



## Tax Preparation Service Agreement

Thank you for considering Touché Financial Solutions, LLC to provide you excellent tax preparation services for the **2024 tax year**.

We will be preparing tax return(s) for the following tax years:

Returns completed will be (circle one): **1040 1040ez 1041 1120 1120s 1065 Other:**

**Total Cost of Service: \$**

**Deposit Amount: \$**

Outlined below is a service agreement between Touché Financial Solutions (tax preparer), and you (client, customer, taxpayer).

### **1. Touché Financial Solutions will perform the following services:**

- Engage you in a brief consultation to assess your current tax situation and determine tax preparation needs
- Complete a federal tax return
- Complete the applicable state return(s);
- Review all documents received and analyze the potential for attaining more deductions and credits;
- Prepare your return to be e-file or mail with the IRS and applicable state;
- Discuss your prepared return with you prior to filing the return, and
- Present tax planning, strategy, and recommendations to maximize your tax return in the following year

### **2. Representation:**

Should the need arise, on certain situations Touché Financial Solutions, LLC will speak to the IRS on your behalf.

### **3. Availability**

Touché Financial Solutions, LLC will be available from 9am – 5pm Monday – Friday a during the tax season. (January 1st, - April 15th). After the tax season, the hours of availability will resume to normal business hours.

### **4. Delivery of Completed Tax Return**

- Services will NOT begin without non-refundable deposit
- Completed tax returns (or a copy) will be provided following balance of payment of services rendered
- The Customer may have a copy of the return delivered as a hard copy, via email or placed onto a scandisk. Touché WILL NOT fax completed tax returns.

**5. Security**

Touché Financial Solutions will take every precaution to safeguard clients' information and prevent identity theft.

**6. Payment of Services Rendered**

- Services will not begin until tax preparation deposit has been paid
- Payment is due in full at the completion of services rendered BEFORE tax returns are submitted to the IRS. Payment for services rendered is due on all completed tax returns whether the client is to receive a refund or not. Final payment WILL NOT be deducted from clients refund.

**7. Client's Responsibilities/Amendments**

Touché Financial Solutions, LLC is not responsible for returns completed without all of the necessary documentation.

After the client submits deposits and informs Touché Financial Solutions to proceed with completing the return it is the responsibility of the client to ensure all applicable documentation has been provided to Touché Financial Solutions.

In the event, the Client discovers that they fail to provide all documentation and the tax return has already been completed (before filing), a fee of **\$125.00** will be assessed to make the necessary changes.

If the client's discovery is made following the filing of said tax return an amendment tax return will be required to include the additional information. Amendments are **\$350.00** per return.

By signing the below, you as the client are certifying you acknowledge that you have read and agree to the terms and conditions set forth above. You are also confirming you have provided and disclosed ALL information truthfully, accurately, & complete. In the event, it was discovered you provided fraudulent and/or misrepresented information to Touché Financial Solutions by Touché Financial Solutions or ANY tax reporting agencies, all monies paid will be forfeited, tax preparation services will be discontinued, and you will take full responsibility for any fines, penalties, or other legalities.

**Taxpayer (s) Acknowledgement:**

Print Name	Date	Print Name	Date
Signature		Signature	

**Tax preparer Acknowledgement:**

Print Name	Date
Signature	

Name of tax preparer: \_\_\_\_\_

Federal law requires this consent form to be provided to you (“you” refers to each taxpayer, if more than one). Unless authorized by law, we cannot use or disclose your tax return information for purposes other than the preparation and filing of your tax return.

You are not required to complete this form. Because our ability to disclose your tax return information to another institution affects the service(s) that we provide to you and its (their) cost, we may decline to provide you with the tax return preparation services or change the terms (including the cost) of the tax return preparation services that we provide to you. Your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year.

For your convenience, we have entered into agreements with a bank to provide qualifying taxpayers with the opportunity to apply for a (bank product) Refund Transfer (RT) and/or Loan via Electronic Refund Check or Electronic Refund Deposit. In order to provide you with the opportunity to apply for one of these Products or Services, we must disclose all of your tax return information to our partnered financial institution.

By signing below, you (including each of you if there is more than one taxpayer) authorize us to disclose to financial institution we partnered with all your tax return information.

By signing below, you (including each of you if there is more than one taxpayer) authorize us to use the information you provided to us during the preparation of your tax return to determine whether to present you with the opportunity to apply for a bank product (described above) and services.

