

2022 Tax Filing Season is here!

We have implemented new procedures and we are excited to bring these improvements to our clients!

The enclosed packet has been prepared to assist you in gathering information for your 2022 tax return. Review the entire packet and answer any questions that apply. We know this is cumbersome, but this information is important for us to create accurate tax returns.

In order to ease your tax season preparation, there are some documents that we do NOT need! This is especially important for medical expenses. Your medical receipts can include very sensitive and personal information, so please do not send those to us.

While we do make an effort to accommodate clients of varying tech-savvy levels, our firm is based on a fully virtual model. **As such, we strongly encourage all clients to use our secure portal as much as possible.** The portal can be found at anytime by visiting <https://khaithuehoustontax.securefilepro.com> you can reset your own password at any time if needed.

If you prefer to call our office our Tax Season Hours are Monday - Thursday from 3 PM until 5 PM. Calls received outside of those hours will generally be returned the next business day.

Some important things to consider with your tax documents and our portal:

- Email is NEVER secure! You should never email sensitive information, including ANY tax documents.
- Messages sent via our portal ARE secure, and are also the first messages we respond to each work day.
- Whenever possible please upload all your files at once, not in "bits and pieces". This can become confusing for us as well as you.
- Please do not create multiple folders in the portal
- Generally when we download files you send to us, we delete them from the portal.
- *We do not start work until all payments are paid in full. All are fees are nonrefundable.*

Please **DO NOT** mail any documents to us.

Sincerely,

Vivian Truong, CPA

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PRIVACY POLICY, CONSENT TO USE

Your privacy is important to us. We collect nonpublic personal information about you from various sources, including this organizer, interviews with you, tax related documents that you provide, etc. We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as provided in this paragraph. Federal law requires that this consent form be provided to you, and that if you consent to this use Federal law may not protect your tax return information from further use or distribution. This consent allows us to disclose your 2022 tax return information to support personnel from Drake Tax, GruntWorx and Protection Plus who need such information in order to for us to provide the highest quality service to you. These third parties will not be permitted to disclose any of your tax information to any additional parties. We maintain physical, electronic and procedural safeguards that comply with Federal regulations to guard your personal information. By signing this engagement letter you consent to our use and disclosure of your tax payer information for a period of 5 years.

Our fee is based on the complexity and time required to complete your return. Invoices are due and payable upon presentation. All accounts not paid within fifteen (15) days are subject to interest charges to the extent permitted by state law.

Personal Information

Name		SSN	Has IP PIN	Date of birth
Taxpayer				
Spouse				
Name of person to whom all information should be addressed, if not the taxpayer				
Street address, city, state, and ZIP				
Occupation		Daytime phone	Evening phone	Cell phone
Taxpayer				
Spouse				
Taxpayer email				
Spouse email				

☐ Single **Filing status at the end of 2022**
☐ Married ☐ Widowed - If widowed and your spouse died in 2022, enter the date of death
☐ Married filing separately - If married but filing separately, did you live apart from your spouse for the last six months of 2022?

Yes No

☐ ☐ Are you or your spouse blind?

☐ ☐ Are you or your spouse disabled?

☐ ☐ Are you or your spouse a full-time student?

☐ ☐ Do you or your spouse want to designate \$3 to go to the Presidential Election Campaign Fund?

☐ ☐ At any time during 2022 did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency?
(a) receive (as a reward, award, or payment for property or services) a digital asset
(b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)

Identification Information**Taxpayer's type of photo ID**

☐ Driver's license ☐ State-issued photo ID

Photo ID number _____

State photo ID was issued _____

Date photo ID was issued _____

Date photo ID expires _____

Spouse's type of photo ID

☐ Driver's license ☐ State-issued photo ID

Photo ID number _____

State photo ID was issued _____

Date photo ID was issued _____

Date photo ID expires _____

Account Information for Deposits and Withdrawals

Name of bank	Bank routing number	Bank account number	Type of account		Use this account for	
			Checking	Savings	Deposits	Withdrawals

Dependent Information

First and last name SSN	Has IP PIN	Relationship	Months in home	Date of birth	Disabled	Full- time student	Childcare Expenses

List dependents required to file a return

Child and Other Dependent Care Expenses

Name of care provider	Address	SSN or EIN	Amount Paid

Estimates

	Federal		Resident State		Resident City	
	Date paid	Amount	Date paid	Amount	Date paid	Amount
Overpayment applied from 2021						
First quarter						
Second quarter						
Third quarter						
Fourth quarter						
Additional payments						

Checklist

This check list is provided to help you gather necessary information for us to prepare your 2022 income tax return. Please let us know of any significant changes from your 2021 tax year.

