AvantiPRO
110 Crown Oak Centre Dr
Longwood, FL 32750
MyCPA@AvantiPRO.com
phone: 407.331.7330

Thank you for downloading! Like everything else with 2020, filing taxes will be different this year. There are some additional documents needed to complete your return, new credits available for small businesses, and an extra deduction whether you itemize or not. In order to honor the various health needs we will be utilizing the following procedures for this year's tax processing:

- Our tax organizer is now electronic and is fillable and printable. If you would like a hard copy mailed, please contact our office.
- You may send in your completed tax organizer and tax documents via the online portal, drop them off, or mail to the AvantiPRO office. Be sure to check out our new VIP discount for existing clients if you submit a completed tax organizer*. If you are a new client, please call the AvantiPRO office to schedule your drop off appointment/call with Cathie. We are also offering specials for new clients*.
  *Please see ***AvantiPRO.com/special-offers*** for all of our 2020 promos!
- All tax return delivery meetings will be conducted face-to-face at the AvantiPRO office, online via Zoom, or by phone call.

The following documents have been prepared to assist you in gathering information for your return:

- Tax Organizer – please respond to questions as they may remind you of items needed for this year
- Engagement letter – please sign and return along with your completed tax organizer and documents
- Checklist – list of documents need to prepare your 2020 return including items that may be new this year. Click here to visit our website to download the individual and business return checklists.
- The Terms and Conditions Memorandum

New items needing documentation for 2020 tax preparation:

- **Stimulus Payments—**Most of you received "Stimulus Payments" this year during the summer and the end of 2020. These payments must be reconciled on your return in order to ensure you received the full amount allowed. The IRS informed you of the payment amounts with Notice 1444 which we will need for your return.
- **Charitable contribution deduction—**There is a new deduction for charity amounts that does not require you to itemize, so please let us know of all cash contributions you made in 2020.

We appreciate your trust and look forward to seeing you. Please feel free to contact us at 407-331-7330 if you have any questions or need additional information.

Sincerely,

Cathie D. Mannion

Cathie Mannion CPA EA MBA
AvantiPRO

2020 Tax Organizer
Personal and Dependent Information

Personal Information

	Name	SSN	Has IP PIN	Date of birth
Taxpayer			☐	
Spouse			☐	

Street address, city, state, and ZIP

	Occupation	Daytime phone	Evening phone	Cell phone
Taxpayer				
Spouse				

Taxpayer email	
Spouse email	

Marital Status at end of 2020

☐ Married
☐ Married filing separately
☐ Single
☐ Widow(er) If spouse died in 2020 enter the date of death ____________

Other information

	Taxpayer		Spouse	
Are you blind?	☐ Yes	☐ No	☐ Yes	☐ No
Are you disabled?	☐ Yes	☐ No	☐ Yes	☐ No
Are you a full-time student?	☐ Yes	☐ No	☐ Yes	☐ No
Do you want $3 to go to the Presidential Election Campaign Fund?	☐ Yes	☐ No	☐ Yes	☐ No

At any time during 2020 did you receive, sell, send, exchange, or acquire any financial interest in any virtual currency? ☐ Yes ☐ No

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 ____________

COVID-19 Implications

Yes	No	
☐	☐	Did you receive an Economic Impact Payment (EIP)? If "Yes," provide Notice 1444 from the IRS.
☐	☐	Did you experience economic loss due to COVID-19 (loss of job, closed business, etc.)?
☐	☐	Were you unemployed for any portion of the year due to COVID-19?
☐	☐	Did you continue to receive wages from your employer even if you were unable to work?
☐	☐	Did you receive a distribution from a retirement plan (401K, IRA, etc.) due to COVID-19?

If you own a farm or business:

Yes	No	
☐	☐	Did you continue to pay any employee while they were not working?
☐	☐	Did you delay withholding FICA taxes from any employee's pay?
☐	☐	Did you receive a Paycheck Protection Program (PPP) loan? If "Yes," was the loan forgiven or have you applied for forgiveness? ____________
☐	☐	Were you unable to work due to COVID-19 and, if employed by someone other than yourself, would have qualified for sick or family leave?

