

# TAX ORGANIZER

Toni L. Ladnier, CPA LLC  
PO Box 2852  
St. Francisville, LA 70775  
(225) 635-3845

Dear Valued Client,

Enclosed is your Tax Organizer for tax year 2023. This organizer will assist you in collecting and reporting information necessary for us to properly prepare your 2023 income tax returns. Please complete the organizer sections as appropriate and provide supporting documentation where necessary.

To complete the Organizer, enter all relevant information in the designated areas on each page. Please add any notes or questions that will help us prepare complete and accurate returns for you. In addition, this will help us to plan with you and to manage your tax situation in future years. If my firm prepared your return last year, your prior year amounts are included in the Prior Year Amount column of your Organizer. Use this information to help you remember the types of income and deductions you reported last year. We do ask that you answer all of the questions in the Organizer.

Please provide to us the following additional information:

- A copy of your 2021 and 2022 tax returns, if not prepared by my firm.
- Original Form(s) W-2.
- Schedule(s) K-1 from partnerships, S-corporations, estates or trusts.
- Forms(s) 5498 for contributions to IRA accounts.
- Form(s) 1099 or statements reporting dividend, interest, retirement distributions or other income received.
- Broker statements providing details of capital gains transactions.
- Form(s) 1098 and copies of real estate tax bills.
- Legal documents pertaining to the sale or purchase of real estate.
- Cost of tuition, uniforms, supplies and classroom fee(s) split for each dependent child in grades K-12.
- All supporting documentation if you are claiming a medical expense deduction.
- All supporting documentation if you are claiming a charitable contribution deduction. We must receive the acknowledgement letter from the charity for all donations of \$250 or more in order to include the deduction on your return.
- Forms 1095-A, 1095-B or 1095-C, if you received them.
- Please provide bank information if you wish to receive your refund electronically or if you wish to pay your balance due electronically. A voided check is preferred.
- Please provide a copy of your state issued driver's license for both the taxpayer and spouse.
- Updates to dependents, marital status, address, phone number or email address.
- Any tax notices received from the IRS or other taxing authority.

**We are no longer able to offer a cut-off date to guarantee completion of your return by April 15th. Please turn in ALL tax forms and this completed organizer as soon as possible in order to have a better probability of your return being completed by April 15th. Returns are completed in the order they are received, regardless of complexity. Returns that are missing substantial documentation will not be held in place and will be put to the back of the line until all documents are received.**

In addition to completing this organizer, please find enclosed an engagement letter which outlines the terms of our engagement. **You and your spouse (if filing a joint return) must sign and return this letter to us, along with your tax documents, prior to us preparing your tax returns.**

Thank you for completing this Tax Organizer. Please contact us if you need further assistance.

Cordially,



Toni L Ladnier  
On behalf of: Toni L. Ladnier, CPA LLC

## 1040 - INDIVIDUAL TAX RETURN ENGAGEMENT LETTER

Toni L. Ladnier, CPA LLC  
PO Box 2852  
St Francisville, LA 70775

Dear Valued Client,

Thank you for selecting my firm to assist you with your tax affairs. This letter confirms the terms of our engagement with you and the nature and extent of the services we will provide.

We will prepare your federal and state returns for tax year 2023 based on information you provide. Although our work will not include procedures to discover irregularities or inaccuracies in the tax data you provide, we may ask for clarification of certain information, or additional information, so that we can prepare accurate and complete returns for you. Enclosed is a Tax 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 the efficient preparation of your returns.

It is your responsibility to provide all necessary information related to income and deductions for tax year 2023. It is also your responsibility to respond to our inquiries in a timely manner so that we are able to accurately complete your returns by the appropriate due dates.

You are responsible for maintaining appropriate records, such as official tax documents you receive, receipts and substantiation for your deductions, and purchase and sales information for assets. These documents 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.

We must 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. In order to avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your return.

Penalties of as much as \$100,000 can be imposed on you for failing to disclose participation in "reportable transactions" which are certain arrangements the IRS has identified as potentially abusive. We will insist that all such transactions be properly disclosed. It is your responsibility to disclose such transactions to us.

