



# Welcome to the Valerio Tax Edge Family

On behalf of the staff at Valerio Tax Edge, we are happy to welcome you as part of our client family! Below you will find our annual highlights and documentation requirements to ensure that your 2023 tax season is as seamless as possible. Should you have any questions as you look it over, please do not hesitate to contact the office. We look forward to working with you this tax season!

## 2023 Highlights & Requirements

### Identification Requirements:

- State Issued Driver's License or State ID -and-
- Copies of Social Security Cards for all individuals listed on return -and-
- Copies of birth certificates for all dependents being claimed -or- United States Passport
- Submit copy of your 2022 Federal and State tax return

### Letter of Engagement:

- Must be signed by both parties & provided with your materials OR uploaded if not in person. (e-sign stamp will not be accepted)

### Client Intake Form:

- Filling out our quick 5-minute form will allow us to streamline the processing of your return and minimize the need to interrupt your day with questions.
- Please note we cannot begin to process your return without receiving a signed Letter of Engagement AND the completed Client Intake Form. Your return will be put in a holding pattern until both are received.

### Virtual Currency:

- A separate currency engagement letter must be signed for anyone with virtual currency per IRS guidelines. Please see form "Virtual Currency Questionnaire" on the Resources page of our website. A consolidated statement of transactions for virtual currency investments will be needed if transactions were done.

## For Clients virtually submitting documents:

- **IMPORTANT** For data protection and security purposes, documents will not be accepted as attachments via email. All documents must be uploaded into the client portal or dropped off in person.

## For Clients virtually/remotely signing return:

- **IMPORTANT** Anyone signing their return remotely must jump on a brief video meeting either over Facetime or Zoom to discuss the tax year and receive virtual pins.
- Copy of State Issued License or ID card front & back (showing signature)
- If you are completing the entire process virtually without any video meeting we will need additional documents, please call the office for list of what we can accept.

## For Clients with Dependents:

- **Proof of Dependent Address:** Remember to submit 'Proof of Address for Child' to meet IRS due diligence requirements (*see checklist for examples of acceptable forms*)
- **Dependent Care Credits:** To receive a tax write off for childcare expenses: Must have a statement from the daycare/camp with the child's name and address on it, as well as the payer's name on it. See checklist for more details/ call the office.  
**Head of Household/Other Dependent Credit:** a review of qualification must be done annually per IRS guidelines, and we will go over a questionnaire during preparation with you.

## For Clients with Higher Education Expenses:

- 1098T & we MAY need an Account Transaction history from the college or University. We can provide a form letter template to request this information from your school if necessary.
- If you paid the tuition & are claiming the credit, a copy of the cleared check/ bank record should be included in your personal tax file for the year from your account.
- Look at the Student Guide on the Website for more information.
  - If you paid the tuition & are claiming the credit, a copy of the cleared check/ bank record should be included in your tax file for the year from your account.

*\*\*For your records it is advisable to ensure that you have the copies of the cleared checks or at minimum a copy of the check you used to make each payment. Student loan and bank statements printed out and put in your files. There have been instances where proof is required to show that not only was the \$5K paid for tuition, but now the IRS wants to see the proof that the parents NOT a grandparent or other individual actually paid for it.*