Appointment Information

Your 2020 appointment is scheduled for ____________

Additional Taxpayer Information

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

Estimates

	Federal		Resident state		Resident city	
	Date paid	Amount	Date paid	Amount	Date paid	Amount
Overpayment applied from 2019						
First quarter						
Second quarter						
Third quarter						
Fourth quarter						
Additional payments						

Account Information for Deposits or Withdrawals

Name of bank	Bank routing number	Bank account number	Type of account		Use this account for	
			Checking	Savings	Deposits	Withdrawals
			☐	☐	☐	☐
			☐	☐	☐	☐

Identfication Information

Taxpayer

Type of photo ID ☐ Driver's license ☐ State-issued photo ID

Driver's license or state-issued photo ID number ____________

State the driver's license or state-issued photo ID was issued in ____________

Issue date of the driver's license or state-issued photo ID ____________

Expiration date of the driver's license or state-issued photo ID ____________

Spouse

Type of photo ID ☐ Driver's license ☐ State-issued photo ID

Driver's license or state-issued photo ID number ____________

State the driver's license or state-issued photo ID was issued in ____________

Issue date of the driver's license or state-issued photo ID ____________

Expiration date of the driver's license or state-issued photo ID ____________

Questionnaire

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

Questionnaire

Personal Information

Yes	No	
☐	☐	Did your marital status change during the year? If "Yes," explain ____________________
☐	☐	Can you or your spouse be claimed as a dependent by someone else?
☐	☐	Did your address change during the year?
☐	☐	Were you, your spouse, or any dependents a victim of identity theft? If "Yes," explain ____________________
☐	☐	Were you, your spouse, or any dependents issued an Identity Protection PIN (IP PIN)? If "Yes," provide Notice CP01A from the IRS.

Provide proof of identity to be eligible to e-file your tax return (driver's license or state-issued photo ID)

Dependent Information

Yes	No	
☐	☐	Did you have any changes in dependents during the year? If "Yes," explain ____________________
☐	☐	Can another person qualify to claim any of your dependents?
☐	☐	Did you have any childcare expenses during the year?
☐	☐	Did you have any adoption expenses during the year?
☐	☐	Did you have any children under age 19 or a full-time student under age 24 with more than $2200 of unearned income?

Provide documentation for proof of dependent related credits (school records, medical records, daycare records, etc.)

COVID-19 Implications

Yes	No	
☐	☐	Did you receive an Economic Impact Payment? If "Yes," provide Notice 1444 from the IRS.
☐	☐	Did you or your spouse experience economic loss due to COVID-19 (loss of job, closed business, etc.)?
☐	☐	Were you or your spouse unemployed for any portion of the year due to COVID-19?
☐	☐	Did you or your spouse continue to receive wages from your employer even if you were unable to work?
☐	☐	Did you or your spouse receive a distribution from a retirement plan (401K, IRA, etc.) due to COVID-19?
☐	☐	If you or your spouse own a farm or business, did you continue to pay any employees while they were not working?
☐	☐	If you or your spouse own a farm or business, did you delay withholding FICA taxes from any employee's pay?
☐	☐	If you or your spouse own a farm or business, did you receive a Paycheck Protection Program (PPP) loan? If "Yes," was the loan forgiven or have you applied for forgiveness?
☐	☐	If you or your spouse own a farm or business and were unable to work due to COVID-19, would you have qualified for sick or family leave if employed by someone other than yourself?

Health Care Information

Yes	No	
☐	☐	Did any member of your household have healthcare coverage through the Marketplace? If "Yes," provide copies of Form 1095-A.
☐	☐	Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA during the year?

Income, Purchases, Sales, and Debt Information

Yes	No	
☐	☐	Did you receive any tips not reported to your employer?
☐	☐	Did you receive any disability income during the year?
☐	☐	Did you cash in any U.S. savings bonds during the year?
☐	☐	Did you start a new business or purchase any rental property during the year?

