

TYMAT LLC

778 OAKVIEW CT

Lilburn, GA 30047

info@tymatl.com

Phone: (678)650-2143 | Fax: (678)669-2872

Today's Date: _____

Taxpayer's & Spouse Names: _____

Taxpayer's Address: _____

Your privacy is important to us. Read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

- * Interviews regarding your tax situation
- * Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data
- * Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (678)650-2143.

Sincerely,

TALAL ANNOUZ EA
TYMAT LLC

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778 OAKVIEW CT

Lilburn, GA 30047

info@tymatlle.com

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Today's Date: _____

Taxpayer's & Spouse Names: _____

Taxpayer's Address: _____

Subject: Preparation of Your 2021 Tax Returns

Dear Taxpayer(s),

Thank you for choosing TYMAT LLC to assist you with your 2021 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2021 federal and 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 the 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 inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if you have concerns about such penalties.

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 is based on the time required at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation. All accounts not paid within thirty (30) days are subject to interest charges to the extent permitted by state law.

We will return your original records to you at the end of this engagement. Store these records, along with all supporting documents, in a secure location. We retain copies of your records and our work papers from your engagement for up to seven years, after which these documents will be destroyed.

If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them. Our engagement to prepare your 2021 tax returns will conclude with the delivery of the completed returns to you, or with e-filed returns, with your signature and our subsequent submittal of your tax return.

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

Thank you for the opportunity to be of service. If you have any questions, contact our office at (678)650-2143.

Sincerely,

TALAL ANNOUZ EA
TYMAT LLC

(Both spouses must sign for preparation of joint returns.)

Accepted By:

Taxpayer

Spouse

Date

2021 Tax Organizer

Personal Information

Page 1

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				

Filing status at the end of 2021

- ☐ Single
 ☐ Married
 ☐ Widowed - If widowed and your spouse died in 2021, 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 2021? _____

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 2021 did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency?
- ☐ ☐ Could you be claimed as a dependent on another taxpayer's tax return, Can someone else claim you as their dependent
- ☐ ☐ Was your earned income in 2021 less than your earned income in 2019?
 If "Yes," enter the amount of your 2019 earned income. _____
- ☐ ☐ Did you receive the third stimulus payment (Economic Impact Payment or EIP) in 2021?
 If "Yes," enter the amount received for each taxpayer and provide Notice 1444-C or Letter 6475 from the IRS.
 Taxpayer _____ Spouse _____

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

Appointment Information

Your 2021 appointment is scheduled for _____

Dependent and Other Information

Name: _____

SSN: ***-**-****

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 _____

Yes No
☐ ☐ Did you receive advance payments of the Child Tax Credit from the IRS at any time from July through December 2021?

If "Yes," enter the amount each taxpayer received and the number of children taken into account to determine the amount received as shown on IRS Letter 6419, box 2. Or, provide Letter 6419 from the IRS.

Taxpayer _____

Spouse _____

☐ ☐ If you were married last year and filed a joint return with your spouse, are you filing a joint return with the same spouse this year?

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 2020	_____	_____	_____	_____	_____	_____
First quarter	_____	_____	_____	_____	_____	_____
Second quarter	_____	_____	_____	_____	_____	_____
Third quarter	_____	_____	_____	_____	_____	_____
Fourth quarter	_____	_____	_____	_____	_____	_____
Additional payments	_____	_____	_____	_____	_____	_____

In 2021, did you have any interest in or authority over any foreign account or foreign trust? () Yes () No

In 2021, did you have deposits of more than \$10,000.00 in Foreign Accounts? () Yes () No

In 2021, did you have interests in Foreign Accounts that hold more than \$10,000.00? () Yes () No

Name:

SSN: ***-**-****

Wages & Salaries

Provide all copies of Form W-2

Employer name	2021 federal wages	2020 federal wages

Retirement

Provide all copies of Form 1099-R

Payer name	2021 distribution	2020 distribution

☐ Yes ☐ No Did you take a distribution from an IRA and give it to an organization eligible to receive tax-deductible contributions?
☐ Yes ☐ No Did you use any of the distributions for disaster or coronavirus relief?

Form Type	Quantity
W-2	
1099-B	
1099-INT	
1099-DIV	
1099-NEC	
1099-R	
1099-SSA	
1099-MISC	
1099-K	
1098	
1098-E	
1098-T	

Form Type	Quantity
K-1 (1065)	
K-1 (1120S)	

Sale of Capital Assets

Page 4

SSN: ***-**-****

Name:

Sale of Capital Assets (not reported on Form 1099-B)

Provide all brokerage statements

[illegible]

Installment Sale Income

Description of property:

Date acquired Date sold

2021

Prior years

Selling price

Mortgages assumed

Cost of property sold

Depreciation allowed

Commissions and expense of sale

Gross profit percentage

Interest received

Principal payments received

Property was sold to a related party ☐

**Schedule C - Profit or Loss from Business
(IF APPLICABLE)**

Name: _____

SSN: ***-**-****

General Business Information

TS _____ Business name _____ Employer ID number _____

Professional product or service _____

Business address, city, state, ZIP _____

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

☐ This business started or was acquired during 2021.

☐ This business was disposed of during 2021.

Select if this business is for:

☐ Professional gambler

☐ Exempt Notary income

☐ Newspaper delivery and you are under 18 years of age

☐ A clergy

Yes No

☐ ☐ Payments of \$600 or more were paid to an individual, who is not your employee, for services provided for this business.

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

☐ ☐ You received a Paycheck Protection Program (PPP) loan for this business.

☐ ☐ If "Yes," was any portion of the loan forgiven?

Income

2021

2021

Gross receipts or sales _____

Other income _____

Returns & allowances _____

Expenses

Vehicle used for business more than 50% () Yes () No - Year: _____ Make: _____

2021

Model: _____

Cost: \$ _____

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

2021

2021

Inventory at beginning of year _____

Materials & supplies _____

Purchases _____

Other costs _____

Cost of personal use items _____

Inventory at end of year _____

Cost of labor _____

☐ There was a change in inventory method.

Schedule E - Income or Loss from Rental Real Estate & Royalties (IF APPLICABLE)

Name: _____

SSN: ***-**-****

General Property Information

Property description _____

Address, city, state, ZIP _____

Select the property type

- ☐ Single family residence ☐ Vacation / short-term rental ☐ Land ☐ Self-rental
☐ Multi-family residence ☐ Commercial ☐ Royalties ☐ Other _____

Number of days property was rented _____ Number of days property was used for personal use _____

If the rental is a multi-dwelling unit and you occupied part of the unit, enter the percentage you occupied _____

- ☐ This property was placed in service during 2021.
☐ This property is your main home or second home. ☐ Yes ☐ No Payments of \$600 or more were paid to an individual who is not your employee for services provided for this rental.
☐ This property was disposed of during 2021. ☐ Yes ☐ No You filed Forms 1099 for the individuals.
☐ This property was owned as a qualified joint venture.

Income

	2021		2021
Rent Income	_____	_____	Royalties from oil, gas, mineral, copyright or patent _____

Expenses

		Rental unit expenses		Rental and homeowner expenses	
Advertising					If this Schedule E is for a multi-unit dwelling and you lived in one unit and rented out the other units, use the "Rental and homeowner expenses" column to show expenses that apply to the entire property. Use the "Rental unit expenses" column to show expenses that pertain ONLY to the rental portion of the property.
Auto & travel					
Cleaning & maintenance					
Commissions					
Insurance					
Legal & professional fees					
Management fees					
Mortgage interest					
Other interest					
Repairs					
Supplies					
Taxes					
Utilities					
Depletion					
Other expenses (list)					

