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2024 TAX PREPARATION AGREEMENT

Date	
Taxpayer Name	Spouse Name
Email Address	Email Address

PREPARATION OF YOUR 2024 TAXES

Thank you for choosing Weivoda Financial Ltd to assist you with your 2024 taxes. This letter confirms the terms of our engagement with you and outlines 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 by signing below.

We will prepare your 2024 federal and requested state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. An Organizer is enclosed to help you collect the data required for your return. The Organizer will help you avoid overlooking important information. By using it, you will contribute to efficient preparation of your returns and help minimize the cost of our services.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover. The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties.

We are able to set up payments for automatic withdrawal, it is your responsibility that these payments are made. Please contact us within 2 weeks to re-submit payment should any payment fail for any reason. We do not accept responsibility for any interest or penalty that may result from an automatic payment failed to be made.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fee will be based on the forms required plus out-of-pocket expenses. Invoices are due and payable upon presentation. We will require payment prior to electronic filing of your tax return.

We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.

Our engagement to prepare your 2024 tax returns will conclude with the delivery of the completed returns to you (if paper filing) or your signing, and the subsequent submittal, of your tax return (if e-filing). Review all tax-return documents carefully before signing them. In an effort to save trees, we will provide your copy of the tax return electronically unless a paper copy is specifically requested.

If you and/or your business entity have a financial interest in or signature authority over any foreign assets, you may have additional filing requirements such as Form FinCen 114 (formerly known as "FBAR") with the Department of Treasury by April 15th. This engagement for income tax preparation does not cover any possible additional filing requirements. If you want help with such filings, a separate engagement needs to be explicitly requested and agreed to in writing. If you do not inform your preparer of any foreign assets, we will presume you do not have any and will hold no responsibility for failure to file required disclosures.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated and return it to us with your tax info.

We appreciate your confidence in us. Please contact us if you have questions.

Sincerely,

Janet Weivoda
Weivoda Financial Ltd

ACCEPTED BY *(Both spouses must sign for preparation of joint returns)*	
Taxpayer Signature	Date
Spouse Signature	Date

WHAT TO BRING TO YOUR APPOINTMENT

INCOME

YES N/A

- ☐ ☐ W-2s / 1099-R (Distributions from IRAs/401ks/other retirement accounts)
- ☐ ☐ 1099-G (Unemployment Received)
- ☐ ☐ 1099-INT (Interest Income) and/or 1099-DIV (Dividend and Capital Gain Income) or 1099 Composite Package
- ☐ ☐ 1099-B (Sale of Stocks/Mutual Funds) - Check to see if all sales have corresponding cost info
- ☐ ☐ 1099-MISC/1099-NEC (Self Employment Income) - **FILL OUT BUSINESS INCOME / EXPENSE ON A SEPARATE SHEET** 1099-K
- ☐ ☐ (If you accept credit cards or Paypal from customers, your credit card company will issue this)
- ☐ ☐ 1099-A/1099-C (Cancellation of Debt or Property Foreclosures)
- ☐ ☐ K1 with Basis Schedule (Income from Partnership, Estate, Trust or S Corp)
- ☐ ☐ SSA-1099 (Social Security Income)
- ☐ ☐ receive, sell, send, exchange or otherwise acquire cryptocurrency in 2024? If yes, enclose a list of sales/exchanges
- ☐ ☐ Alimony/Spousal Maintenance Received - **AMOUNT** ______ **DATE OF DECREE** ______
- ☐ ☐ Rental Income - **FILL OUT RENTAL INCOME/EXPENSES ON A SEPARATE SHEET**
- ☐ ☐ Did you own or have signature authority over any foreign financial assets (bank, brokerage, etc.) during the tax year?
- ☐ ☐ If yes, please provide info on foreign investment income and max. account values during tax year
- ☐ ☐ Did you receive any gifts or inheritance from foreign persons or entities during the year?
- ☐ ☐ Do you have any other sources of income (bartering, hobbies, sales of property etc...)? If yes, please provide information Did you

