<u>The following is for new clients or if your banking information has changed:</u>
For Refund Direct Deposits or Paying a Balance Due / Estimates
Name of Bank ________________________________ Checking or Savings _________________________
Account # ____________________________________ Routing # __________________________________
Is this a joint account? ________________

Date of Births for all listed on tax return.
(only needed if I never prepared your tax return, or if you have a new dependent):

Taxpayer: Dependents:
Spouse:

If I don't have or you would like to change the primary email I use for you.
Taxpayer: _________________________
Spouse: ________________

INCOME RECEIVED

If you received any of the following, please provide the W-2, 1099, 1099-R, etc, so it can be accurately recorded.

Wages (W-2)

Interest Income (1099-INT)
Dividends or Brokerage Account income (1099 Statement)
Unemployment Benefits (1099-G)
Social Security Benefits (form SSA)
IRA or Pension Distribution (1099-R)
Alimony Received (provide amount for year)
Gambling Winnings (W-2G)

***If you are self-employed, please use the Sole Prop Worksheet for guidance and/or to provide information.
***If you own a rental house/building, please use the Rental Worksheet for guidance and/or to provide information.

IRAs / Roth IRAs:

IRA Contribution:
How much do you plan / or did contribute? _____________________
Normal or Roth IRA? ______________________

Would you like me to provide you with the maximum amount of contribution for any of the IRAs possibly available to you? If so, please let me know, so I can get the information back to you to make an informed decision.

If you have Traditional IRAs or Roth IRAs, please provide December 31st balances. Just bank / financial institution name and amount. Or provide page 1 of December statement showing the balance.

EXPENSES PAID

Some of the "expenses" just need a figure, while others need a matching form or me to see. If I need the form, I have put the form number or name next to the item.

Medical:
Insurance coverage:
Must be answered by all:

1- Did you have health insurance in 2023? Yes (see #2 and please provide appropriate 1095 form) If No (see #7)
2- Did it cover all people listed on this tax return? Yes (see #3) If No (see #5)
3- Did you have it all year? Yes (please initial to attest ___________) If No (see #6)
4- Did you sign up through the exchange or receive a subsidy? Yes (Please provide Form 1095-A and please be aware that your refund or amount owed will be affected by the amount of subsidy received.) No

5- Who was not covered by insurance that is on your tax return? ____

6- What months were you covered by insurance? Jan / Feb / Mar / Apr / May / Jun / Jul / Aug / Sep / Oct / Nov / Dec

7- If no insurance coverage for any part of year, please note that you could be subject to additional tax/penalty by your resident state.

Out of Pocket Costs:
Insurance ___________________________________
Long-Term Care Premiums ___________________
Drs, DDS, etc. ______________________________
Hospitals & Labs ____________________________
Eyeglasses _________________________________
Prescription Drugs ___________________________

Number of miles for medical visits ______________

Do you have an HSA? If Yes, please see the following:
Please provide the 5498-HSA showing your 2023 contributions
If you took any distributions from your HSA account(s), please provide the 1099-SA from each account.

If you did not maximize your HSA contribution for 2023, would you like to contribute into your HSA prior to April 15 to maximize the tax deduction / benefit? ___________

Home Ownership:
If not provided previously, the following questions need to be answered and initialed by you.

Mortgage interest (provide 1098)
Is this the original mortgage from purchase or has it been refinanced? ____________________

Home Equity Interest (provide 1098)
Was this used to help purchase or substantially improve the property? ____________________

Taxpayer Initials __________ Spouse Initials __________

If you refinanced or opened an equity loan during the year, please provide copy of closing statement / HUD.

Real Estate Taxes __________________________

Home Sale, Purchase or Refi during year?
If yes, please provide closing docs (first 5-6 pages) of the purchase and/or sale.

Other Taxes:
Real Estate Taxes on land / time share _____________________
Personal Property Taxes (autos / license fees) (not all states have these) __________________________

Contributions:
Cash/Check _______________________________
(please itemize or provide receipt for any individual charity over $250)
Clothing/Goods _________________
(if over $500, you must provide receipts for each drop off)

Charity mileage ________________________
(driven to attend volunteering events, trips to Goodwill, charity functions, etc.)