The law also imposes penalties when taxpayers understate their tax liability. If you should 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 are 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 return will be invoiced in accordance with the terms we agree on for that engagement.

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. All invoices are due and payable upon presentation. Returns will not be filed until your invoice is paid in full. If we choose to accept payment from you on delayed terms, an interest charge, to the extent permitted by state law, will be added to all invoices not paid within thirty (30) days of the due date.

We will retain copies of records you supplied to us along with our work papers for your engagement for a period of five (5) years. After this time our work papers 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.

To affirm that this letter correctly summarizes your understanding of our engagement, please sign below in the space indicated and return it to me along with the completed Tax Organizer.

Thank you again for choosing my firm to prepare your 2023 tax returns. We appreciate your confidence in us. Please call with any questions.

Cordially,



Toni L Ladnier  
On behalf of: Toni L. Ladnier, CPA LLC

Accepted by:  
Both Taxpayer and Spouse must sign for preparation of joint returns.

\_\_\_\_\_  
Taxpayer - Print Name

\_\_\_\_\_  
Taxpayer - Signature

\_\_\_\_\_  
Spouse - Print Name

\_\_\_\_\_  
Spouse - Signature

\_\_\_\_\_  
Date





Yes	No	<b><u>Purchases, Sales, Gains and Losses</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	1 Did you exchange any securities or investments for something other than cash?
<input type="checkbox"/>	<input type="checkbox"/>	2 Do you have any short sales, commodity sales, or straddles?
<input type="checkbox"/>	<input type="checkbox"/>	3 Did you receive Form 2439?
<input type="checkbox"/>	<input type="checkbox"/>	4 Did you buy or sell any bonds?
<input type="checkbox"/>	<input type="checkbox"/>	5 Did you receive stock from a stock bonus plan with your employer?
<input type="checkbox"/>	<input type="checkbox"/>	6 Did you sell any other personal assets at a gain?
<input type="checkbox"/>	<input type="checkbox"/>	7 Did you sell any real estate (other than your home) during the year?
<input type="checkbox"/>	<input type="checkbox"/>	8 Did you sell any assets using the installment method?
<input type="checkbox"/>	<input type="checkbox"/>	9 Did you receive proceeds from a prior year installment sale?
<input type="checkbox"/>	<input type="checkbox"/>	10 Did you purchase a rental property?
<input type="checkbox"/>	<input type="checkbox"/>	11 Did you exchange any property for other property?
<input type="checkbox"/>	<input type="checkbox"/>	12 Did you incur a loss because of damaged or stolen property?
<input type="checkbox"/>	<input type="checkbox"/>	13 Did you purchase a new vehicle, aircraft or boat?
<input type="checkbox"/>	<input type="checkbox"/>	14 Did any security become worthless during 2023?
<input type="checkbox"/>	<input type="checkbox"/>	15 Did any debts become uncollectible during 2023?
<input type="checkbox"/>	<input type="checkbox"/>	16 Did you purchase any items acquired out of state, online or by mail order that did not include sales tax?

Yes	No	<b><u>Business and Rental Property Income &amp; Deductions</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	1 If you own rental property, do you qualify as a Real Estate Professional?
<input type="checkbox"/>	<input type="checkbox"/>	2 Did you start or acquire a new business?
<input type="checkbox"/>	<input type="checkbox"/>	3 Did you sell any part of an existing business, or sell business assets?
<input type="checkbox"/>	<input type="checkbox"/>	4 Did you cease operating any business or rental property?
<input type="checkbox"/>	<input type="checkbox"/>	5 Did you remove any of your business assets for personal use?
<input type="checkbox"/>	<input type="checkbox"/>	6 Did you use part of your home for business purposes?
<input type="checkbox"/>	<input type="checkbox"/>	7 Did you make any contributions to a Keogh or a self-employed SEP plan for 2023?
<input type="checkbox"/>	<input type="checkbox"/>	8 Do you pay for any health or long term care insurance through your business?
<input type="checkbox"/>	<input type="checkbox"/>	9 If you or your spouse are self-employed, are either of you covered under an employer's health plan?
<input type="checkbox"/>	<input type="checkbox"/>	10 Did you purchase any furniture or equipment for your business?
<input type="checkbox"/>	<input type="checkbox"/>	11 Did you make any improvements to your rental properties?
<input type="checkbox"/>	<input type="checkbox"/>	12 Did you receive income from raising animals or crops?

