

---

# General Engagement Letter for Individual Tax Preparation

---



## Welcome to 2024!

On the following pages you will find your Engagement Letter as well as an Organizer and Due Diligence form to help make the tax return process as easy as possible.

Due to increase requirements for Due Diligence of information verification you may be asked for additional information that we may not have asked for in the past. We apologize for any inconvenience, but it is important for the purposes of Identity Protection that we now need to request this additional information, the fines for not completing our Due Diligence requirements are hefty and we are wanting to avoid any issues for the future.

Please do not hesitate to contact us with any concerns or questions - we look forward to working with you to fulfill your federal and state filing requirements.

For your convenience you can schedule an appointment either in person, Zoom or phone, with these calendar links:

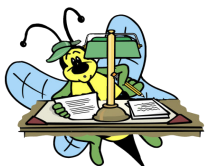
Rene' Hayes, EA  
Kari Reyes, EA  
Hannah Holmberg  
Valeria Bond, EA

<https://calendly.com/rene-busybookkeeper>  
<https://calendly.com/kari-busybookkeeper>  
<https://calendly.com/hannah-busybookkeeper>  
<https://calendly.com/valeria-busybookkeeper>

**Privacy Policy.** The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, work-sheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express written permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

---



This letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of your tax return.

### ***Tax Return Preparation Services***

- We will prepare your 2023 Form 1040, *U.S. Individual Income Tax Return*, and applicable state tax return(s) based on information you provide. Services for preparation of your returns 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.
- Assisting you with your compliance with the Corporate Transparency Act, including beneficial owner-ship information reporting, is not within the scope of this engagement. Please do let us know if you have not filed this MANDATORY filing requirement as we can file this for you under a separate engagement.
- The tax return preparation fee does not include bookkeeping. Additional fees apply for these services.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- Preparation fees do cover limited assistance and consultation during the year.
- The engagement to prepare your 2023 tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and your tax returns in a secure place for at least seven years. You may be assessed a fee if you request a duplicate copy in the future.

### ***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 returns carefully before signing to make sure the information is correct.
- Fees must be paid before your tax returns are 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 of **\$250** is required for scheduling of the preparation of your returns.
- Payment can be made by contacting the office or <https://paypal.me/busybookkeeper>

**Signatures.** By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above. For a joint return, both taxpayers must sign.

---

*Taxpayer*

*Spouse*

*Date*

# 2023 Individual Taxpayer Organizer

Taxpayer					Tax ID # *	
First Name	M.I.	Last Name	Email		IP PIN	
Occupation	Date of birth		Are you new to our firm?		Yes No	
Address	City		State	Zip		
County	Primary phone		Secondary phone			
Driver's License No.	State		Issue Date	Exp. Date		
Spouse					Tax ID # *	
First Name	M.I.	Last Name	Email		IP PIN	
Occupation	Date of birth		Are you new to our firm?		Yes No	
Address <small>(If different from Taxpayer)</small>	City		State	Zip		
County	Primary phone		Secondary phone			
Driver's License No.	State		Issue Date	Exp. Date		
If you moved during 2023, enter your previous address.					Date of move	
Marital status on 12/31/23: Single Married Separated Surviving Spouse Registered Domestic Partnership (RDP)						
Were you divorced or separated during the year? Yes No Were there any deaths in the family? Yes No						
<b>Note:</b> Individuals in registered domestic partnerships (RDPs) and civil unions are not considered married for federal tax purposes.						
<b>Notices:</b> Have you received any notice from the IRS or state revenue department within the past year? Yes No						
Names of dependent children Child's full name	Tax ID # *	IP PIN	Date of birth	Months lived in home in 2023	Relationship to taxpayer	College student?
Did any of the children have unearned income above \$1,250 for the year? Yes No Did any of the children have a disability? Yes No						
Is it anticipated that a different taxpayer will seek to claim a child listed above as their dependent for tax year 2023? Yes No						
Other dependents or people who lived with you						
Name	Tax ID # *	IP PIN	Date of birth	Months lived in home in 2023	Relationship	Income
Bank information: Use for Direct deposit of refund Direct debit of balance due Name of bank						
Checking Savings	Routing transit number		Account number			
Ask your tax preparer for information about depositing a refund into an IRA account or splitting the deposit into more than one account.						
*A Tax ID # is either a Social Security Number (SSN), adoption taxpayer identification number (ATIN), or an individual taxpayer identification number (ITIN).						