DEDUCTIONS/CREDITS

Yes N/A

- ☐ ☐ Childcare - Provide Statement from childcare provider or Nanny Payroll Reports including name, address and amount paid
- ☐ ☐ 1098-T (Tuition Statement for College Education) **Provide billing statement showing actual tuition payments plus receipts for books/supplies**
- ☐ ☐ 1098-E (Student Loan Interest Paid) - **NEW MN CREDIT!** See page 5 for details of what to provide
- ☐ ☐ 1098 (Mortgage Interest Paid)
- ☐ ☐ Did you buy, sell or refinance any property this year? **Provide all Settlement Statements / Closing Disclosure**
- ☐ ☐ Charitable Donations - Provide receipts plus itemized list of non-cash items/values.
- ☐ ☐ Quarterly Estimated Tax Payments - **Provide list of date and amount of each payment made**
- ☐ ☐ 1095-A (Health Insurance obtained through the Healthcare Exchange)
- ☐ ☐ 1099-SA (Distributions from a Health Savings Account) - Please provide a copy
- ☐ ☐ Did your dependent have investment income? - Provide tax forms
- ☐ ☐ All Adoption Papers and proof of expenses for Adoption Credit
- ☐ ☐ MN Long Term Care Insurance & 529 plans - **Provide account numbers and amounts paid**
- ☐ ☐ MN K-12 Education Expenses - See page 5 for details
- ☐ ☐ MN CRP (Certificate of Rent Paid)
- ☐ ☐ 2025 Property Tax Statements (when they become available)
- ☐ ☐ Did you purchase any qualifying energy credit property? Vehicle, Windows, Doors, Solar Panels?

OTHER IMPORTANT ITEMS TO UPLOAD

YES N/A

- ☐ ☐ Copy of Picture ID - Front only **REQUIRED FOR 2024**
- ☐ ☐ Signed Release of Exemption Form 8332 if you are claiming a child that does not live with you
- ☐ ☐ Signed 2024 Tax Preparation Agreement - **PAGE 1 ABOVE**
- ☐ ☐ **For NEW clients:** Copy of last year's tax return
- ☐ ☐ S-Corps & Partnerships: BEFORE SCHEDULING an appointment, email all bookkeeping to your accountant
- ☐ ☐ **NEW Bank Account**: Please update your Direct Deposit/ACH info for tax refunds
- ☐ ☐ Would you like to receive a paper copy of your tax return?

TAX PREPARATION WORKSHEET

PERSONAL DATA

Taxpayer Name	Spouse's Name
SSN	SSN
DOB	DOB
Phone	Phone
Drivers Lic #	Drivers Lic #
Email	Email
Occupation	Occupation

Address	City	State	Zip

DEPENDENT ONE*	DEPENDENT TWO*	DEPENDENT THREE*
Name	Name	Name
SSN	SSN	SSN
DOB	DOB	DOB
Relationship	Relationship	Relationship
K-12 Education Expense	K-12 Education Expense	K-12 Education Expense
Daycare Expense	Daycare Expense	Daycare Expense
Daycare Name	Daycare Name	Daycare Name
Daycare SSN/Fed ID#	Daycare SSN/Fed ID#	Daycare SSN/Fed ID#
Daycare Address	Daycare Address	Daycare Address

DEDUCTIONS

Student Loan Interest*	State Taxes	Mortgage Interest
College Tuition/Fees	Property Tax	PMI
College Books & Req. Supplies	Car Tabs	Home Eq Loan Interest**
Alimony Paid	Health Insurance	Cash Charity
Educator Classroom Exp	Long Term Care Premiums	Non-Cash Charity ****
HSA Contributions	Medical Expense	529 Contributions***
	Employee Exp	Tax Prep Fee
IRA Contributions $	Trad IRA ROTH IRA SEP IRA	Investment Expense

* *See Page 5 for detailed information needed to claim potential MN CREDIT*

** *Home equity interest is no longer deductible if used for something other than home improvements/purchase. Please bring details on loan balances and use of proceeds*

****Bring company name and account numbers as wells as amounts paid.*

*****Bring itemized donation receipts if non-cash donations exceed $500. For help valuing your non-cash donations, look at www.itsdeductible.com*

ADDITIONAL NOTES OR QUESTIONS

ESTIMATED TAX PAYMENTS

	FEDERAL PAYMENTS		STATE PAYMENTS	
Overpayment applied from 2023	Date	Amount	Date	Amount
Quarter One	Date	Amount	Date	Amount
Quarter Two	Date	Amount	Date	Amount
Quarter Three	Date	Amount	Date	Amount
Quarter Four	Date	Amount	Date	Amount
Additional Payments	Date	Amount	Date	Amount
TOTALS		TOTAL PAID		TOTAL PAID

Non-Taxable Income Items

Veteran's Benefits	Scholarship, Fellowships, Grants for College
Worker's Compensation Benefits	

