

Elite Tax & Financial Services, LLC

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

Tax year _____ **CLIENT INFORMATION FORM** New _____ Returning _____

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

Elite Tax will send you an email asking you to create a password for a portal. Alimony, need date of Divorce _____

We will put a copy of your tax return and all documents in the portal, would you want a paper copy too? Yes _____ No _____

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#: _____

We need a copy of taxpayer and spouse DRIVERS LICENSE for security reasons the numbers must be entered in return.

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 Yes or No)

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 ___ Received Alimony? How much _____(yr)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 ___

Was the taxpayer or spouse a member of the Armed Forces anytime during 2020? Yes ___ No ___

Did you receive any stimulus money the 1st time? If Yes ___ How much? _____ No ___

Did you receive any stimulus money the 2nd time? If Yes ___ How much? _____ No ___

Pay Any: (Check Yes or No)

Paid Alimony? How much _____(Yearly) 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 ___

Did you: (Check Yes or No)

Own your own business or were self-employed? Yes ___ No ___ Sell any stock, mutual fund or other securities? Yes ___ No ___
Did you sell stock to cover for taxes? Yes ___ No ___
Sell your home? Yes ___ No ___ Sell any other property? Yes ___ No ___ Own any rental property? Yes ___ No ___
Receive installment pmts on property sold? 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 ___

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: (Check Yes or No)

Loss from casualty? Yes ___ No ___ Foreign Bank Accounts? Yes ___ No ___ Foreign Assets? 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 2020, did you receive, sell, send, exchange or otherwise acquire any financial interest in any virtual currency or have any Bit Coin transactions? 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 Agreement for tax year 2020

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

____ 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.

____ 4. (self-employed only) 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 receives the letter within **30 days of my receipt. Unless you have an Audit Protection Plan. (See below)**

____ 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. Elite Tax will charge for assistance with any letter you receive if you do not have any level of the Audit Protection Plan.

____ 7. **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.**

____ 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 at a rate of \$150 per hour (this includes adding receipts).**

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

Client Signature _____

Date _____

Taxpayer or Spouse Signature please

“Worry-Free” Client Care Package “Audit Protection Plan”

Name _____

Beginning 2020 tax year (prepared in 2021), you will be offered enrollment in the Elite Tax and Financial Services, Worry-Free Client Care Package also known as the “Audit Protection Plan” covering your 2020 income tax return for IRS and/or State correspondence response, Audit Representation and/or IRS Tax Identity Theft Form, for one low annual fee. The Client Care Package fee (which includes the Audit Protection Plan) will be added as separate line item on your Tax Preparation Invoice.

As you know, your return may be selected for review by the taxing authorities. Any audit work, including responding to notices, not due to our error, is covered by our Audit Protection Plan.

If you choose to not to participate in the worry-free Audit Protection Plan, you will be charged our usual hourly billing rates to handle any notices from the IRS or state tax authorities. (currently \$150 per hour)

As provided in the Gold Plan, participation in this program will allow Elite Tax to receive IRS letters and notices so we can address any issue before the IRS wants to audit your return and assess additional tax. Your final tax preparation invoice will include a separate line item for the “Basic”, “Silver” or “Gold” protection package. See below for the Plans. Explanations on next page.

Member Benefits (Individual 1040 Tax Returns only)	Gold Membership \$149.95/Yr. POA required	Silver Membership \$89.95/Yr.	Basic Membership \$39.95/Yr.
1) Correspondence Response (if not our fault) (Value \$300 & up)	✓	✓	✓
2) Two (30 min) Phone/email consultation covering W-2 withholding planning (June & Oct), retirement withdraw planning & any planning (Value \$150 & up)	✓	✓	✓
3) IRS Tax Identity Fraud (filing Form 14039)	✓	✓	
4) Up to 1 Hour of in-office tax consultation or business startup consultation (restrictions may apply due to COVID-19) (Value \$150 & up)	✓	✓	
5) 1 amendment for the tax year covered (Value \$150 & up depending on additional forms needed)	✓	✓	
6) Individual IRS & State “Worry-Free” Audit Representation face to face (Value \$3,500 to \$10,000)	✓		

Only click on the signature box on “I wish NOT” or “I wish to”. If you click on both, then you will have signed both places.

I wish NOT to sign up for the Audit Protection Plan and understand that I will be billed for the above services.

Signature Date

I wish to sign up for the Audit Protection Plan 1) Basic _____ 2) Silver _____ 3) Gold _____

I understand this will be added to my tax preparation fee as a line item on the invoice.

Signature Date

Name _____

Discover How to **PROTECT** Yourself From the IRS In Case You Get An Income Tax Notice or Audit...

Audit Protection Plan Explanations for each line item above

- 1) Correspondence Response – If you receive an IRS notice or state revenue notice for 2020, we will handle it at no additional charge. The IRS sends out letters for various reasons: they need more information from you, they want proof of your child you are claiming, you missed a piece of information on your return, they might want proof of your college expenses that you paid with your 529 plan and the list goes on and on. This does not include if an amendment is required. Usually, we can handle letters without filing amendments. You might think, you can handle the letter and send them what they want and without even realizing it, you could damage your case.
- 2) Two (30 min) Phone/email consultation covering w-2 withholding planning (June & Oct), retirement withdraw planning and any other tax planning during the year. In the past I have not charged for this service but as the practice grows and more and more clients want this service, I have decided to include it in the Audit Protection Plan in all levels of membership.
- 3) IRS Tax Identity Fraud (filing Form 14039) So imagine that you filed your taxes, and you get a notice in the mail that says, *“We cannot process your income tax return because we already have one on file for you.”* This form 14039 is filed with the Internal Revenue Service when you think that you might have been a victim of Tax related identity theft. This form lets the IRS know that someone else has filed a fraudulent tax return in your name and social security number. The Internal Revenue Service will then investigate and work to correct problems caused by the fraudulent filing.
- 4) Up to 1 hour in office tax consultation or business startup consultation. Taxpayers are starting businesses every day. There are things you need to know before you start a business, and we will go over the ins and outs with you. What kind of entities available and what is involved with each entity? You might be subject to sales tax; you might need to file with the county and pay taxes on business property. You will receive resources regarding starting a business.
- 5) One amendment for the tax year covered for any reason. You forgot something or filed one way and want to change to another way. For any reason, one amendment federal and/or state will be filed.
- 6) Individual IRS & State “Worry Free” Audit Representation face to face (value \$3,500 to \$10,000) When you are selected for an audit you will pay between \$3,500 and \$10,000 and up for an Enrolled Agent, CPA, or attorney to defend you in an audit. Many people think that IRS representation is automatically included in the tax preparation fee. If we make an error, then we will take responsibility plus pay penalties. Under the law, only an Enrolled Agent, CPA, or attorney besides yourself can represent you before the Internal Revenue Service. We will file a Power of Attorney with this plan and then the IRS must deal directly with us. We will handle all communication and correspondence on your behalf and if necessary, we will meet with the IRS for a face-to-face audit. Clients who participate in this plan will sign a Form 2848, Power of Attorney so Elite Tax can receive notices.