# Questions—All Taxpayers

(Provide related statements or other documentation.)

“You” refers to both taxpayer and spouse—ask your preparer if unsure about a question.

LIFESTYLE & TAXES	Yes	No	Are either you or your spouse legally blind?				
	Yes	No	Did you pay or receive alimony in 2023? <i>Paid      Received      \$</i>		<i>Recipient's SSN</i>	<i>Date of divorce or separation</i>	
	Yes	No	Did you purchase health insurance through a public exchange/marketplace? (Provide Form 1095-A.)				
	Yes	No	Will there be any significant changes in income or deductions next year, such as retirement?				
	Yes	No	Did you pay anyone for domestic services (e.g., nanny, housekeeper, cook, caretaker) in your home?				
	Yes	No	Did you purchase a new or used energy-efficient, hybrid, or electric car, truck, or van?				
	Yes	No	Are you involved in bankruptcy, foreclosure, repossession, or had any debt (including credit cards) cancelled?				
	Yes	No	Are you a member of the military?		State of residency		
	Yes	No	Were you a citizen of or lived in a foreign country?		Foreign country		
	Yes	No	Do you own or have financial interest in a foreign bank or financial account? <i>Maximum value      \$</i>				
	Yes	No	Would you like to allow your tax preparer or another person to discuss your return with the IRS? <i>Designee's name      Phone number      PIN (any five digits)</i>				
CHILDREN & EDUCATION	Yes	No	Were any children born or adopted in 2023? (Provide statement for other expenses.)				
	Yes	No	Were any children attending college? (Provide Form 1098-T and Form 1098-E.)				
			<i>Year in college</i>	Paid by you: <i>Tuition      \$</i>		<i>Books      \$</i>	<i>Student loan interest      \$</i>
				Paid by student: <i>Tuition      \$</i>		<i>Books      \$</i>	<i>Student loan interest      \$</i>
	Yes	No	Did you pay any tuition for a private school for a dependent or take classes yourself?				
			<i>Student</i>			<i>Amount paid      \$</i>	
			<i>Name and address of school</i>				
	Yes	No	Did you pay for child or dependent care so you could work or go to school? (Provide statement if applicable)				
			<i>Name of provider</i>			<i>EIN or SSN</i>	
			<i>Address</i>			<i>Amount paid      \$</i>	
	Yes	No	Do you have any children who have unearned income of \$1,250 or more?				
Yes	No	Did you make any contributions to a 529 plan in 2023?					
INVESTMENTS	Yes	No	Did you, or will you, contribute any money to an IRA for 2023?		Traditional IRA	Roth IRA	
	Yes	No	Did you roll over any amounts from a retirement account in 2023?				
	Yes	No	Did you sell or transfer any stock or sell rental or investment property?				
	Yes	No	Did you receive any income from an installment sale?				
	Yes	No	Did you have any investments become worthless or were you a victim of investment theft in 2023?				
	Yes	No	Were you granted, or did you exercise, any employee stock options during 2023?				
	Yes	No	Did you (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? ( <i>Digital assets include cryptocurrencies, NFTs, and stablecoins</i> )				
DEDUCTIONS	Yes	No	Did you, or do you plan to, contribute money before April 15, 2024 to an HSA for 2023? If yes, provide details.				
	Yes	No	Did you pay any interest on a loan for a boat or RV that has living quarters? If yes, provide details.				
	Yes	No	Did you pay sales taxes on a major purchase in 2023, such as a vehicle, boat, or home?				
	Yes	No	Did you make any charitable contributions in 2023? If yes, provide details.				
BUSINESS	Yes	No	Did you work from a home office or use your car for your business?				
	Yes	No	Did you receive income from a sharing/gig economy activity (e.g. Airbnb, Uber, etc.)?				
	Yes	No	Do you own a business or an interest in a partnership, corporation, LLC, farming activities, or other venture?				
HOME	Yes	No	Did you purchase or sell a main home during the year? If yes, provide closing statement.				
	Yes	No	If you sold a home, did you claim the First-Time Homebuyer Credit when it was purchased? If yes, provide details.				
	Yes	No	Did you refinance a mortgage or take a home equity loan? If yes, provide closing statement.				
	Yes	No	Did you use any mortgage loan proceeds for purposes other than to buy, build, or substantially improve your home?				
	Yes	No	Did you make any new energy-efficient improvements to your home? If yes, provide details.				

