

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	<u>Main Information</u>
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<input type="checkbox"/>	<input type="checkbox"/>	Is the address on last years tax return still current? *If no, what is your current address: _____
<input type="checkbox"/>	<input type="checkbox"/>	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 # _____
<input type="checkbox"/>	<input type="checkbox"/>	Is your occupation or your spouse's occupation still the same? *If no, your/spouse's current occupation: _____
<input type="checkbox"/>	<input type="checkbox"/>	Will you have the same filing status as last year? *If no, how will you be filing? _____
<input type="checkbox"/>	<input type="checkbox"/>	Are there the same number of dependents this year? *If not, explain: _____
New Dep. Name: _____		
Date of birth: _____ Relationship: <u>Son / Daughter / Other</u> : _____		
Social Security #: _____ No. of months in your home: _____		
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay rent in MA? Total amount paid for rent: \$ _____

Yes	No	<u>Health Insurance</u>
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<input type="checkbox"/>	<input type="checkbox"/>	Did you have health insurance this year? *If yes, include form 1095A or 1095B or 1095C(MA residents also include 1099HC) *If no, please explain: _____
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Yes	No	<u>Income</u>	<u>Form Needed</u>
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<input type="checkbox"/>	<input type="checkbox"/>	Did you earn any income from a job?----->	W2
<input type="checkbox"/>	<input type="checkbox"/>	Did you earn any interest(from bank account, escrow, etc.)?----->	1099-INT
<input type="checkbox"/>	<input type="checkbox"/>	Did you earn any dividends from(stocks, mutual funds, etc.)?----->	1099-DIV
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any alimony?-----> Date of Agreement ___/___/___	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any income from self-employment?-----> *If yes, fill in the SELF EMPLOYMENT WORKSHEET (on our website)	1099-MISC
<input type="checkbox"/>	<input type="checkbox"/>	Did you sell any stocks, bonds or real estate?----->	1099-B
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any income from any retirement accounts?----->	1099-R
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any income from any pensions or annuities?----->	1099-R
<input type="checkbox"/>	<input type="checkbox"/>	Do you have any income from rental property? *If yes, fill in the RENTAL PROPERTY WORKSHEET (on our website)	
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any income from unemployment?----->	1099-G
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any income from social security?----->	SSA 1099
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any other income? *If yes, explain: _____	
<input type="checkbox"/>	<input type="checkbox"/>	Did you win any money?----->	W2-G

		<u>Stimulus Check</u>
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive a stimulus check in 2020? (\$1200 or \$2400 or other amt) *If yes, how much did you receive? \$ _____

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

		<u>Credits</u>	<u>Form Needed</u>
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay for daycare for your dependent?	
\$		Daycare's Name: _____ SS#/FID#: _____	
\$		Daycare's Name: _____ SS#/FID#: _____	
\$		Daycare's Name: _____ SS#/FID#: _____	
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay for college for yourself or a dependent?----->	1098-T

		<u>Itemized Deductions</u>	<u>Dollar Amount</u>
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	Did you have medical expenses that exceed 7.5% of your income?	\$ _____
		*Note: Medical expenses do not include pre-taxed health insurance on W2	
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay Real Estate Taxes on your personal residence?	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay Excise Tax on your vehicle or other personal property?	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay Mortgage Interest on your home?(Include 1098 Form)	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay Interest on a Home Equity Loan?(Include 1098 Form)	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	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: _____