

Taxpayer Name _____ M/F Spouse Name _____ M/F

Occupation _____ Occupation _____

SSN _____ Birthdate _____ SSN _____ Birthdate _____

Tax Payer Phone _____ Spouse Phone _____

Taxpayer E-Mail _____ Spouse E-Mail _____

Address _____ All 12 months _____

Dependents Name (List Youngest First)	Birthdate	Social Security #	Relationship to You (Son, Daughter, Other)	Months Lived in Your Home in 2020

Check All That Apply

- ☐ You and, if applicable, your dependents had medical insurance provided by Marketplace exchange for **any** of 2020.
- ☐ You made **ESTIMATED** Federal or State taxes last year in **addition** to withholdings. Federal \$ _____ State \$ _____
- ☐ You or your spouse were a resident of another state or earned income in another state in 2020? Which state _____
- ☐ **Amount of Stimulus received** #1 _____ #2 _____
- ☐ You are interested in receiving a complimentary review of your retirement/investments accounts for suitability/diversification.
- ☐ **I would like to receive a hard copy of my completed tax return.**
- All prepared returns will be provided as electronic copy via TaxDome secure portal.**

Would you like your refund deposited into your bank account? ☐ Yes ☐ No Name of Bank _____

☐ Checking ☐ Savings Routing Number _____ Account Number _____

Are you self-employed? ☐ Yes ☐ If you received a 1099-NEC, a Sch C organizer must be completed.

Check All That Apply

<input type="checkbox"/> Wage Statement – W-2s	<input type="checkbox"/> Purchased Primary Residence	<input type="checkbox"/> Medical/Dental Expenses
<input type="checkbox"/> Tips or Other Income	<input type="checkbox"/> Sold Primary Residence	<input type="checkbox"/> Mortgage Interest 1098
<input type="checkbox"/> 1099-Misc/1099-NEC- need Sch C	<input type="checkbox"/> Owned Rental Property - need Sch E	<input type="checkbox"/> Mortgage Points (i.e. closing points)
<input type="checkbox"/> Received Interest 1099-INT	<input type="checkbox"/> Farm Income- need Sch F	<input type="checkbox"/> Paid real estate taxes
<input type="checkbox"/> Received Dividends	<input type="checkbox"/> Lottery or Gambling Winnings	<input type="checkbox"/> Property Tax
<input type="checkbox"/> Sold Stocks or Bonds	<input type="checkbox"/> Cancellation of Debt	<input type="checkbox"/> Charity or Religious Contributions
<input type="checkbox"/> Pension/Retirement Income 1099 R	<input type="checkbox"/> Distribution of foreign accounts	<input type="checkbox"/> Significant loss or Theft
<input type="checkbox"/> Contributions to IRAs	<input type="checkbox"/> Pd Qualified Education Exp 1098T	<input type="checkbox"/> Had teacher un-reimbursed expenses
<input type="checkbox"/> Received Unemployment	<input type="checkbox"/> Made student loan payments 1098E	<input type="checkbox"/> HSA Form 1099SA
<input type="checkbox"/> Social Security Income	<input type="checkbox"/> Financial interest virtual currency	<input type="checkbox"/> Business Extension Request \$25 Fee
<input type="checkbox"/> Alimony (Paid or Received)	<input type="checkbox"/> Child Care Expenses	<input type="checkbox"/> Personal Extension Request \$25 Fee

• **For new clients how did you learn about us?** _____

I certify that I would like my taxes prepared according to the information provided above.

Taxpayer Signature _____ Date: _____

Spouse's Signature _____ Date: _____

Individual Income Tax Return Annual Engagement Letter

CLIENT NAME(s): _____

Subject: Preparation of Your Individual Tax Returns

Thank you for selecting Alliance Financial & Income Tax, LLC to assist you with your tax affairs. This letter confirms the terms of our engagement with you and the nature and extent of services we will provide.

We will prepare your **2020** federal and all state income tax returns you request using information you provide to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. We've enclosed an "Organizer" to help you gather the information required for a complete return. If you use the Organizer, it will help you avoid overlooking important information and contribute to efficient preparation of your returns. That helps keep the cost of our services as low as possible.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled 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 are responsible for the returns, so you should 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.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless you instruct us otherwise, we will apply the "realistic possibility of success" standard to resolve such issues in your favor where possible.