Questionnaire

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

Questionnaire

☐ ☐ Did you sell an existing business, rental property, or other property during the year?
☐ ☐ Did you purchase any business assets or convert any assets to business use?
If "Yes," provide the cost of the asset, the date it was placed in service, and business use percentage.
☐ ☐ Did you purchase any gasoline, diesel, or special fuels for off-road business use?
☐ ☐ Did you buy or sell any stocks, bonds, or other investments during the year?
☐ ☐ Did you sell a principal residence during the year?
If "Yes," provide closing documentation for the purchase and sale of the home.
☐ ☐ Did you have a principal residence or a piece of real property foreclosed on during the year?
☐ ☐ Did you abandon a principal residence or a piece of real property during the year?
☐ ☐ Did you refinance your principal home or second home or take out a home equity loan during the year?
If "Yes," provide all escrow, closing, and other pertinent documentation and information.
☐ ☐ Did you receive any principal or interest during this year from property sold in prior years?
☐ ☐ Did you rent out your home or use it for business?
☐ ☐ Did you sell, exchange, or purchase any real estate during the year?
☐ ☐ Did you acquire a new or additional interest in a partnership or S corporation?
☐ ☐ Did you have any debts canceled or forgiven this year?
☐ ☐ Does anyone owe you money that has become uncollectible?
☐ ☐ Did you purchase a new hybrid, alternative motor, or electric motor energy-efficient vehicle during the year?
If "Yes," provide the year, make, model, VIN, and date the vehicle was placed in service.
☐ ☐ Did you receive income or incur expenses associated with a fantasy sport league?
If "Yes," provide documentation.
☐ ☐ Did you receive income or incur expenses associated with car sharing (e.g., Lyft or Uber)?
If "Yes," attach Form 1099-MISC and Form 1099-K.
☐ ☐ Did you receive income or incur expenses associated with freelancing (e.g., Upwork or TaskRabbit)?
If "Yes," attach Form 1099-K or Form W-2.
☐ ☐ Did you receive income or incur expenses associated with fashion sharing (e.g., Poshmark or thredUP)?
If "Yes," provide documentation.
☐ ☐ Did you receive income or incur expenses associated with crowdfunding (e.g., Kickstarter or Indiegogo)?
If "Yes," attach Form 1099-K.
☐ ☐ Did you receive income or incur expenses associated with a short-term rental (e.g., Airbnb or HomeAway)?
If "Yes," provide documentation.
☐ ☐ Did you receive any other income you have not provided information for with this organizer?
If "Yes," explain ____

Itemized Deduction Information

Yes No

☐ ☐ Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?
☐ ☐ Did you pay any long-term care premiums for yourself, your spouse, or a dependent during the year?
☐ ☐ Did you receive any state or local income tax refunds from prior years?
☐ ☐ Did you make any major purchases (vehicle, boat, etc.) during the year?
☐ ☐ Did you pay any real estate property taxes or personal taxes during the year?
☐ ☐ Did you pay mortgage interest during the year?
☐ ☐ Did you make cash donations to charity during the year?
☐ ☐ Did you make noncash donations to charity (clothes, furniture, etc.) during the year?
☐ ☐ Did you donate a boat or vehicle during the year?
If "Yes," attach Form 1098-C.
☐ ☐ Did you have gambling winnings or losses during the year?
☐ ☐ Did you have any job-related expenses that were not reimbursed by your employer (uniforms, safety equipment, etc.)?
☐ ☐ Did you use your vehicle on the job other than for commuting to work?
☐ ☐ Did you work out of town at any time during the year?

Questionnaire

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

Questionnaire

Retirement Information

Yes No

☐ ☐ Did you receive any payments from a pension, profit sharing, or 401(k) plan during the year?
☐ ☐ Did you make any contributions to, withdrawals from, or execute any rollovers from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
☐ ☐ Did you receive any Social Security benefits during the year?

Education Information

Yes No

☐ ☐ Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
☐ ☐ Did anyone in your household attend a post-secondary school during the year?
☐ ☐ Did you make a contribution to or receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
☐ ☐ Did you pay student loan interest for yourself, your spouse, or your dependent(s) during the year?

