did you receive any other income?	
		*If yes, explain:____	
[ ]	[ ]	Did you win any money?-->	W2-G

Stimulus Check

Yes	No	
		Did you receive any stimulus checks? Amount received in April/May $__________ Amount received in December/January $__________

Adjustments

Yes	No		**Form Needed**
		Did you contribute to an Traditional IRA? (Not a 401(k) or 403(b))->	5498
		Did you make any interest payments on any student loans?--------->	1098-E
		Did you use an HSA to pay for medical expenses?-------------------->	1099-SA
		*If yes, was the amount taken from HSA used for medical expenses?	

Credits

Yes	No		**Form Needed**
		Did you pay for daycare for your dependent?	
$_____		Daycare's Name:________________________________ SS#/FID#:________________	
$_____		Daycare's Name:________________________________ SS#/FID#:________________	
$_____		Daycare's Name:________________________________ SS#/FID#:________________	
		Did you pay for college for yourself or a dependent?------------------>	1098-T

Itemized Deductions

Yes	No		**Dollar Amount**
		Did you have medical expenses that exceed 7.5% of your income?	$__________
		*Note: Medical expenses do not include pre-taxed health insurance on W2	
		Did you pay Real Estate Taxes on your personal residence?	$__________
		Did you pay Excise Tax on your vehicle or other personal property?	$__________
		Did you pay Mortgage Interest on your home?(Include 1098 Form)	$__________
		Did you pay Interest on a Home Equity Loan?(Include 1098 Form)	$__________
		Did you make any donation that you have receipts for?	$__________
		*If yes, Include your donation receipts with this tax organizer	

Notes: ____

To the best of my knowledge the information enclosed in this client tax organizer is correct and includes all income, deductions, and other information necessary for the preparation of this year's income tax return for which I have adequate records.

Taxpayer:____ Date:_____________

Spouse:____ Date:_____________

If married, BOTH taxpayer and spouse MUST sign and date

*****The attached Engagement Letter must be signed for all tax returns*****

Engagement Letter

Dear CLIENT:

Thank you for selecting Redstone Accounting Services, Inc. to assist you with your tax affairs. This letter confirms the terms of our engagement with you and the nature and extent of services we will provide.

We will prepare your federal tax return and any state income tax returns you request using information you provide to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully before you sign them.

Our work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns.

We must use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. In order to avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your returns.

Penalties can be imposed on you for failing to disclose participation in "reportable transactions," that is, certain arrangement the IRS has identified as potentially abusive. We insist that all such transactions be properly disclosed.

The law also imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please call us.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

Our fee for preparation of your tax returns will be based on the amount of forms required. All invoices are due and payable upon presentation. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

All of your original records will be returned to you at the end of this engagement. You should keep the original records in secure storage for a minimum of three years.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign this letter in the space indicated.

We appreciate your confidence in us. Please call if you have questions.

Sincerely,
Redstone Accounting Services, Inc.

____
Tax Preparer

(Both taxpayer and spouse must sign for preparation of joint returns)

Accepted By: (Taxpayer)____ Date:______________

Accepted By: (Spouse)____ Date:______________