******These next three items have to do with employee (W-2) unreimbursed expenses. They are no longer Federal deductions and only allowed in a few states.*

*******Unreimbursed Business Expenses: (If W-2 employee)**

Job Education ______________________________

Professional Publications _____________________

Licensing __________________________________

Professional Dues ____________________________

Union Dues _________________________________

Other (please detail) ___________________________

*******Drive your personal auto for business (besides commuting)? (If W-2 employee)**

Type of vehicle (make, model & year) _______________________________

Miles driven during year: Total ___________________ Miles for Business______________

Average daily commute ____

Are you keeping a written log of this mileage? ______________

*******Do you use an office in your home that is deemed necessary by your employer? (If W-2 employee)**

If yes:

Total square footage of house ______________

Square footage of office ______________

For year:

Rent (if home not owned) _________________

Utilities (electric, water, heat) ______________

ISP (internet) fees ______________

Repairs _________________

Homeowner Insurance ______________

Homeowner Association Dues ______________

Did you pay alimony?

If yes, what is the date of your latest divorce agreement? ___________________

Spouse's last name & SS# ____

Amount for year _________________

Education Expenses:
Did a dependent child, spouse, or yourself attend college or take college courses?
If yes, please provide all 1098-Ts.

Amount you paid:
Tuition (please provide student account statement showing payments): ___________________________
Room & Board (if off campus, lower of off campus rent or amount school charges): _________________________
Books or supplies / fees paid (must be mandatory for classes): _________________________

Student loan interest (provide form 1098-E)
Contribute to a 529 plan or other college savings plan? (year-end statement needed) ______________________
Take a distribution from an educational plan? (1099-Q / year-end statement) ____________________________

Child Care Expenses:
# of children cared for ________________________________
Amount paid for year (per child) _________________________________
Name & address of care provider ____
____
Federal ID# or SS# of provider ____

Other Expenses:
Safe Deposit Box Rental ________________________
Tax Preparation Fee (if returning client, I have in file) _________________________
Investment of Maintenance Fees _______________________
Gambling Losses (only up to winnings reported) ___________________________

Did you either purchase or sell virtual currency (ie; bitcoin)?
If yes, please provide documents of the purchase/sale.
If no, please initial. _________________________

Many states require you to tell them if you purchased items online without paying sales tax, and then pay the sales tax on your personal tax return.
Amount of merchandise bought without paying sales tax (online, catalog, etc.) _________________________

Did you make any energy savings purchases?
If so, please provide invoices. That includes windows, doors, heating / air units: _________________________

<u>OTHER COMMENTS OR QUESTIONS:</u>

SAC Accounting, Inc.
800 The Mark Lane #1708, San Diego, CA 92101
858-432-4488 / 919-810-7697
Ctec.org Bond# CA800735

General Engagement Letter for Individual Tax Return Preparation

This letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of your tax return.

Tax Return Preparation

- We will prepare your 2023 federal and state tax returns based on information you provide. Services for preparation of your return do not include auditing or verification of information provided by you.
- This engagement does not include any audit or examination of your books or records. In the event your return is audited, you will be responsible for verifying the items reported.
- You must review the return carefully before signing to make sure the information is correct.
- The tax return preparation fee does not include bookkeeping.
- If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer may be required for preparation certain returns.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- Preparation fees do cover limited assistance and consultation during the year.
- The engagement to prepare your 2023 tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and copies of your tax returns in a secure place for at least seven years.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.

Items to consider for 2023

Tax Cuts and Jobs Act

- All Americans will be affected in some manner by the Tax Cuts and Jobs Act which started in 2018. The law influences all returns (personal or business taxes) in some way. Most states did not comply or conform with the new law. What that means is that these states are still working under the old laws effecting income and deductions. While some taxpayers will no longer itemize on their Federal return, that may not be the case for their state return. Please keep all records and fill out worksheets like previous years.

Foreign Accounts

- If you have an account, retirement account, or business interest with a value over $10,000 in a foreign country, or a foreign business ownership (not through a mutual fund), please let us know as some special rules will apply to you. There are substantial penalties for failure to disclose these items.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations & responsibilities and that you understand our responsibilities in preparing your tax returns as explained above. For a joint return, both taxpayers must sign.

____

Taxpayer *Spouse* *Date*