Name of Taxpayer \_\_\_\_\_

Taxpayer Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of joint Taxpayer \_\_\_\_\_

Joint Taxpayer Signature \_\_\_\_\_ Date \_\_\_\_\_

# Tax Intake Form

## TAXPAYER

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell/Other Phone: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Email: \_\_\_\_\_  
Legally Blind? Yes \_\_\_\_\_ NO \_\_\_\_\_ Dependent of Other? Yes \_\_\_\_\_ NO \_\_\_\_\_

## SPOUSE

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell/Other Phone: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Email: \_\_\_\_\_  
Legally Blind? Yes \_\_\_\_\_ NO \_\_\_\_\_ Dependent of Other? Yes \_\_\_\_\_ NO \_\_\_\_\_

## FILING STATUS

Single: \_\_\_\_\_  
Married Filing Joint: \_\_\_\_\_  
Married Filing Separately: \_\_\_\_\_  
Head of Household: \_\_\_\_\_  
Qualifying Widower: \_\_\_\_\_

## ADDRESS

Street & Apt. No. \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
County: \_\_\_\_\_

## HOW DO YOU WANT YOUR REFUND? (Check one of the following)

- 7-14 days (RT Refund Transfer: Check)
  - In about 7-14 days from the date your return is accepted electronically by the IRS, you receive a check for the amount your refund less filing fees. (Check will be available in our office)
- 7-14 days (RT Refund Transfer: Debit Card)
  - In about 7-14 days from the date your refund is accepted electronically by the IRS, for the amount your refund less filing fees will be deposited onto the debit card we issue you.
- 7-14 days (RT Refund Transfer: Direct Deposit)
  - In about 7-14 days from the date your refund is accepted electronically by the IRS, for the amount your refund less filing fees will be deposited into your bank account.

## CASH ADVANCE OPTION (Check one of the following)

\*The loan offered based on your expected tax refund. Some loans are interest bearing loan, and will have an annual APR. Please confirm the interest rates with your preparer.

- Apply for Cash Advance (RT Refund Transfer)
  - YES
  - NO

## THE FOLLOWING REQUIRES UPFRONT PAYMENT

- E-file: Direct Deposit
  - Your refund will be deposited into your savings or checking account directly from IRS approximately 10-14 days after your return is accepted by IRS.
- 3-4 Weeks (E-file: Check)
  - Your refund will be mailed to you directly from IRS in approximately 3-4- weeks after your return is accepted electronically by the IRS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Dependents Details

Taxpayer SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Taxpayer Name: \_\_\_\_\_

### DEPENDENTS

First, Middle initial, Last Name D.O.B Social Security Number Relationship

<u>First, Middle initial, Last Name</u>	<u>D.O.B</u>	<u>Social Security Number</u>	<u>Relationship</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### DAYCARE INFORMATION

Name of Dependent(s): \_\_\_\_\_

Daycare or Provider Name: \_\_\_\_\_

FEIN (or social of caregiver): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Total amount paid \$ \_\_\_\_\_

### SINGLE PARENT WITH DEPENDENTS

Does the other parent(s) live in the home \_\_\_\_\_

Why isn't other parent claiming dependent(s)? \_\_\_\_\_

Did dependent(s) live with you more than 6 months of the year? **Y / N**

**Do you have:** Court documentation of custody? **Y / N**

Did you receive any government assistance? **Y / N** If Yes, How Much? \$ \_\_\_\_\_

Can anyone else claim this dependent? **Y / N**

### NON-STANDARD DEPENDENTS (Grandchild, niece, nephew, stepchild, foster child, etc.):

Why aren't parents claiming dependent(s)? \_\_\_\_\_

How long has dependent(s) lived with you? \_\_\_\_\_ **Y / N**

Did parent pay more than 1/2 of the support for dependent(s)? **Y / N**

**Do you have:** Court documentation of custody? **Y / N**

Document proving relationship to child? **Y / N**

Can anyone else claim this dependent? **Y / N**

### ADULT DEPENDENTS

Your relationship to dependent(s)? \_\_\_\_\_

Where do they live? \_\_\_\_\_

Is dependent disabled? **Y / N**

Did you pay more than 1/2 of the support for dependent(s)? **Y / N**

Why are they not filing their own return? \_\_\_\_\_

Can anyone else claim this dependent? **Y / N**

### ADDITIONAL NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client Signature \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, I hereby certify the information given above is true and accurate to the best of my knowledge and can provide proof upon request.