<b>State information</b>	Full-year resident	Part-year resident	Nonresident	School district
States of residence during 2023 and dates			Do you rent or own your home?	Rent      Own
			Total rent paid      \$	Includes heat?      Yes      No

## Income Worksheet

Provide to your preparer all Forms W-2, 1099-INT, 1099-DIV, 1099-R, 1099-MISC, 1099-NEC, 1099-K, and other income reporting statements. Do not list dollar amounts for the following forms. Your preparer will report the appropriate amounts.

Indicate "T" for taxpayer, "S" for spouse, "J" for joint

Provide additional statements if more room is needed

### Forms W-2—Wage and Tax Statement

T/S	Employer name	T/S	Employer name
	1)		4)
	2)		5)
	3)		6)

### Forms 1099-INT—Interest Income

T/S/J	Name of issuer	T/S/J	Name of issuer
	1)		4)
	2)		5)
	3)		6)

### Forms 1099-DIV—Dividends and Distributions

T/S/J	Name of issuer	T/S/J	Name of issuer
	1)		4)
	2)		5)
	3)		6)

### Forms 1099-R—Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, Etc.

T/S	Name of issuer	T/S	Name of issuer
	1)		4)
	2)		5)
	3)		6)

If the distribution is before age 59½, give a reason to determine if an exception to penalty applies.

### Tax-Exempt Interest (such as municipal bonds—include statement)

Payer	\$	Payer	\$
-------	----	-------	----

### Other Income

State tax refund	\$	Unreported tips	\$
Unemployment compensation	\$	Other	\$
Social Security (taxpayer)—provide SSA-1099 or RRB-1099	\$		\$
Social Security (spouse)—provide SSA-1099 or RRB-1099	\$		\$
Gambling income—provide Form W-2G	\$		\$
Business income (see <i>Sole Proprietorship Tax Organizer</i> )		Stock sales	See "Sales and Exchanges Worksheet" below.
Rental income (see <i>Rental Property Tax Organizer</i> )		Sale of other property	

## Sales and Exchanges Worksheet

Provide information about sales of stock, real estate, or other property, along with Forms 1099-B, 1099-S, or other supporting statements.

Description of property	Purchase date	Cost/basis	Sale date	Sale price
		\$		\$
		\$		\$
		\$		\$

### Notes:

- When stock is sold, you will usually receive Form 1099-B, *Proceeds From Broker and Barter Exchange Transactions*, reporting the proceeds from the sale. However, your statement will not always provide the cost/basis information necessary to compute gain or loss. If the statement does not contain the cost/basis information, you must provide it. You may need to contact your broker for questions about cost/basis and purchase dates of your stock accounts.
- Often, "transfers" of stock or mutual funds within a brokerage account are actually sales of one type of stock and purchase of another. Even if you did not receive any cash from the transaction, you may have taxable gain or loss.
- If your stock dividends are automatically reinvested, the dividends will be taxable even though you did not receive any cash. The transaction is treated as if you had received cash and purchased additional stock. When the stock is sold, the amount reinvested over the years is taken into account. You may need to contact your broker for questions about the amount of reinvested dividends.
- If you sold property other than stock, your taxable gain or loss will be determined by your cost/basis. The cost/basis is usually the original purchase price plus improvements (the cost of repairs and maintenance are not taken into account for cost/basis).

## Itemized Deductions Worksheet

Deductions must exceed \$13,850 Single, \$27,700 MFJ/QSS, \$20,800 HOH, or \$13,850 MFS to be a tax benefit.

