

Thank you for choosing Bonita Valley Tax & Bookkeeping to prepare your income tax returns. The list below is designed to help you gather tax information needed to prepare your personal income tax return. The enclosures will help our appointment move as smoothly and easily as possible.

The attached Personal Information worksheet asks for general personal information required to complete your tax returns. Please fill out as completely as possible.

The Client Questionnaire asks about pertinent tax items necessary for preparing the most accurate tax return possible. Please answer all questions and attach a statement when necessary for additional information.

The last enclosure is our Engagement Letter which defines each of our responsibilities in providing you with complete and accurate tax returns. Please sign, date and return with your other documents.

We will also need copies of the following informational forms and statements provided to us:

- For your identity protection, IRS requires us to obtain specific information from your driver's license or other state issued identification.
- Forms W-2 for wages, salaries and tips.
- All Forms 1099 for interest, dividends, retirement, miscellaneous income, cancellation of debt, Social Security, state or local refunds, gambling winnings, etc.
- Medical insurance cards and documents provided by insurance carrier for every member of your household.
- Brokerage statements showing investment transactions for stocks, bonds, etc. If investments were sold, we'll need the purchase date, number of shares and cost to purchase if this is not shown correctly on your brokerage statement.
- Schedule K-1 showing income from partnerships, S corporations, estates and trusts.
- Statements supporting deductions for mortgage interest, taxes (property tax, vehicle registration, etc.), and charitable contributions (including any Form 1098-C)
- End of year statement from mortgage companies showing loan balance & principle paid.
- Copies of closing/settlement statements from purchase, sale or loss of real estate.
- Tuition, Education costs and student loan interest Forms 1098E and/or T & 1099-Q
- New or revised legal papers for adoption, divorce, separation or involving custody of dependent children.
- Any tax notices sent to you by the IRS or other taxing authority.
- Copies of your income tax returns from last 2-3 years, if not prepared by this office.
- Last Pay Voucher(s) of the year, including those for minor children.
- Social Security Cards for all individuals claimed on tax returns.
- School or medical records to verify residence of all dependents claimed on returns.

Thank you for the opportunity to serve you. **If you complete this form early, please feel free to email it to [reception@bonitavalleytax.com](mailto:reception@bonitavalleytax.com) in advance or bring it with you to your first appointment.**

Sincerely,  
Bonita Valley Tax & Bookkeeping

## Consultation Fee

\*Please be sure to read prior to your appointment

Hello new clients & thank you for choosing Bonita Valley Tax & Bookkeeping for your income tax preparation and planning needs. Our regular consultation fee, for first-year client set-up, is \$100. This is a one-time charge for your first appointment and consultation and will be due at the time of your first appointment. When your return is filed with our office prior to October 15<sup>th</sup>, half of your Consultation Fee payment will be credited towards the final cost of your first services.

\_\_\_\_\_  
Print Name - Taxpayer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name – Spouse

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# PERSONAL INFORMATION

TAXPAYER

SPOUSE

First Name & Middle Initial

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Last Name

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Social Security Number

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Occupation

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Birth Date

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Work/Daytime Phone Number

---

Evening/Home Phone Number

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Cell Phone Number

---

Email Address

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## CURRENT PHYSICAL ADDRESS

Street Address:

Apt/Unit #:

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City:

State:

Zip:

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## MAILING ADDRESS – IF DIFFERENT

Street Address:

Apt/Unit #:

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City:

State:

Zip:

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## DEPENDENT INFORMATION

Full Name

Birth Date

Social Security #

Relationship

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## BANKING INFORMATION

Direct Dep./Withdrawal: Bank

Routing #

Acct #/Type

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Direct Dep./Withdrawal: Bank

Routing #

Acct #/Type

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This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your federal and state income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping your fee to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred. Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign this letter in the space indicated and return it to our office. This Engagement Agreement remains in effect for this and all future tax returns and documents prepared by Bonita Valley Tax, Inc.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,  
Bonita Valley Tax & Bookkeeping

Signatures: \_\_\_\_\_

Print Names: \_\_\_\_\_

Date: \_\_\_\_\_

Questionnaire for \_\_\_\_\_  
Tax Year \_\_\_\_\_

**Instructions:**



Please check the appropriate box for every question and include all necessary details and documentation.

