



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

Thank you for downloading! Tax season is upon us. Changes in tax forms and tax code have become the norm, but we have you covered. There are some additional documents needed to complete your return, additional forms we will review and potential changes in the upcoming budget bill in congress. We will be utilizing the following procedures for this year's tax processing:

- The following organizer and checklist have been prepared for your business operations. If you do not have access to the online secure portal, please call the AvantiPRO office.
- If you utilize software that allows for an assigned accountant, please call or email Cathie.
- You may send in your completed tax organizer and tax documents online via the online portal, drop off, or mail to the AvantiPRO office. 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](https://www.avanti-pro.com/special-offers) for all of our 2023 promos!

- Questions and updates will be handled via email or a scheduled phone call.
- 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 all the questions as there are new items the IRS is requiring and the questions may remind you of items needed for this year.
- Checklist – list of documents needed to prepare your 2022 return including items that may be new this year.
- Engagement letter – please sign and return along with your completed tax organizer and documents in order for us to begin working on your return.
- The Terms and Conditions Addendum located on the AvantiPRO website

New items needing documentation for 2022 tax preparation:

- **Owner basis** - additional forms and schedules are now required for owner basis.
- **Foreign Transactions** – additional forms and schedules are now required for any shareholder or partner required to file Form 1116
- **Digital Assets** - continue to be a focus of the IRS. Please let us know of any holdings or transactions in virtual currency, i.e., bitcoin, ethernet, dogecoin, etc., and non-fungible tokens, i.e. digital pictures
- **PPP/EIDL loan information** - forgiveness and loan payment documentation

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



2022 Business Tax Organizer

Due Dates for calendar year entities: 3/15/23 for form 1120S corporations and 1065 partnerships (extensions to 9/15/23)
 4/17/23 for form 1040 individuals, 1041 trusts and estates (extensions to 10/16/23) and 1120 corporations (extensions to 10/16/23).

Business Entity General Information	
Legal Name _____	EIN _____
DBA _____	Year-End _____
Entity Type <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/> Other _____	
Legal Address _____	
Mailing Address _____	
Contact for bookkeeping and financial questions	
Name _____	Name _____
Title _____	Title _____
Phone _____	Phone _____
E-mail _____	E-mail _____

Document List					
Y	N	Received by the company	Filed by the company		
<input type="checkbox"/>	<input type="checkbox"/>	1099-MISC: Miscellaneous Information	<input type="checkbox"/>	<input type="checkbox"/>	W-2: Income from Wages
<input type="checkbox"/>	<input type="checkbox"/>	1099-NEC: Nonemployee Compensation	<input type="checkbox"/>	<input type="checkbox"/>	940/941/944: Federal Payroll Tax
<input type="checkbox"/>	<input type="checkbox"/>	1099-K: Income from Merchant Cards/Networks	<input type="checkbox"/>	<input type="checkbox"/>	1099-MISC: Miscellaneous Income
<input type="checkbox"/>	<input type="checkbox"/>	1099-INT: Income from Interest	<input type="checkbox"/>	<input type="checkbox"/>	1099-NEC: Nonemployee Compensation
<input type="checkbox"/>	<input type="checkbox"/>	1099-DIV: Income from Dividends	<input type="checkbox"/>	<input type="checkbox"/>	1099-INT: Income from Interest
<input type="checkbox"/>	<input type="checkbox"/>	1099-B: Income from Broker Exchanges (Stock)	<input type="checkbox"/>	<input type="checkbox"/>	1099-DIV: Income from Dividends
<input type="checkbox"/>	<input type="checkbox"/>	1099-S: Sale of Real Property	<input type="checkbox"/>	<input type="checkbox"/>	1098: Mortgage Interest and Real Estate Tax
<input type="checkbox"/>	<input type="checkbox"/>	1099-A: Foreclosure or Short Sale of Real Estate	<input type="checkbox"/>	<input type="checkbox"/>	3922: Transfer of Stock from an ESPP
<input type="checkbox"/>	<input type="checkbox"/>	1099-C: Cancellation of Debt	<input type="checkbox"/>	<input type="checkbox"/>	8832 or 2553 Federal Entity Election
<input type="checkbox"/>	<input type="checkbox"/>	1098: Mortgage Interest and Real Estate Tax	<input type="checkbox"/>	<input type="checkbox"/>	720: Federal Excise Tax
<input type="checkbox"/>	<input type="checkbox"/>	1098-C: Charitable Contribution of Assets	<input type="checkbox"/>	<input type="checkbox"/>	1120-W: Estimated Tax Payments for Corporations
<input type="checkbox"/>	<input type="checkbox"/>	K-1: Partnership, S Corporation or Trust Income	<input type="checkbox"/>	<input type="checkbox"/>	State Excise Tax Return (for year-end)
<input type="checkbox"/>	<input type="checkbox"/>	Are you missing any forms you expected to receive?	<input type="checkbox"/>	<input type="checkbox"/>	State Payroll Tax
Y	N	Other Records Provided – please upload file to the portal			
<input type="checkbox"/>	<input type="checkbox"/>	Bank statements to verify year-end balances for all bank accounts, credit cards, lines of credit, loans, investments and similar.			
<input type="checkbox"/>	<input type="checkbox"/>	Inventory valuation and physical count for fiscal year-end (if applicable)			
<input type="checkbox"/>	<input type="checkbox"/>	Copies of any letters from taxing agencies such as the IRS, DOR, SSA, franchise, etc.			
<input type="checkbox"/>	<input type="checkbox"/>	QuickBooks Accountant Copy with cut-off date the day after your tax year ends. (i.e. 1/1/23 for tax year ending 12/31/22)			
<input type="checkbox"/>	<input type="checkbox"/>	QuickBooks Online access as an accountant user. Please send invitation to email "info@avantipro.com"			
<input type="checkbox"/>	<input type="checkbox"/>	If not using QuickBooks: Trial Balance, and General Ledger (list of transactions) export file and/or reports.			
<input type="checkbox"/>	<input type="checkbox"/>	Accounting reports unavailable? We will assist in putting the bookkeeping together. Additional work will be billed separately.			
Comments and Questions (please include any notes, questions, comments or other unusual situations)					

