TAXPAYER INFORMATION SHEET

RED sections are for new clients or current clients with changes

OFFICE USE	Date ______ Initials ______
	Assigned to ______________

TIS 1/24f

Taxpayer Name ______________________________

SSN ______________________ DOB ___/___/___

OCCUPATION ______________________________

☐ Blind ☐ Dependent of Someone Else

☐ Disabled ☐ Active Duty Military

Spouse Name ______________________________

SSN ______________________ DOB ___/___/___

OCCUPATION ______________________________

☐ Blind ☐ Dependent of Someone Else

☐ Disabled ☐ Active Duty Military

Filing Status ◯ Single ◯ Married Filing Jointly ◯ Married Filing Separately ◯ Head of Household ◯ Qualifying Widow(er)

CONTACT INFORMATION

Address ______________________________ City, State, Zip ______________________

Preferred Phone # ______________________ Alternate Phone # ______________________

Taxpayer Email ______________________ Spouse Email ______________________

Preparer ________________ ☐ **Or 1st Available** Method of Contact: ☐ Phone ☐ Text ☐ Email

Direct Deposit ◯ Yes ◯ No

Bank Name ______________________________ ◯ Checking ◯ Savings

Routing # ______________________ Account # ______________________

☐ Same as last year

Dependents you are claiming **this year**:

Name	SSN	Relationship	DOB	Full time college student?
Name ____________	**SSN** ____________	**Relationship** ____________	**DOB** ___/___/___	☐
Name ____________	**SSN** ____________	**Relationship** ____________	**DOB** ___/___/___	☐
Name ____________	**SSN** ____________	**Relationship** ____________	**DOB** ___/___/___	☐
Name ____________	**SSN** ____________	**Relationship** ____________	**DOB** ___/___/___	☐

"THE RIGHT QUESTIONS"

ASKING THE RIGHT QUESTIONS MAY LEAD TO A LARGER REFUND AND/OR THE LOWEST POSSIBLE TAX LIABILITY!

How many W-2s are you providing? _____

YES NO

◯ ◯ Does any person on your return have an IRS Pin #?
If Yes: Who? ______________________________
Please provide IP PIN number______________________________

◯ ◯ Did you contribute to a 529 plan? How much? $ ____________

◯ ◯ Did you receive any unemployment compensation?

◯ ◯ Did you have health insurance through the Health Care Marketplace (Obamacare)? **If yes, you must provide us with your 1095-A.**

◯ ◯ Did you receive or pay alimony?
☐ Receive $ ________ ☐ Pay $__________Date of Agreement___/___/___

◯ ◯ Did you have any daycare expenses for your dependents?

◯ ◯ Do you own a rental property?

◯ ◯ Did you sell any stocks, bonds or other investment property?

◯ ◯ Did you make any cash donations? How much? $ ____________

◯ ◯ Did you have any debts canceled or forgiven? **If yes, provide Form 1099-C.**

◯ ◯ Did you receive a distribution from a retirement plan (401K, IRA, Pension, etc.)?

YES NO

◯ ◯ **Besides your work 401k,** did you contribute to an IRA?
Who? ______________________ Amount? $____________

◯ ◯ Did you convert any amount from a traditional IRA to a Roth IRA?

◯ ◯ Did anyone have tuition expenses? Please provide a 1098-T.

◯ ◯ Did you receive a K-1 from a Partnership or S-corp?

◯ ◯ Did you make any estimated tax payments for this tax year?
How much? $______________ Date? ___/___/___

◯ ◯ Did you give anyone money or items valued over $18,000 this year?

◯ ◯ Do you have an HSA? **If yes, provide Form 1099-SA.**

◯ ◯ Did you have any self-employment income (1099-NEC)?

◯ ◯ Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?

◯ ◯ Did you make a Qualified Charitable Distribution from your IRA?

please continue over... →

Additional information your tax preparer should know, or questions you may have:______________________________

TAX PREPARATION PERMISSION & ENGAGEMENT LETTER

Thank you for selecting The Old Tax House to assist with your tax return preparation. This letter will confirm the arrangements and general scope of services we provide.

