# *Elite* Tax & Financial Services, LLC

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**Tax year ______**    **CLIENT INFORMATION FORM**    **New ____ Returning ____**

Please fill out all questions completely, this will avoid the preparer contacting you for questions on this form. There will be extra charge for emails asking you questions on this form.

Last year's Preparer or recommended Preparer ___________________

**Personal Contact Information**

Filing Status: Single____ Head of Household____ Married/Joint____ Married/Separate____ If Divorced and receive or pay

All clients will receive a digital copy of the tax return, if you want a paper copy you will have to come in the office.

Taxpayer SS# _____________________    Spouse SS# __________________________

Taxpayer's Name: _______________________________    Spouse Name: _______________________________

Taxpayer's Date of Birth: _________________    Spouse Date of Birth: _________________

Taxpayer's Date of Death: _________________    Spouse Date of Death: _________________

Taxpayer's Occupation: _____________________________    Spouse Occupation: _______________________

Taxpayer's Cell Phone: ________________________    Spouse Cell Phone: _______________________

Home phone (if applicable) _______________________________

Taxpayer's accurate E-mail:_________________________    Spouse accurate E-mail:______________________________

**Please provide an email that you use because this is the main way we communicate with taxpayers.**

**Address Information (please enter your address whether it changed or not – you might have moved mid year)**

Address: Street: _____________________________________________________________**(at least put the name of street)**

City: _____________________________ State: _________ Zip: _____________

**Primary contact person for tax-related matters? ____________________________________**

**Dependent Information (Existing Clients – Please put at least the first name) Dependents change from year to year**

**1.** Full Name: ______________________M __ F __    **3.** Full Name: __________________________ M __ F __

Date of Birth: _____________________    Date of Birth: _____________________

SS#: _______________________    SS#: _________________________

**2.** Full Name: _____________________ M __ F __    **4.** Full Name: ________________________ M __ F __

Date of Birth: _____________________    Date of Birth: _____________________

SS#: _______________________    SS#: _________________________

If you updated your DRIVER'S LICENSE anytime during the year, we need a copy of it! If you are new we need a copy.

If new, how did you hear about us? _____________________________________________________________

Or were you referred by someone, please let us know who?_____________________________________

Please verify if you would like the following (must be filled out completely if you answer YES):

Getting a refund and would like Direct Deposit ____YES OR ____NO (Check one)

You are owing and would like Direct Debit ____YES (specify direct debit date____________)OR ____NO

Name of Bank _______________________________    ____Checking or ____ Savings (Check one)

Routing # ___________________________ Account # __________________________must have if you want direct deposit or direct debit

***If you don't fill something out then we are assuming it doesn't apply to you.***

**Did you or your spouse live in another state last year:**

**Live in any other states? Yes ___No ___ If yes, what states and the date you lived and worked there:**

______________________________________________________________________________

**Please check all that apply to you:**

**____W-2's**
**____Interest or dividends**
**____Unemployment compensation**
**____Receive 1099 Misc Or NEC**
**____Farm Income**
**____Social Security Income**
**____Received Alimony**
**How much ________(yr)**
**Divorce Date ___________**
**____Jury Duty Pay**

**____Scholarships or Grants for school**
**____Winnings from gambling**
**____Rental Income**
**____Foreign Earned/Investment Income**
**____Pension, annuity, Roth, IRA or retirement income**
**____Minister income with Housing**
**____State refund**
**____Bartering income (yes this is income)**
**____Cancellation of Debt Income (1099C)**
**____Have you reported all your income?**

**Were you Active Duty Military anytime during 2022 or after? Yes ___No___**
**Did you receive Military Pension? Yes___No___ Did you have at least 20 yrs of service? Yes___No___**
**If you receive a Military Pension, were you medically retired (not including severance)? Yes___No ___**

**Pay Any (please check all that apply:**

**____Paid Alimony, How much? _________**
**____Student loan interest**
**____Daycare or childcare**
**____Real Estate Taxes**

**____Mortgage Interest**
**____Mortgage Insurance Premiums**
**____Medical Out of Pocket**
**____Contributions to charity, church, Etc**

**Check all that apply to you:**

**____Own your own business or were self-employed**
**____Sell any stock, mutual fund or other securities**
**____Sell stock to cover for taxes**
**____Receive any gifts or give any gifts**
**(over $16000 cash or any item over $16000 value)**
**____Sell your home**
**____Own any rental property**

**____Sell any other property**
**We will need closing papers for any sells.**
**____Did you receive a 1099S for sale of home**
**____Receive any royalties**
**____Operate a farm**
**____Receive installment pmts on property sold**
**____Have interest in a partnership, S-Corp, estate or trust**