**Medical Expenses.** Must exceed 7.5% of income to be a benefit—include cost for dependents—do not include any expenses that were reimbursed by insurance or paid with funds from an FSA, HSA, or HRA.

Dentists	\$	Hospitals	\$
Doctors	\$	Insurance	\$
Equipment	\$	Prescriptions	\$
Eyeglasses	\$	Other	\$

Medical miles: \_\_\_\_\_ @ 22¢

**Taxes Paid.** Do not include taxes paid for full or partial business or rental-use property, including business use of the home.

State withholding	<i>Reported on W-2</i>
State estimated taxes—paid in 2023	\$
Real estate tax—residence	\$
Real estate tax—other	\$
Personal property taxes	\$
Property tax refund—received in 2023	\$ ( )
Foreign tax paid	\$
Other	\$
Other	\$
Other	\$
Balance paid in 2023 from prior year state returns (do not include interest or penalties)	\$
Did you keep receipts for sales tax paid during 2023?	Yes No
Did you purchase a car, plane, boat, or home in 2023?	Yes No
Sales tax paid \$	Purchase paid \$ Date

**Interest Paid.** Do not include interest paid for full or partial business-use or rental-use property, including business use of the home. Provide all Forms 1098 or lender information and ID numbers.

Main home	\$	Equity loan	\$
Second home	\$	Equity loan	\$
Points	\$	Investment interest	\$

**Charitable Contributions.** If over \$500 in noncash charitable contributions, provide details of contributions. Rules require that the taxpayer retain documentation for all contributions.

Monetary (cash, check, credit card)	\$
Noncash contributions (FMV). Clothing or household items must be in good used condition or better.	\$
Did you transfer funds from an IRA directly to a charity? Yes No	\$
Charitable mileage _____ @ 14¢	

### Casualty and Theft Losses

If you suffered any sudden, unexpected damage or loss of property, or a theft in a federally-declared disaster area, provide details to your tax preparer. Yes No

**Miscellaneous Itemized Deductions.** Miscellaneous itemized deductions subject to the 2% AGI limitation are not deductible on the federal return. However, these expenses may be deductible on your state return. For use of home, auto mileage, or other job-related expenses, provide information on a separate sheet. Were any expenses reimbursed by your employer? Yes No

Dues	\$	Subscriptions	\$
Investment expenses	\$	Supplies	\$
Job education	\$	Tax prep fees	\$
Job seeking	\$	Tools	\$
Legal fees	\$	Uniforms	\$
Licenses	\$	Union dues	\$
Safety equipment	\$	Other	\$

**Other Deductions.** The following deductions are not subject to the 2% AGI limit.

Gambling losses	\$	Federal estate tax on IRD	\$
Impairment-related expenses	\$	Other	\$

## Other Deductions or Questions

- Notes:**
- Gambling losses are deductible only up to the amount of gambling winnings reported. A log must be kept to verify losses.
  - Work clothing is not deductible if adaptable for every day wear. Exception for safety equipment, such as steel-toe boots.
  - Expenses to enable individuals, who are physically or mentally impaired, to work are generally deductible.

## Adjustments Worksheet

Educator expenses. Classroom expenses of teachers, counselors, and principals. Maximum \$300 each.	\$
Health savings account (HSA). Contributions for 2023 may be made up until April 15, 2024. (Only include contributions you made out-of-pocket).	\$
Self-employed SEP, SIMPLE, and qualified plans. Contributions for 2023 may be made up until April 15, 2024.	\$
Self-employed health insurance. Sole proprietors, partners, and 2% S corporation shareholders if not eligible for employer coverage.	\$
Penalty on early withdrawal of savings.	\$
IRA deduction. For traditional IRAs. Roth IRAs are not deductible. Contributions for 2023 may be made up until April 15, 2024.	\$
Student loan interest. Paid for taxpayers and dependents.	\$
Moving expenses. Available only to members of the Armed Forces (or their spouses or dependents) on active duty that move pursuant to a military order and incident to a permanent change of station.	Ask preparer
Business expenses of reservists, performing artists, and fee-based government officials.	Ask preparer
Other adjustments. Include description.	\$