Miscellaneous Information

Yes No

☐ ☐ Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currencies?
☐ ☐ Did you incur a gain or loss due to damaged or stolen property?
If "Yes," provide the incident date, value of the property, and amount of insurance reimbursements.
☐ ☐ Did you pay wages to any household employees (babysitter, nanny, housekeeper, etc.)?
☐ ☐ Did you make gifts to any one person in excess of $15,000 during the year?
Yes No
☐ ☐ If "Yes," are you splitting the gift with your spouse?
☐ ☐ Did you incur moving expenses during the year?
☐ ☐ Did you make any energy-efficient improvements to your main home during the year?
☐ ☐ Are you a business owner who paid health insurance premiums for your employees during the year?
☐ ☐ Did you own interest or shares in a Qualified Opportunity Fund?
☐ ☐ Did you apply an overpayment of your 2019 taxes to your 2020 estimated taxes?
☐ ☐ If you have an overpayment of 2020 taxes, do you want the refund applied to your 2021 estimated taxes?
☐ ☐ Did you make any estimated payments toward your 2020 taxes?
☐ ☐ Do you want to have any refund or balance due directly deposited or withdrawn?
If "Yes," provide a canceled checking or savings slip.
☐ ☐ Do you anticipate your income or withholdings to be different for 2020?
☐ ☐ Did you make any purchases subject to Use Tax?
If "Yes," provide details.
☐ ☐ Did you receive any notices from the IRS or state taxing authority?
If "Yes," explain ____
☐ ☐ May the IRS discuss your tax return with your preparer?
☐ ☐ Would you like a copy of your tax return sent to you electronically instead of receiving a printed copy?

Foreign Tax Information

Yes No

☐ ☐ Did you have a financial interest in or signature authority over a financial account or asset located in a foreign country?
☐ ☐ Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
☐ ☐ Did the aggregate value of your foreign accounts exceed $10,000 at any time during the year?
☐ ☐ Did you have any income from, or pay taxes to, a foreign country?
☐ ☐ Did you own property in a foreign country?

Preparer Notes

AvantiPRO
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Thank you for choosing AvantiPRO to assist you with your 2020 taxes. This letter summarizes the services that we will provide you, and the responsibilities you have for preparation of your tax return. A detailed **Terms and Conditions Memorandum**, dated January 4, 2020, which fully describes the terms of our agreement with you, has been placed into your client portal. Those terms and conditions are adopted and incorporated by reference into this engagement letter and govern our agreement. Please read that memorandum before signing this engagement letter.

Tax Return Preparation

- We will prepare your 2020 federal and state tax returns based on information you provide. Services for preparation of your return do not include auditing or verification of information provided by you.
- This engagement does not include any audit or examination of your books or records. In the event your return is audited, you will be responsible for verifying the items reported.
- The tax return preparation fee does not include accounting services.
- Fees charged for tax return preparation include limited assistance and consultation during the year but do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- The engagement to prepare your 2020 tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and copies of your tax returns in a secure place for at least seven years.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid when your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.

Thank you for the opportunity to be of service. Please date and execute this Agreement and return it to us to acknowledge your acceptance. We will not initiate services until we receive the executed Agreement. We appreciate your confidence in us.

Thank you for the opportunity to be of service. If you have any questions, contact our office at (407)331-7330.

Sincerely,

Cathie D Mannion

Cathie D Mannion CPA MBA EA
AvantiPRO

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

Taxpayer	Date	Spouse	Date
Printed		Printed	

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We value you as our client, and your privacy is important to us. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Please read our privacy policy below.

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

- Interviews regarding your tax situation;

- Applications, organizers, or by other means, such 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 to process tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions, etc.

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 nonpublic personal information concerning you, except to employees who need access to 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 nonpublic personal information.

If you have any questions about our privacy policy, contact our office at (407)331-7330.

Sincerely,

Cathie D Mannion

Cathie D Mannion CPA MBA EA
AvantiPRO