**Did you make any: Estimated pmts to IRS? Yes___No___ Estimated pmts to the State? Yes___No___**

***Please provide all payments and the dates they were made. We do not automatically provide ES tax forms you must ask for them.***

**Did you have any of the following**

**____Foreign Bank Accounts**
**____Foreign Assets**
**____Contribute to a: Roth IRA**
**____Contribute to a: Deductible Traditional IRA**
**____SEP (Self Employed Pension Plan)**

**____Contribute to: Non-Deductible Traditional IRA**
**____College Expenses last year**
**____Healthcare Marketplace**
**____Contribute to HSA**
**____ Did you have student loan debt forgiven?**

**At any time during the tax year, did you receive, sell, send, exchange or otherwise acquire any financial interest in any virtual currency or have any Bit Coin transactions? Yes ____ No _____**

**At anytime during the tax year, did you receive as a reward, award or payment of a digital asset? Yes____No____**

**** Were you issued a security PIN from the Internal Revenue Service____YES OR ____ NO**

All information I have given is true and correct to the best of my knowledge.

________________________________ Date: _____________
**Taxpayer or Spouse Signature**

Client Name: ________________________ Tax Years Covered if different than the current year:______________________

**Engagement Agreement for tax year 2023**

To: Elite Tax and Financial Services, LLC

I have engaged your firm to prepare both my personal Individual (1040) Federal and applicable state income tax returns. *I am aware that this engagement is only for the tax preparation of the taxpayer's tax returns. Elite Tax will have another engagement for any QuickBooks work or QuickBooks help. I am aware Elite Tax does not prepare or to do with payroll. I am aware that if I have questions regarding payroll or QuickBooks help then I will be charged a fee for this service.* I also understand that it is my responsibility to provide you with all the information required to complete my tax return only. In that regard I state that, to the best of my knowledge and belief: ***(Please initial on every line, verifying that you have read and understand what is required of you)***

____ 1. I have provided true, correct, and complete information regarding my income as listed on the attached Forms W-2, 1099 and/or attached written summaries. I will retain for at least **four years** all the documents, receipts, canceled checks, and other records required to substantiate the items of income and expense claimed on my return.

____ 2. I will promptly communicate with Elite Tax for additional documentation needed to complete the tax preparation.

____ 3. (self-employed only) I have provided true, correct, and complete information regarding amounts for my self-employed business. I have maintained written documentation supporting all amounts, **including logbooks and receipts.** I understand that if a question arises regarding the interpretation of tax law, that you will use your professional judgment in resolving the issues. I understand that you will not audit any information, but you may require clarification or additional information for expenses. I understand that there might be deductions that are not allowed by law, and you will not take these deductions.

____ 4. ***I understand that I will be charged an additional fee if you are asked to assist or represent me in a tax audit, examination, or inquiry.*** I understand that, in the event of preparer error, I am responsible to pay the additional tax and interest that may be due, Elite Tax's responsibility is to pay for any penalty that the IRS or the above stated revenue department may assess. This is only if Elite Tax receives the letter within **30 days of my receipt.**

____ 5. I will contact you **IMMEDIATELY** if I discover additional information that will lead to a change in my return, or if I receive any letters from the IRS or state taxing authorities. Elite Tax will charge for assistance with any letter you receive. Once determined if it is preparer mistake then Elite Tax will help with the letter at no charge. If it is a mistake on taxpayer, then Elite Tax will charge the normal hourly fee to assist.

____ 6. ***I understand that your bill will be due and payable upon completion of these returns unless in the off-season Elite will ask for the full estimated bill amount up front, and that additional services will not be performed until the bill for these services is paid in full. You can pay your preparation fee on the portal.***

____ 7. ***I understand that your bill will be based upon a schedule of tax form prices that were prepared and any additional work that was done to prepare the tax return at a rate of $150 per hour (this includes adding receipts).***

____ 8. I understand if I want an extension filed, I must contact the office and pay $100 deposit goes toward my tax prep fee. **I understand this $100 is non refundable after the extension due date (usually October 15th) and therefore considered earned by Elite Tax.** I understand that **Elite Tax** have limited hours after the due date of the return, and it will be my responsibility to get the data to the tax office.

____9. For all clients whether we filed the extension or not, Elite Tax will need all data by September 15th otherwise an extra $100 will be added to the bill. If all data is not received until after October 1st another $100 will be charged for a total of $200 added to the tax prep fee. It is imperative that the tax data is given to Elite Tax before September 15th. Elite Tax will not contact me asking me for my tax data, this is my responsibility.

********* REMEMBER: Extension doesn't mean extension to pay this is just an extension to file your taxes. You will need to pay any balance due before the original due date of the return to avoid penalties and interest.************

I have read, understand, and accept the conditions of the engagement letter as discussed above.

Client Signature ____________________________________ Date ___________________

Taxpayer or Spouse Signature