Yes	No	<b><u>Other Deductions</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	1 Did you use your car on the job (other than to and from work)?
<input type="checkbox"/>	<input type="checkbox"/>	2 Did you work out of town for part of the year?
<input type="checkbox"/>	<input type="checkbox"/>	3 Did you incur unreimbursed expenses working as a reservist, performing artist, or fee-basis gov't official?
<input type="checkbox"/>	<input type="checkbox"/>	4 Did you incur any travel and entertainment expenses for business purposes?
<input type="checkbox"/>	<input type="checkbox"/>	5 Did you pay expenses for the care of your child or other dependent so you could work?
<input type="checkbox"/>	<input type="checkbox"/>	6 Did you purchase a 'clean fuel' or electric hybrid vehicle in 2023?
<input type="checkbox"/>	<input type="checkbox"/>	7 Did you make energy efficient improvements to your home or purchase any energy-saving property during 2023?
<input type="checkbox"/>	<input type="checkbox"/>	8 Did you contribute less than an entire interest in any property to charity?
<input type="checkbox"/>	<input type="checkbox"/>	9 Did you refinance a mortgage or take out a home equity loan during 2023?
<input type="checkbox"/>	<input type="checkbox"/>	10 Did you incur moving expenses during the year due to a military order and incident to a permanent change in station?
<input type="checkbox"/>	<input type="checkbox"/>	11 Did you or your spouse pay any educational expenses for yourselves?
<input type="checkbox"/>	<input type="checkbox"/>	12 Did you pay any student loan interest?
<input type="checkbox"/>	<input type="checkbox"/>	13 Did you make any federal or state estimated payments?
<input type="checkbox"/>	<input type="checkbox"/>	14 Did you pay alimony?
<input type="checkbox"/>	<input type="checkbox"/>	15 Did you donate non-cash donations?
<input type="checkbox"/>	<input type="checkbox"/>	16 Did you donate a vehicle?

Yes	No	<b><u>Miscellaneous</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	1 Did you make gifts of more than \$17,000 to any one person?
<input type="checkbox"/>	<input type="checkbox"/>	2 Did you engage the service of any household employees?
<input type="checkbox"/>	<input type="checkbox"/>	3 Did your bank account information change within the last twelve months?
<input type="checkbox"/>	<input type="checkbox"/>	4 Do you want to allocate \$3 to the Presidential Election Campaign Fund?
<input type="checkbox"/>	<input type="checkbox"/>	5 Does your spouse want to allocate \$3 to the Presidential Election Campaign Fund?
<input type="checkbox"/>	<input type="checkbox"/>	6 Did you file Form 8839, Adoption Credit, in a previous year or incur adoption expenses in 2023?
<input type="checkbox"/>	<input type="checkbox"/>	7 Did you claim a First-time Homebuyer Credit for a home purchased in 2008?
<input type="checkbox"/>	<input type="checkbox"/>	8 Was there a disposition or change in use of your main home for which you claimed the First-time Homebuyer Credit?

Yes  No

**Return preparation and filing**

1 Do you want to e-file your return?

2 If you are due a refund, how do you want to receive it?

Check sent to you in the mail

Other quick refund via a bank product

Apply to next year's estimates

Direct deposit (please provide voided blank check)

Type of account:  Checking  Savings

If you owe taxes, how do you want to pay them?

Paper check sent with my return  Credit card

Installment Agreement

Direct debit (please provide a voided blank check)

Type of account:  Checking  Savings

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Do you want to allow your tax preparer to discuss this year's return with the IRS?

If no, enter another person (if desired) to be allowed to discuss this return with the IRS:

Designee's  
name \_\_\_\_\_

Phone  
Number \_\_\_\_\_

Personal identification  
Number (5 digit PIN) \_\_\_\_\_