Yes No

**Personal Information**

- Did your marital status change during the year?  
If yes, explain: \_\_\_\_\_
- Did your address change from last year?
- Can you be claimed as a dependent by another taxpayer?
- Did you change any bank accounts that have been used to direct deposit (or direct pay) funds from (or to) the IRS or other taxing authority during the tax year?
- Did you, or anyone who will be claimed on your tax return, receive an Identity Protection (IP PIN) from IRS or have you been a victim of identity theft? If you did receive an IP PIN, include a copy of the IRS letter you received and your police report, if any.

**Dependent Information**

- Were there any changes in dependents from the prior year?  
If yes, explain: \_\_\_\_\_
- Do you have any children under age 19 (or a full-time student under age 24) with investment income greater than \$2,100?
- Do you have dependents who must file a tax return?
- Did you provide more than half the support for any person(s) other than your dependent children during the year?
- Did you pay for child or dependent care while you worked or looked for work?
- Did you pay any expenses related to the adoption of a child during the year?
- If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?

**Purchases, Sales and Debt Information**

- Did you start a new business or purchase rental property during the year?
- Did you acquire a new or additional interest in a partnership or S corporation?
- Did you sell, exchange, or purchase any real estate during the year?
- Did you purchase or sell a principal residence during the year?
- Did you foreclose or abandon a principal residence or any other real estate property during the year?
- Did you acquire or dispose of any stock during the year?
- Did you take out a home equity loan this year?
- Did you refinance a principal residence or second home this year?
- Did you sell an existing business, rental, or other property this year?
- Did you lend money with the understanding of repayment and this year it became totally uncollectable?
- Did you have any debts canceled or forgiven this year, such as home mortgage or student loans?
- Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?

Yes No

### Income Information

- Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, from investment accounts, partnerships, a foreign employer or any other source outside the United States?
- Did you receive any income this year from property sold in a prior year?
- Did you receive any unemployment benefits during the year?
- Did you receive any disability income during the year?
- Did you receive tip income not reported to your employer this year?
- Did any of your life insurance policies mature, or did you surrender any policies?
- Did you receive any awards, prizes, hobby income, gambling or lottery winnings?
- Do you expect a large fluctuation in income, deductions, or withholding next year?

### Retirement Information

- Are you an active participant in a pension or retirement plan through your employment?
- Did you receive any Social Security benefits during the year?
- Did you make withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?
- Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?
- Did you make contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or qualified retirement plan?

### Education Information

- Did you, your spouse, or your dependents attend a post-secondary school during the year?
- Does anyone plan to attend a post-secondary school in the coming year?
- Did you, your spouse, or a dependent have any educational expenses such as tuition, books, supplies or housing paid during the year?
- Did anyone in your family receive a scholarship of any kind during the year?
- If yes, were any scholarship funds used for expenses other than tuition, such as room and board, books or class supplies?
- Did you make any withdrawals from an education savings or 529 Plan account?
- Did you pay any student loan interest this year?
- Did you cash any Series EE or I U.S. Savings bonds issued after 1989?
- Did you make any contributions to an education savings or 529 Plan account?
- Has any post-secondary student been convicted of a felony or drug charge?
- Would you like a worksheet to aid in the completion of the FAFSA? If so, for which tax year? \_\_\_\_\_

### Health Care Information

- Did you make any contributions to a Health savings account (HSA) or Archer MSA?
- Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year?
- Did you pay long-term care premiums for yourself or your family?
- If you are a business owner, did you pay for your own health insurance premiums, out-of-pocket? Or, did you offer health insurance or pay premiums for your employees?
- Did you make any contributions or withdrawals within an ABLE (Achieving a Better Life Experience) account?  
If so, provide all Forms 1099-QA received.