Wages (Form W-2)

☐ Yours, Your Spouse

State and city refunds and other government payments (Form 1099-G)

☐ Unemployment compensation

Credit card, debit card, and third party network transactions (Form 1099-K)

☐ Reportable payment transactions

Self-employed Income (Schedule C)

☐ Yours, Your Spouse

Other Income (provide supporting documentation for income received for the following items)

☐ Sale of assets or property

☐ Cancellation of debt

☐ Other income _____

Payments (provide summary information for payments made for the following items)

☐ Educator classroom expenses

☐ Student loan interest

☐ **Refunded student loan interest payments**

☐ Student loan forgiveness

☐ Tuition and fees for higher education

☐ Expenses related to child or dependent care

☐ Contributions to a Retirement Savings Account

☐ Medical and dental expenses (summary only)

☐ **Long-Term Care Premiums for yourself, spouse or dependent**

☐ Real estate taxes

☐ Other state and local taxes

☐ Including sales tax on any major purchases (vehicle, boat, etc)

☐ Mortgage interest

☐ Cash Charitable Donations (summary only)

☐ Noncash Charitable Donations (please provide full details on organization and items)

☐ Gambling losses

☐ Other payments _____

Questionnaire

Please be sure to answer EVERY question - we cannot begin preparing your return until this organizer is completed in full.

Personal Information

Yes No

☐ ☐ Did your marital status change during the year?

If "Yes," explain _____

Did you live apart from your spouse for the last six months of 2022?

☐ ☐ Can you or your spouse be claimed as a dependent by someone else?

☐ ☐ Were you, your spouse, or any dependents a victim of identity theft?

If "Yes," explain _____

Were you, your spouse, or any dependents issued an Identity Protection PIN (IP PIN)? If "Yes," provide Notice CP01A from the IRS.

New Clients - please provide proof of identity to be eligible to e-file your tax return (state-issued photo ID)

Dependent Information

Yes No

☐ ☐ Did you have any changes in dependents during the year?

If "Yes," explain _____

Can another person qualify to claim any of your dependents?

☐ ☐ Did you have any childcare expenses during the year? (please provide details on later page)

Did you have any adoption expenses during the year?

☐ ☐ Did you have any children under age 19 or a full-time student under age 24 with more than \$2,300 of unearned income?

Income, Purchases, Sales, and Debt Information

If you answer YES to any of these, please provide full details and documents.

Yes No

☐ ☐ Did you buy or sell any stocks, bonds, or other investments during the year?

☐ ☐ Did you start, purchase, close, sell or convert a business or any business assets during the year?

☐ ☐ Did you buy, sell, rent, refinance, foreclose or abandon on any Real Estate property during the year? If "Yes," provide closing statements for these transactions.

☐ ☐ Did you receive any payments during this year from property you sold in prior years?

☐ ☐ Did you acquire a new or additional interest in a Partnership or S Corporation? (if yes, please provide K-1)

☐ ☐ Did you purchase a new hybrid, alternative motor, or electric motor energy-efficient vehicle during the year?

If "Yes," provide the year, make, model, VIN, and date the vehicle was placed in service.

☐ ☐ Did you receive income or incur expenses associated with the "gig economy"?

If "Yes," provide full documentation including any 1099MISC, 1099NEC, 1099K, and expense summary. The IRS is really focused on these activities so please reach out to us if you have any questions.

☐ Fantasy Sports League

☐ Freelancing (Upwork, Task Rabbit, etc)

☐ Fashion Sharing (PoshMark, ThredUP, etc)

☐ Crowdfunding (Kickstarter, etc)

☐ Short Term Rentals (AirBNB, VRBO, etc)

☐ Independent Contractor (1099NEC, Shipt, Uber, Door Dash, etc)

Did you receive any tips not reported to your employer?

☐ ☐ Did you have any debts canceled or forgiven this year?

☐ ☐ Does anyone owe you money that has become uncollectible?

☐ ☐ Did you cash in any U.S. savings bonds during the year?

Did you receive any disability income during the year?

☐ ☐ Did you receive any other income you have not provided information for with this organizer?

If "Yes," explain _____

Health Care Information Yes No

- ☐ ☐ ☐ Did any member of your household have healthcare coverage through the Marketplace (Obamacare)? If "Yes," provide copies of Form 1095-A.
- ☐ ☐ ☐ Did you receive any distributions from a Health Savings Account (HSA) or Medical Savings Account (MSA) during the year?

