Alliance Financial & Income Tax, LLC
Client Data Sheet

(New clients please provide copy of last year's tax returns)

Taxpayer Name ________________________________M/F Spouse Name____________________________________M/F

Occupation ________________________________ Occupation_______________________________________

SSN _______________________Birthdate___________ SSN________________________Birthdate_____________

Tax Payer Phone________________________________ Spouse Phone_____________________________________

Taxpayer E-Mail________________________________ Spouse E-Mail____________________________________

Address____All 12 months__________

Dependents Name (List Youngest First)	Birthdate	Social Security #	Relationship to You (Son, Daughter, Other)	Months Lived in Your Home in 2017

Check All That Apply

□ You and, if applicable, your dependents had medical insurance for **all** of 2018. Months not covered_________________

- ○ Was it provided by Marketplace exchange? Yes or No

□ You made **ESTIMATED** Federal or State taxes last year in addition to withholdings. Federal $____________State $______________

□ You or your spouse were a resident of another state or earned income in another state in 2018? Yes NO

□ You are interested in receiving a complimentary review of your retirement/investments accounts for suitability/diversification.

Would you like your refund deposited into your bank account? □ Yes □ No Name of Bank ______________________________________

□ Checking □ Savings Routing Number________________ ____________ Account Number ______________________________

Are you self-employed? □ Yes □ No If yes, please complete the Self-Employed Income Data Sheet- Ask for Sch C organizer

Check All That Apply

□ Wage Statement – W-2s	□ Purchased Primary Residence	□ Medical/Dental Expenses
□ Tips or Other Income	□ Sold Primary Residence	□ Mortgage Interest 1098
□ 1099-Misc,	□ Owned Rental Property -need Sch E	□ Mortgage Points (i.e. closing points)
□ Received Interest 1099-INT	□ Farm Income- need Sch F	□ Paid real estate taxes
□ Received Dividends	□ Lottery or Gambling Winnings	□ Property Tax
□ Sold Stocks or Bonds	□ Cancellation of Debt	□ Charity or Religious Contributions
□ Pension/Retirement Income 1099 R	□ Moving Expenses (military Only)	□ Significant loss or Theft
□ Contributions to IRAs	□ Pd Qualified Education Exp 1098T	□ Tax Preparation Expenses
□ Received Unemployment	□ Made student loan payments 1098E	□
□ Social Security Income	□ Received homebuyer credit in 2008	□
□ Alimony (Paid or Received)	□ Child Care Expenses	□

- ***For new clients how did you learn about us?*** ____

I certify that I would like my taxes prepared according to the information provided above.

Taxpayer Signature____ Date: ____________________________

Spouse's Signature____ Date: ____________________________

Individual Income Tax Return Annual Engagement Letter

CLIENT NAME(s):____

Subject: Preparation of Your Individual Tax Returns

Thank you for selecting Alliance Financial & Income Tax, LLC 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 **2018** federal and all 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. We've enclosed an "Organizer" to help you gather the information required for a complete return. If you use the Organizer, it will help you avoid overlooking important information and contribute to efficient preparation of your returns. That helps keep the cost of our services as low as possible.

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 will 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. Unless you instruct us otherwise, we will apply the "realistic possibility of success" standard to resolve such issues in your favor where possible.

The law 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. Such representation will be a separate engagement for which an engagement letter will be provided to you. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

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We must receive all information for your return by **April 3, 2019 to ensure that it will be completed by **April 15, 2019. If we receive your information after April 3, 2018 and you want to file your return by April 18 (ie. no extension), you will be subject to an expedited fee from our office.** We do not file tax extensions for clients unless specifically requested to do so with an additional fee. Tax extensions are only for an extension of time to file the return; tax payments are still due by the due date. If taxes are owed, we will attempt to accurately estimate these at the time of filing the extension; however, penalties and interest can still be assessed.

Our fee for preparation of your tax returns will be based on the amount of time required at standard billing rates plus out-of-pocket expenses. **Our invoices are due and payable at the time of service/pick-up. Tax returns will not be filed until payment is received.** Our fee does not include responding to inquires or examination by taxing authorities or third parties. However, we are available to represent you and our fees for such services are at our standard rates and would be covered under a separate engagement letter.

We will retain copies of records you supplied to us along with our work papers for your engagement for a period of seven years. After seven years, our work papers and engagement files will be destroyed. 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 possible future use, including potential examination by any government or regulatory agencies. We are not custodians of your records, therefore, **a fee will be charged for copies of any records you request from this office.**

We appreciate the opportunity to serve you. Please date and sign this letter to acknowledge your agreement with, and acceptance of your responsibilities, and the terms of this engagement. It is our policy to initiate services **<u>after</u>** we receive the executed engagement letter

Sincerely,

Mike Mead, EA
Alliance Financial & Income Tax, LLC

(Both husband and wife must sign for preparation of joint returns)

Accepted By:

Tax Payer ____Date: __________________________

Spouse ____Date: __________________________

Tax Notice Service Letter

Client Name ____________________________________

The last two years has seen an epidemic of individual tax notices and inquiries from the IRS and the state tax authorities. These notices usually result from a mistake by the tax agency, income reported to the tax agency for which the taxpayer didn't receive the appropriate information documents, or incorrect estimated tax payments.

Should you receive a tax notice, it makes sense for you to forward it to us to check it out. We normally charge extra for this service. As you may be aware, the fees for these services are becoming quite expensive, occasionally greater than the cost of the actual tax return. This is not through the fault of our clients or us but, rather, is the nature of dealing with the "new" IRS and the state tax authorities.

In order to institute a more equitable process and spread the costs, we have initiated a policy under which we will charge every individual tax client a $29 fee for each tax year, which will cover any notices or inquiries for tax returns we have prepared. In this manner, nobody will be charged extra if and when a tax notice occurs.

Please note that the tax notice service fee does not apply to tax examinations, meetings with tax agents or collections officers, extensive phone calls, and appeals (which would be billed at our standard hourly rates of $150 per hour). Generally, our contact with you under the tax notice service would not include any meetings but would involve telephone, fax, or e-mail.

If you have any questions about this new policy, please call us.

If you do not wish to participate in our tax notice service, please sign the following waiver and return it to our office within 10 days.

Sincerely,

Mike Mead EA, CTC

ACKNOWLEDGEMENT OF DECLINING SERVICE

☐ By checking this box I hereby acknowledge that I am declining the tax notice service. I understand that I will not be billed the $29 fee for this service with my 2018 tax return, but if I ask you to respond to a tax notice, I will be charged at your standard hourly rates of $150 per hour.

Name (please print)______________________

Signature______________________________ Date___________