TAX PREPARATION SERVICES: As requested by you, we will prepare your federal and state income tax returns using information you provide to us. **It is your responsibility to provide information required for preparation of complete and accurate returns, including, but not limited to, the inclusion of ALL TAXABLE INCOME to be reported on these returns.**
We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. We will furnish you with questionnaires and/or worksheets as needed to guide you in gathering the necessary information. Your use of such forms will help keep the cost of our services as low as possible. ***ULTIMATELY, YOU ARE RESPONSIBLE FOR THE RETURNS, 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. Without disclosure in the return itself of the specific position taken on a given issue, we must have reasonable belief that it is "more likely than not", that the position will be held to be correct upon examination by taxing authorities. In the event we and/or you are assessed penalties due to our reliance on inaccurate, incomplete, or misleading information you supplied to us (with or without your intent or knowledge), you will indemnify us, defend us and hold us harmless as to those penalties.

All of your original documents will be returned to you at the end of this engagement. We will retain copies of records you supplied to us along with our work papers for your engagement for a period of three years. You should keep all documents, cancelled 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 should keep all original records in a secure location for a minimum of ten years.

The timeliness of your cooperation is essential in our ability to complete this engagement. Specifically, we must receive information from you in a reasonable period of time prior to the applicable filing deadline. Accordingly, if we do not receive information from you in a timely manner it may be necessary to pursue an extension of the due date of your returns, and we reserve the right to suspend our services or withdraw from this engagement. Reprocessing fees may apply for additional information brought to us after returns are complete.

For joint returns you acknowledge that there is no expectation of privacy from the other concerning our services and we are at liberty to share with either of you, without the prior consent of the other, any and all documents and other information concerning preparation of your returns.

TAX PREPARATION FEES: Our fees are based on a price per form/schedule required to complete your return. Additional charges may include multi-state returns filed, bookkeeping necessary for the preparation of your tax return, tax consultation for estimates, amended tax returns, FAFSA reports, etc. which are identified separately on your invoice. Payment for services is due upon completion of your tax return.

OTHER SERVICES: Bookkeeping, payroll, payroll reports, year-end reports such as W-2's and 1099's, business consultation, interim and year-end tax planning. These services are billed separately; you may contact us for our fee schedule.

Although we may verbally discuss tax planning issues with you from time to time, such discussions will not constitute advice upon which we intend for you to rely for any purpose. Rather, any advice upon which we intend for you to rely, and upon which you will rely, will be embodied in a written report or correspondence from us to you, and any such writing will supersede any prior verbal representations between the parties on the issue.

Let us know within twelve months if you receive any letters from the IRS or you believe an error was made. We do correct returns for free and pay any penalties, if we are at fault, within twelve months of filing. However, we are not responsible to pay any taxes owed. The Old Tax House is not responsible for any legal fees. You agree to take no action which is intended, or would
reasonably be expected, to harm the Company or its or their reputation, products, services, management or employees or which would reasonably be expected to lead to unwanted or unfavorable publicity to the Company.

PLEASE REVIEW YOUR RETURNS CAREFULLY BEFORE SIGNING AND FILING THEM. If you have any questions, please ask. Tax Preparation is a partnership. Thank you for choosing us as your partner, we appreciate the opportunity to work with you now and for many years to come.

The Old Tax House is not responsible for providing any of the deductions taken on my tax return(s). I have provided this information from my own records and I have proof of my deductions and income. I give my permission to The Old Tax House to prepare my tax return(s) and I have read, understand and agree to the terms of this engagement. I have also read the E-file Information
below. A copy of our Privacy Policy is available upon request.

IRS e-file **E-FILING – SIMPLE & SAFE**

It is mandatory that you sign IRS Form 8879 after we have completed the return. The return will not be electronically filed until The Old Tax House has possession of the signed form. **BOTH PARTIES MUST SIGN, IF MARRIED FILING JOINTLY.**

Your refund may be delayed for reasons such as, but not limited to: Random IRS audit, Earned Income Credit eligibility verification, Incorrect Bank Account/Routing number.

Your refund may be seized or reduced for reasons such as, but not limited to: Unpaid child support, Back taxes owed, Payments in arrears to any Federal or State Agency such as Student Loan Deficiency.

A return may be rejected by the IRS for reasons such as, but not limited to: Social Security Number issues (ie. Name and Number do not match SSA records), Dependent claimed on another tax return, Invalid/Wrong birth date.

SIGN HERE

Signature ______________________________________ **Date** ___/___/___

By signing here I certify that I have provided all of the documents needed to complete my return.

THE OLD TAX HOUSE est. 1977