**Yes No**

### Itemized Deduction Information

- Did you incur a casualty or theft loss or any condemnation awards during the year?
- Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?
- Did your total medical costs total more than 7.5% of your total income?
- Did you make any cash or noncash (clothes, furniture, etc.) charitable contributions?  
If yes, please provide evidence such as a receipt from the donee organization, canceled checks, or record of payment, to substantiate all contributions made.
- Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C or written acknowledgement from the receiving organization.
- Did you have an expense account or allowance during the year?
- Did you use your car on the job, for other than commuting?
- Did you work out of town for part of the year?
- Did you have any expenses related to seeking a new job during the year?
- Did you make any major purchases during the year (cars, boats, etc.)?
- Did you make any out-of-state purchases (by telephone, internet, mail, or in person) for which the seller did not collect state sales or use tax?

### Miscellaneous Information

- Did you make gifts of more than \$15,000 total during the year to any individual?
- Did you utilize an area of your home exclusively for business purposes?
- Did you engage in any bartering transactions?
- Did you retire or change jobs this year?
- Did you incur moving costs because of a job change more than 50 miles away?
- Did you pay any individual as a household employee during the year?
- Did you make energy efficient improvements to your main home this year?
- Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?
- Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account or brokerage account located in a foreign country?
- Do you have any foreign financial accounts, foreign assets, or hold interest in any foreign entity?
- Did you receive correspondence from your State or the Internal Revenue Service?  
If yes, explain: \_\_\_\_\_
- Did you receive an Identity Protection PIN from the Internal Revenue Service or have you been a victim of identity theft? If yes, attach the IRS letter or your police report.
- Do you want to designate \$3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.

\_\_\_\_\_  
Print Taxpayer Name

\_\_\_\_\_  
Taxpayer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Spouse Name

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date





We look forward to working with you!

## Helpful Tips & Reminders

**NO Government Agency will EVER contact you by email or initiate contact by phone.** This should be reported immediately! SCAMS are RAMPANT! Go to [www.IRS.gov](http://www.IRS.gov) to report fraudulent activity. If you are contacted by the "IRS" or "FTB" by phone or email, do not speak to them yourself! Tell the representative that you will have your tax professional contact them on your behalf. End the call and call us.

**Lenders:** Lenders have up to 4 years to finalize COD/Foreclosure situations.

**Cancelation of Debt (COD):** Whether it's tied to a mortgage, credit card, or anything in between, be aware that it is considered ordinary income, and must be reported as such.

**Rental & Business Owners:** If you paid \$600 or more to an independent contractor or small business for services at your business or rental property, they you are required to issue a 1099-Misc by January 31. Be sure to get the name, address, and SSN/EIN of the service provider to make the cost an eligible deduction.

**Business Mileage:** Thanks to Apps, it's easier than ever to keep track of your business mileage!

**Medical Expenses Deduction:** IF your medical expenses are at least 7.5% of your total household income you may be eligible to receive a medical expenses deduction.

**College Tuition:** College tuition expenses & related fees are a great tax break, BUT usually cannot be deducted when the student has any drug related conviction.

**Important Documents:** You should retain all paperwork for any real estate purchases or sales for at least five years after selling, losing, or abandoning a property. You should keep your tax returns and support documents for a minimum of five years.

**Online Purchases:** You must keep track of and pay sales/use tax not charged to you on any online purchases. \*This has always been a requirement, but IRS has been tracking closely in recent years.

**Major Life Changes:** You should come to see us in the off-season when big changes or difficult situations arise. This allows you to plan accordingly & hopefully avoid tax-related surprises. Example: Marriage/Divorce, Birth/Death, Promotions/Retirement, Home sale/purchase, etc.

## Additional Notes

Please call to confirm or reschedule any prescheduled appointments.

Minimize costs for everyone by getting your "homework" done as soon as possible.

We'll upload a digital copy of your return to a secure online portal when it's ready so you can access it from your personal computer any time you need it. Please let us know if you would like a printed copy.