

Elite Tax & Financial Services, LLC

1241 S. Main St. Suite 21
Wake Forest, NC 27587
919-554-9400

Tax year _____ CLIENT INFORMATION FORM

Personal Contact Information

Filing Status: Single ___ Head of Household ___ Married/Joint ___ Married/Separate ___
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 E-mail: _____ Spouse E-mail: _____

Address Information (Existing Clients - only if changed)

Address: Street: _____
City: _____ State: _____ Zip: _____

Primary contact person for tax-related matters? _____

Dependent Information (Existing Clients - only if changed)

1. Full Name: _____ 3. Full Name: _____
Date of Birth: _____ Date of Birth: _____
SS#: _____ SS#: _____
2. Full Name: _____ 4. Full Name: _____
Date of Birth: _____ Date of Birth: _____
SS#: _____ SS#: _____

We need a copy of taxpayer and spouse DRIVERS LICENSE.

How did you hear about us? _____
Referred by: _____

Please verify if you would like the following:

Getting a refund and would like Direct Deposit ___YES OR ___NO (Check one)
You are owing and would like Direct Debit ___YES OR ___NO (Check one) specify direct debit date _____
Name of Bank _____ ___Checking or ___Savings (Check one)
Routing # _____ Account # _____

Did you or your spouse last year:

Live in any other states? Yes ___ No ___ If yes, what states and the date you lived and worked there:

Receive Any: (Check all that apply)

Wages, salaries, or any other employer compensation? Yes ___ No ___ Interest or dividends? Yes ___ No ___
Unemployment compensation? Yes ___ No ___ Any miscellaneous income? Yes ___ No ___
Social Security Income? Yes ___ No ___ Alimony? Yes ___ No ___
Winnings from gambling? Yes ___ No ___ Foreign Earned/Investment Income? Yes ___ No ___
Pension, annuity, Roth, IRA or retirement income? Yes ___ No ___ Jury Duty Pay? Yes ___ No ___
Have any income as a minister? Yes ___ No ___ Scholarships or Grant for School? Yes ___ No ___
State Refund? Yes ___ No ___ Farm Income? Yes ___ No ___
Rental Income? Yes ___ No ___ Did you have any Bartering income? Yes ___ No ___
Receive 1099 Misc? Yes ___ No ___ Have you reported all Income? Yes ___ No ___

Pay Any: (Check all that apply)

Alimony? Yes ___ No ___ Student loan interest? Yes ___ No ___
Daycare? Yes ___ No ___ Real Estate Taxes? Yes ___ No ___
Mortgage Interest? Yes ___ No ___ Mortgage Insurance Premiums? Yes ___ No ___
Medical Out of Pocket? Yes ___ No ___ Health Insurance Out of Pocket? Yes ___ No ___
Contributions to charity, church, Etc? Yes ___ No ___ Out of Pocket Expenses for Job? Yes ___ No ___

Did you:

Own your own business or were self-employed? Yes ___ No ___ Sell any stock, mutual fund or other securities? Yes ___ No ___
Use portion of your home exclusively for business? Yes ___ No ___ Sell your home? Yes ___ No ___
Sell any other property? Yes ___ No ___ Receive installment pmts on property sold? Yes ___ No ___
Own any rental property? Yes ___ No ___ Receive any royalties? Yes ___ No ___
Have interest in a partnership, S-Corp, estate or trust? Yes ___ No ___ Operate a farm? Yes ___ No ___

Did you make any: Estimated pmts to IRS? Yes ___ No ___ Estimated pmts to the State? Yes ___ No ___

Did you have any of the following:

Loss from casualty? Yes ___ No ___ Foreign Bank Accounts? Yes ___ No ___ Have a job related move? Yes ___ No ___
Contribute to a: Roth IRA? Yes ___ No ___ Own a Roth we need your BASIS Simple Retirement Plan? Yes ___ No ___
Contribute to a: Deductible Traditional IRA? Yes ___ No ___ SEP? Yes ___ No ___
Contribute to a: Non Deductible Traditional IRA? Yes ___ No ___ We need your basis of all your IRA's!
College Expenses last year? Yes ___ No ___ Healthcare Marketplace Yes ___ No ___ Do you have an HSA? Yes ___ No ___

At any time during 2019, did you receive, sell, send, exchange or otherwise acquire any financial interest in any virtual currency? Yes ___ No ___

**** Were you issued a security PIN from the Internal Revenue Services ___ 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: _____

Engagement Letter

To: *Elite* Tax and Financial Services, LLC

I have engaged your firm to prepare both my personal Individual (1040) Federal and state of North Carolina income tax returns or any other state as applicable. *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 have anything 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 of 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

____ 2. 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.

____ 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 will not audit the information, but I might ask for clarification.

____ 4. 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.

____ 5. ***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 that may be due and interest, but that the extent of 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 gets the letter within **30 days of my receipt of the letter**.

____ 6. 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.

____ 7. ***I understand that your bill will be due and payable upon completion of these returns unless in the off season we will ask for at least half of the estimated bill amount, and that additional services will not be performed until the bill for these services is paid in full.***

____ 8. ***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.***

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

Client Signature _____ Date _____

Taxpayer or Spouse Signature please