The law imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please call us.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

Over →

****We must receive all information for your return by April 3, 2021 to ensure that it will be completed by April 15, 2021. If we receive your information after April 3, 2021 and you want to file your return by April 15 (ie. no extension), you will be subject to an expedited fee from our office.** We do not file tax extensions for clients unless specifically requested to do so with an additional fee. Tax extensions are only for an extension of time to file the return; tax payments are still due by the due date. If taxes are owed, we will attempt to accurately estimate these at the time of filing the extension; however, penalties and interest can still be assessed.

Our fee for preparation of your tax returns will be based on the amount of time required at standard billing rates plus out-of-pocket expenses. **Our invoices are due and payable at the time of service/pick-up. Tax returns will not be filed until payment is received.** Our fee does not include responding to inquiries or examination by taxing authorities or third parties. However, we are available to represent you and our fees for such services are at our standard rates and would be covered under a separate engagement letter.

We will retain copies of records you supplied to us along with our work papers for your engagement for a period of seven years. After seven years, our work papers and engagement files will be destroyed. All of your original records will be returned to you at the end of this engagement. You should keep the original records in secure storage for possible future use, including potential examination by any government or regulatory agencies. We are not custodians of your records, therefore, **a fee will be charged for copies of any records you request from this office.**

We appreciate the opportunity to serve you. Please date and sign this letter to acknowledge your agreement with, and acceptance of your responsibilities, and the terms of this engagement. It is our policy to initiate services after we receive the executed engagement letter

Sincerely,

(Both husband and wife must sign for preparation of joint returns)

Accepted By:

Tax Payer _____ Date: _____

Spouse _____ Date: _____

Tax Notice Service Letter

Client Name _____

The last several years has seen an epidemic of individual tax notices and inquiries from the IRS and the state tax authorities. These notices usually result from a mistake by the tax agency, income reported to the tax agency for which the taxpayer didn't receive the appropriate information documents, or incorrect estimated tax payments.

Should you receive a tax notice, it makes sense for you to forward it to us to check it out. We normally charge extra for this service. As you may be aware, the fees for these services are becoming quite expensive, occasionally greater than the cost of the actual tax return. This is not through the fault of our clients or us but, rather, is the nature of dealing with the "new" IRS and the state tax authorities.

In order to institute a more equitable process and spread the costs, we have initiated a policy under which we will charge every individual tax client a \$34 fee for each tax year, which will cover any notices or inquiries for tax returns we have prepared. In this manner, nobody will be charged extra if and when a tax notice occurs.

Please note that the tax notice service fee does not apply to tax examinations, meetings with tax agents or collections officers, extensive phone calls, and appeals (which would be billed at our standard hourly rates of \$250 per hour). Generally, our contact with you under the tax notice service would not include any meetings but would involve telephone, fax, or e-mail.

If you have any questions about this new policy, please call us.

If you do not wish to participate in our tax notice service, please sign the following waiver and return it to our office within 10 days.

Sincerely,

ACKNOWLEDGEMENT OF DECLINING SERVICE

☐ By checking this box I hereby acknowledge that I am declining the tax notice service. I understand that I will not be billed the \$34 fee for this service with my 2020 tax return, but if I ask you to respond to a tax notice, I will be charged at your standard hourly rates of \$250 per hour.

Name (please print) _____

Signature _____ Date _____

2020/2021 Communication Release

Alliance Financial & Income Tax respects your privacy and we will not sell your e-mail address, physical address, phone number, or any other personal and financial information with any outside source. In connection with this engagement, we may communicate with you via text or email transmission. We may also share your contact information with a third-party company hired by Alliance Financial & Income Tax to communicate with you regarding appointment times, open files, etc. As these can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails and texts from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us. All email attachments will be encrypted as much as our software allows.

The current administration and the IRS require us to provide you a copy of form 9325 acknowledging the IRS's receipt and acceptance of your electronically filed tax return. By NOT providing your email address, you are declaring that you do not wish to receive this or any other documents electronically. Under current tax law your email is not required to be part of your tax return. Unless otherwise directed we are not providing your email as part of your tax return.

Your signature below approves the noted email and designates that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmission including any consequential, incidental, direct, indirect or special damages, such as loss of revenues or anticipated profits or disclosure or communication of confidential or proprietary information. This agreement expires one year from the signature date. We appreciate your confidence in us. Please call if you have questions.

By signing below, I (we) verify that the information contained in the client intake forms to be complete and accurate. I (we) also understand and agree to the terms and working relationship as outlined in these forms.

Primary Taxpayer

Date

Spouse

Date