NOTE - we will assume all distributions were used for medical expenses. If that is NOT the case, please let us know.

Retirement Information

Yes No

- ☐ ☐ ☐ Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
- ☐ ☐ ☐ Did you make any withdrawals or receive distributions from a pension or profit sharing plan, IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
- ☐ ☐ ☐ Did you execute any rollovers from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?

Education Information

Yes No

- ☐ ☐ ☐ Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
- ☐ ☐ ☐ Did you make a contribution to or receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
- ☐ ☐ ☐ Did you pay student loan interest for yourself, your spouse, or your dependents during the year? If "Yes," provide the amount of interest that was refunded.
- ☐ ☐ ☐ **Did you receive forgiveness or refunds on a qualifying federal student loan?**

Foreign Tax Information

Yes No

- ☐ ☐ ☐ **Did you have a financial interest in or signature authority over a financial account or asset located in a foreign country?**
- ☐ ☐ ☐ Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
- ☐ ☐ ☐ Did the aggregate value of your foreign accounts exceed \$10,000 at any time during the year?
- ☐ ☐ ☐ Did you have any income from, or pay taxes to, a foreign country?
- ☐ ☐ ☐ Did you receive a Schedule K-3 from a partnership or S corporation?
- ☐ ☐ ☐ Did you own property in a foreign country?

Refund, Withholding, and Estimated Tax Information

Yes No

- ☐ ☐ ☐ If you have an overpayment of 2022 taxes, do you want the refund directly deposited into your bank account?

Please confirm your direct deposit information on the next page.

- ☐ ☐ ☐ Did you make any estimated tax payments toward your 2022 taxes?
Please provide exact amounts AND dates on the page provided, later.
- ☐ ☐ ☐ Do you anticipate your income or withholdings to be different for 2023?
Please Explain _____

Miscellaneous Information

Yes No

- ☐ ☐ ☐ **Did you receive, sell, exchange, gift, or otherwise dispose of any digital asset or financial interest in any digital asset?**
- ☐ ☐ ☐ Did you pay wages to any household employees (babysitter, nanny, housekeeper, etc.)?

☐ ☐ ☐ Did you make gifts to any one person in excess of \$16,000 during the year?

Yes No

☐ ☐ ☐ If "Yes," are you splitting the gift with your spouse?

☐ ☐ ☐ Did you make any energy-efficient improvements to your main home during the year?

☐ ☐ ☐ Are you a business owner who paid health insurance premiums for your employees during the year?

☐ ☐ ☐ Do you own interest or shares in or did you dispose of a Qualified Opportunity Fund during the year?

☐ ☐ ☐ Did you make any purchases subject to Use Tax during the year? If "Yes,"
provide details.

☐ ☐ ☐ Did you receive any notices from the IRS or state taxing authority?

If "Yes," explain _____

Schedule C - Profit or Loss from Business

Professional product or service _____ Employer ID number _____

Business name _____

Business address, city, state, ZIP _____

Accounting Method: ☐ Cash ☐ Accrual ☐ Other (specify) _____

☐ This business started or was acquired during 2022.

☐ This business was disposed of during 2022.

Professional gambler
Select if this business is for:
☐ Exempt notary income

☐ Newspaper delivery and you are under 18 years of age

☐ A clergy

Yes No You received a Paycheck Protection Program (PPP) loan for this business.
☐ ☐

☐ ☐ If "Yes," was \$500 or more of the loan paid to an individual, who is not your employee, for services provided for this business.

☐ ☐ If "Yes," did you file Forms 1099 for the individuals?

☐ ☐

Income

2022 2021

Gross receipts or sales _____

Returns & allowances _____

Expenses

2022 2021 2022 2021

Advertising _____ Repairs & maintenance _____

Car & truck expenses _____ Supplies _____

Commissions & fees _____ Taxes & licenses. _____

Contract labor _____ Travel _____

Depletion _____ Total meals. _____

Employee benefit programs _____ Utilities _____

Insurance (other than health) _____ Wages _____

Interest - mortgage _____ Family health coverage payments
for taxpayer, spouse or dependents _____

Interest - other _____ Other expenses (list). _____

Legal & professional services _____

Office expenses _____

Pension & profit sharing plans _____

Rent or lease (vehicles, _____

machinery, & equipment) _____

Rent (other business property) _____

Cost of Goods Sold

2022

2021

Inventory at beginning of year . . .		
Purchases		
Cost of personal use items		
Cost of labor		
Material & Supplies		
Other Cost		
Inventory at the end of the		year