# Due Diligence Questionnaire-1

How many people live with you? \_\_\_\_\_ How many: Adults \_\_\_\_\_ Children \_\_\_\_\_  
List Relationship: \_\_\_\_\_

Does anyone above make more than you? **Y / N**

If yes, how much? \_\_\_\_\_ Are expenses shared? (groceries, rent, insurance, etc.) **Y / N**

Can the taxpayer, spouse or depended(s) be claimed as qualifying child on any other tax return? **Y / N**  
If yes, who? \_\_\_\_\_

Did anyone help support you during the year? **Y / N**

If yes, who? \_\_\_\_\_ How much? \$ \_\_\_\_\_

In the case of audit can you prove financial responsibility and residency for all of the Dependents being claimed?  
Which document(s) can you provide? (i.e., copy of lease, medical records, school records, food stamps or benefit statements)

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Are any of the dependents being claimed NOT your son or Daughter? **Y / N**

If yes, why are the parents not claiming the child? (Please explain and list the child's name(s) if more than one listed on the return)

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Were any of the credits disallowed or reduced in a previous year? **Y / N**

If yes, please explain

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Did you have any other income during the year (Child support, alimony)? **Y / N**

If yes, please specify.

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Other comments:

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Client Signature \_\_\_\_\_ Date: \_\_\_\_\_

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# Due Diligence Questionnaire-2

Taxpayer SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Taxpayer Name: \_\_\_\_\_

**IF INCOME IS LESS THAN \$15,000 (answer questions below)**

How are you paying for rent, utilities, food, etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you getting assistance? **Y / N** If Yes, From Who? \_\_\_\_\_ & How Much? \$ \_\_\_\_\_

Does anyone give you funds to live on? **Y / N** If Yes, From Who? \_\_\_\_\_ & How Much? \$ \_\_\_\_\_

**COLLEGE QUESTIONS**

Did you or anyone on this tax return receive a 1098-T? **Y / N** If yes, answer questions below.

Were they a full-time student? **Y / N**

Have you been in college more than 4 years? **Y / N**

Did you receive scholarship or grant? **Y / N**

**ADDITIONAL NOTES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **For Office use only – Compliance check list**

**Please make sure to collect, scan and upload all the listed item below to software.**

- **Client Intake Form** (Please upload ALL the forms provided in the booklet)
- **Tax Client Photo ID** (Readable) (For every taxpayer listed on tax return)
- **Copy of Social Security Cards**
- **Copy of Income** (W-2, 1099, Crypto income and all the other income documentation provided)
- **Copy of any supporting documents pertaining to tax return** (Any documents the taxpayer gives you scan and upload them)

Tax Preparer Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Schedule - C - Form

Fill out COMPLETELY or mark "N/A". DO NOT leave blank. Use a separate worksheet for EACH SCH - C  
**\*\*Please Note: If possible, it is preferred a bank statements, P&L and balance sheet be provided by the client. If available, write "see next page" below and attach it under this page. If NOT AVAILABLE, please use the input sheet below. You may be required to provide proof of all income & expenses claimed below.**

**Business Info: (Required for all)** Taxpayer: \_\_\_\_\_ or Spouse: \_\_\_\_\_  
 Name of Business (If any): \_\_\_\_\_  
 Address of Business: \_\_\_\_\_  
 Business EIN (If any): \_\_\_\_\_ - \_\_\_\_\_  
 Date Business Started: \_\_\_\_\_  
 Did you materially participate in the business? YES: \_\_\_\_\_

**Income Questions: (Required if no P&L or Trial Balance Available)**  
 Total Sales: \$ \_\_\_\_\_ Other Income: \$ \_\_\_\_\_

**General Expenses: (Required if no P&L or Trial Balance Available)**

Advertising:	\$ _____	Repair & Maintenance:	\$ _____
Auto Expense:	\$ _____	Supplies:	\$ _____
Commissions:	\$ _____	Taxes & Licenses:	\$ _____
Contract Labor	\$ _____	Travel:	\$ _____
Depletion	\$ _____	Meals (Total):	\$ _____
Employee Benefit Program:	\$ _____	Utilities:	\$ _____
Insurance (other than health)	\$ _____	other:	
Interest:	\$ _____		\$ _____
a) Mortgage:	\$ _____		\$ _____
b) Other:	\$ _____		\$ _____
Legal & Professional:	\$ _____		\$ _____
Office Expense:	\$ _____		\$ _____
Pension & Profit Sharing:	\$ _____		\$ _____
Rent or Lease:	\$ _____		\$ _____
a) Vehicles:	\$ _____		\$ _____
b) Machinery:	\$ _____		\$ _____
c) Other:	\$ _____		\$ _____