General Questions

Y	N	During the tax year, did the company...	
<input type="checkbox"/>	<input type="checkbox"/>	hold or utilize any virtual or crypto currency? (such as Bitcoin)	
<input type="checkbox"/>	<input type="checkbox"/>	pay \$10 or more in taxable dividends to any shareholder? (C corporations only)	
<input type="checkbox"/>	<input type="checkbox"/>	pay \$600 or more in interest to any non-bank individual? (often, for loans from owners or individuals).	
<input type="checkbox"/>	<input type="checkbox"/>	pay \$600 or more for services (including subcontractors, professional services, graphic design, education)	
<input type="checkbox"/>	<input type="checkbox"/>	pay \$600 or more for rents, including offices, land, parking and storage units?	_____
<i>Did you know? Penalties for not filing forms 1099-MISC or 1099-NEC are up to 570.00 each in 2023.</i>			
<input type="checkbox"/>	<input type="checkbox"/>	make any changes to bylaws or operating agreements?	
<input type="checkbox"/>	<input type="checkbox"/>	merge with, acquire or make any new investments in other companies?	
<input type="checkbox"/>	<input type="checkbox"/>	distribute property other than cash to an owner? (such as equipment, real estate or investments)	
<input type="checkbox"/>	<input type="checkbox"/>	make or modify any loans to or from a company owner or beneficiary?	
<input type="checkbox"/>	<input type="checkbox"/>	wait for year-end to calculate personal portion of owner expenses like use of home and personal auto?	
Y	N	Questions about your income sources during the tax year. Did the company receive income from...	
<input type="checkbox"/>	<input type="checkbox"/>	states other than home state? (any type of income)	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	foreign countries? (any type of income)	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	trade or barter of goods or services? (non-cash)	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	lawsuits, settlements, insurance proceeds or similar?	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	sales of assets like real estate, collectibles or vehicles?	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	sales of investments like stock, bonds or cryptocurrency?	Describe: _____
Y	N	Questions about common deductions and credits. During the tax year, did the company...	
<input type="checkbox"/>	<input type="checkbox"/>	install solar, fuel cell or energy efficient improvements?	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	purchase a natural gas or electric vehicle?	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	conduct research and development activities?	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	use fuel off-road (such as for generators, forklifts, mowers and tractors)?	Gallons of Fuel: _____
<input type="checkbox"/>	<input type="checkbox"/>	make your business more accessible to disabled people?	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	hire employees eligible for Work Opportunity Tax Credit?	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	provide health insurance to owners or employees?	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	provide retirement or any other employee benefits?	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	sell or exchange any business assets or equipment?	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	experience a substantial casualty loss (fraud, theft, accidents or natural disasters)?	
Y	N	Questions about foreign assets and principals. During the tax year, did the company...	
<input type="checkbox"/>	<input type="checkbox"/>	pay tax to any foreign government? (including tax withheld from dividends)?	Amount: _____
<input type="checkbox"/>	<input type="checkbox"/>	have any principals who were non-resident aliens?	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	own or have signature authority on, any bank or brokerage accounts in a foreign country?	
<input type="checkbox"/>	<input type="checkbox"/>	own an interest in foreign trusts, partnerships, stock or bonds, which are not held in a US brokerage account?	
If you have any kind of foreign income or assets we haven't asked about, please tell us.			
For new officers, members, managers, beneficiaries or partners, or those with changes to contact information.			
Name	_____	_____	_____
Title	_____	_____	_____
Social Security Number	_____	_____	_____
Position Started/Ended	_____	_____	_____
Phone	_____	_____	_____
E-mail	_____	_____	_____
Street Address	_____	_____	_____
City, State, ZIP	_____	_____	_____



AvantiPRO
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Thank you for choosing AvantiPRO to assist you with your 2022 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 December 20, 2022, which fully describes the terms of our agreement with you, has been placed into the AvantiPRO 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 2022 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 2021 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)*

Officer

Date

Title

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, please contact us.

Sincerely,

Cathie D. Mannion

Cathie D. Mannion, CPA, MBA, EA
AvantiPRO