Additional Notes or Questions

BUSINESS INCOME / EXPENSE WORKSHEET

FILL OUT ONE SHEET FOR EACH BUSINESS - DO NOT COMBINE

Business Name / Profession

INCOME	1099NEC / SELF-EMPLOYMENT	W2
Income Received *(List all self-employed income in 1099NEC / Self Employment column)*		
Sales Tax Collected: Only if included in "Income Received" above		
COST OF GOODS SOLD	**1099NEC / SELF-EMPLOYMENT**	**W2**
Total Production Costs *(Direct costs to make products)*		
Ending Inventory *(At your cost, not retail)*		
EXPENSES	**1099NEC / SELF-EMPLOYMENT**	**W2**
Advertising: Promo, Website costs, etc. *(Anything for promotion of business)*		
Auto Expenses *(See auto and in home office worksheet below)*	SEE AUTO WORKSHEET	
Commissions and Fees *(Agents, managers, etc.)*		
Subcontractors* *(Total labor - Did you pay any one person more than $600?* ☐ YES ☐ NO		
Equipment Purchases *(Items costing more than $2,500 have a useful life > 1 year)*	SEE EQUIPMENT WORKSHEET	
Business Insurance		
Business Interest *(Loans or 100% business credit cards)*		
Legal and Accounting		
Office and Postage		
Equipment Rental *(Equipment Rental and Car Rental — including gas)*		
Business Rent *(Rent for office or practice space)*		
Equipment Repairs *(Repairs on computers, equipment, etc.)*		
Supplies *(Any small items needed for bus.)*		
Taxes & Licenses *(Business licenses and/or Misc. Business taxes-MNCare, etc.)*		
Travel *(Airfare, lodging - not food or auto)*		
Local Business Travel *(Uber, Lyft, Taxi)*		
Meals In Town *(Business meals, coffee, drinks with others)*		
Entertainment *(Sporting events, golf etc)*		
Days Out of Town *(For out of town meal per diems)*	SEE PER DIEM WORKSHEET	
Wages Paid to Others *(Provide details on payroll and payroll taxes)*		
Bank and Credit Card Charges *(On business accounts)*		
Dues and Subscriptions *(Memberships, magazines, etc.)*		
Research and Development *(Books, classes, activities in your field)*		
Telephone / Total Cost	Bus. Use %	Deduction
Internet / Total Cost	Bus. Use %	Deduction
Computer Software		
Printing and Film Processing *(For business photos)*		
Business Gifts *(Limited to $25 per recipient per year)*		
Costumes and Props *(Performers - things only worn on stage)*		
Personal Maintenance *(Performers - direct costs for performance image)*		
OTHER	**1099NEC / SELF-EMPLOYMENT**	**W2**
Health and Dental Insurance Paid		
Quarterly Estimates Paid *(Provide dates & amounts paid)*	SEE ESTIMATED PAYMENTS WORKSHEET ON NEXT PAGE	
Other:		

* **REQUIRED** - If you paid $600 or more to subcontractors, you must file a form 1099-NEC for their labor costs by January 31st

* You can create and file Form 1099-NEC online with 15% discount, Click Here

MN RESIDENTS ONLY

STUDENT LOAN INTEREST CREDIT	LOAN 1	LOAN 2	LOAN 3
Total Amount Paid in 2024 (Principle & Interest)			
Original Loan Balance*			
Total Interest Paid (See 1098E)			

* Contact your loan provider for this information before your appointment

LONG TERM CARE INSURANCE CREDIT		
Insurance Company Name	Policy #	Insurance Prems Paid
Insurance Company Name	Policy #	Insurance Prems Paid

529 CONTRIBUTIONS		
Broker Name	Account #	Total Contributions
Broker Name	Account #	Total Contributions
Broker Name	Account #	Total Contributions

MN K-12 EDUCATION EXPENSES**	CHILD 1	CHILD 2	CHILD 3
Name			
Grade Level			
Required School Expenses			
Fees for Enrichment Activities Outside of School			
Organization			
Class Type			
Fees for Individual Instruction Outside of School			
Organization			
Class Type			
Purchase or Rental of Musical Instruments for School			
Transportation Costs Paid to Others			
Personal Computer Hardware and Educational Software			

** For information on what expenses qualify for this deduction, Click Here

NONGAME WILDLIFE FUND DONATION	
Would you like to make a donation to the Nongame Wildlife Fund on your MN Tax Return?	
☐ YES ☐ NO	Amount

MN POLITICAL DONATIONS***
Click Here for details on what political contributions are eligible for a refund
Form PCR is filed by mail separately from your MN Tax Return

*** We don't need information from you on this. We just wanted to make you aware that you can apply on your own!