Total Expenses: \$ \_\_\_\_\_

Total Income – Total Expenses = \$ \_\_\_\_\_ Net Income

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Schedule - C - Questionnaire

**YOU STATED YOU OWN YOUR OWN BUSINESS...**

Did you start your business this year? **Y / N** If No, When? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

What kind of business do you own? \_\_\_\_\_

**ADDITIONAL QUESTIONS**

Where do you perform services offered? \_\_\_\_\_

Was the work performed in your home? **Y / N** If yes, how much area is used just for business? \_\_\_\_\_

If in your home: do you have designated work area that no one else uses? **Y / N**

Do you rent space, or own it? \_\_\_\_\_

If you rent space outside of your home, how do you pay for that space? \_\_\_\_\_

How many hours a day/week did you provide service? \_\_\_\_\_

Do you have anyone working for you? **Y / N** If yes, how do you pay them? \_\_\_\_\_ (Cash, check, W2, 1099)

How do you get paid for your services?  
\_\_\_\_\_ Do you have return record of income

and expenses? **Y / N**

Could you provide the IRS records on a day's notice? **Y / N** If no, why not? \_\_\_\_\_

Do you need licenses, insurance, classes, or certification to run your business? **Y / N**

Do you pay for advertising or marketing? **Y / N**

Do you drive for your business, other than from your home to your office? **Y / N** How many miles per day? \_\_\_\_

**DO YOU HAVE:**

Do you have last year's return? **Y / N**

Do you have proof of the clients you handle? **Y / N**

Do you have records including date and amount paid by your clients. **Y / N**

Do you have receipts for your expenses? **Y / N**

**IF NO WRITTEN RECORDS OF YOUR INCOME AND EXPENSES...**

Do you keep track of your clients on calendar, in your phone or via email? **Y / N**

Do you know who you bought your supplies/tools/materials from? **Y / N**

Would they be able to give you copies of their records (what you bought, when and for how much)? **Y / N**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Schedule - A - Information

**MEDICAL EXPENSES** (Current Year)  
Medical & Dental Expenses \$ \_\_\_\_\_  
Medical Insurance Premiums Paid (Other than Social Security Medicare Payments) \$ \_\_\_\_\_  
Long Term care Premiums \$ \_\_\_\_\_  
Prescription Drugs & Medications \$ \_\_\_\_\_  
Medical Miles Driven: January 1 to June 30: \_\_\_\_\_ July 1 to December 31: \_\_\_\_\_

**TAX EXPENSES** (Current Year)  
State & Local Income Taxes Paid (Other than those on W-2's, 1099's, etc.) \$ \_\_\_\_\_  
Prior year Income Taxes paid in current year \$ \_\_\_\_\_  
Real Estate Taxes \$ \_\_\_\_\_  
Personal Property Taxes \$ \_\_\_\_\_  
Other taxes: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
Qualified New Vehicle Taxes \$ \_\_\_\_\_  
Additional State/ Local Taxes \$ \_\_\_\_\_

**INTEREST EXPENSE** (Current Year)  
Home Mortgage Interest reported on Form 1098 \$ \_\_\_\_\_  
Home Mortgage Interest paid to others \$ \_\_\_\_\_  
Refinancing Points Paid in 2017 \$ \_\_\_\_\_  
Investment Interest (other than K-1) \$ \_\_\_\_\_

**CONTRIBUTIONS** (Current Year)  
Cash Contributions (If over \$500 please provide detailed list) \$ \_\_\_\_\_  
Non Cash Contributions (If over \$500 please provide detailed list) \$ \_\_\_\_\_  
Volunteer Mileage Driven \_\_\_\_\_

**Miscellaneous** (Current Year)  
Unreimbursed Business Expenses \$ \_\_\_\_\_  
Union Dues \$ \_\_\_\_\_  
Tax Prep Fees (Paid for Previous Return) \$ \_\_\_\_\_  
Safe Deposit Rental \$ \_\_\_\_\_  
Investment Expenses (Other than K-1) \$ \_\_\_\_\_  
Gambling Losses (Due to extent of winnings) \$ \_\_\_\_\_  
Other Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**CASUALTY & THEFT LOSSES**  
If you had any casualty or theft losses during the year, please provide detail below, including date, description, amount of casualty or loss, any insurance reimbursement & basis in the property.  
\_\_\_\_\_  
\_\_\_\_\_

Client Signature \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, I hereby certify the information given above is true and accurate to the best of my knowledge and can provide proof upon request.