## Estimated Tax Payments — Tax Year 2023

<i>Installment</i>	<i>Date paid</i>	<i>Federal</i>	<i>Date paid</i>	<i>State</i>
First		\$		\$
Second		\$		\$
Third		\$		\$
Fourth		\$		\$
Amount applied from 2022 overpayment		\$		\$
Total		\$		\$

## Tax Preparation Checklist

Please provide the following documentation:

All Forms W-2 (wages), 1099-INT (interest), 1099-DIV (dividends), 1099-B (proceeds from broker or barter transactions), 1099-R (pensions and IRA distributions), Schedules K-1 from partnerships, S corporations, estates and trusts, and other income reporting statements, including all copies provided from the payer.

Form 1095-A (for health insurance purchased through a public exchange/marketplace), Form 1095-B (for health insurance purchased outside of a public exchange), or Form 1095-C (for employer-provided health insurance coverage).

If you are a new client, provide copies of last year's tax returns.

The completed Individual Income Tax Organizer. **Note:** If you choose not to fill out the organizer, you must at least answer the "Yes" or "No" questions under "Questions—All Taxpayers."

Copy of the closing statement if you bought, sold, or refinanced real estate.

Mileage amounts for any automobile expenses claimed, including total mileage, commuting mileage, and business mileage.

Detail of estimated tax payments made, if any.

Income and deductions categorized on a separate sheet for business or rental activities.

List of itemized deductions categorized on a separate sheet for medical, taxes, interest, charitable, and miscellaneous deductions.

Copy of all acknowledgement letters received from charitable organizations for contributions made in 2023.

## 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 returns carefully before signing to make sure the information is correct.
- Fees must be paid before your tax returns are 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 may be required for preparation of returns.
- You should keep a copy of your tax return and any related tax documents. You may be assessed a fee if you request a duplicate copy in the future.

**Signatures.** By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities. For a joint return, both taxpayers must sign.

*Taxpayer*

*Spouse*

*Date*

## Privacy Policy

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your express written permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

# Sole Proprietorship Tax Organizer

Use a separate organizer for each business

## Sole Proprietor General Information

Name of sole proprietor		
Business name (if different)		EIN (if applicable)
Business address (if different from home address)		
Principal business activity	Date business started	Date business closed
Principal product or service		
Yes	No	Was the primary purpose of the business activity to realize a profit?
Yes	No	Did you materially participate (involved in a regular, continuous, and substantial basis) in the operation of this business?
Yes	No	Has the business reported any losses in prior years?
Accounting method: Cash Accrual Other (specify)		
Yes	No	Does the business file under a calendar year? (If no, list the fiscal year.)

## Sole Proprietor Specific Questions

Yes	No	Did you pay any family members for business services?
Yes	No	Did you make any payments of \$600 or more to subcontractors, attorneys, accountants, directors, etc.?
		If Yes, did you issue Form 1099-NEC? List name and social security number (SSN) for each person to whom you paid \$600 or more.
		Name SSN
		Name SSN
Yes	No	Did you make, or do you plan to make, any contributions to a self-employed retirement plan?
		Type of plan Amount contributed \$
Yes	No	Did you pay for your own health/dental insurance? If Yes, provide amount of premiums paid during the year. \$
Yes	No	Did you have any employees?
Yes	No	Did you have any bartering transactions in 2023?
Yes	No	Did you have a Paycheck Protection Program (PPP) loan that was forgiven in 2023?

## Sole Proprietor Business Income

Gross receipts or sales (if you received Forms 1099-NEC or 1099-K, list name of payer and amount separately from gross receipts or sales)		\$
Form 1099-NEC	\$	Form 1099-K \$
Total of all Forms 1099-NEC and 1099-K received		\$
Returns (cash or credit refunds) and allowances (discounts or reductions in selling price)		\$ ( )
Other income (not included in gross receipts above)		\$

**Form 1099-NEC.** You may receive Form 1099-NEC (instead of Form W-2) if you are not classified as an employee. If you receive Form 1099-NEC, you are generally required to file Schedule C, *Profit or Loss From Business*, claim any expenses associated with the income received, and must pay self-employment (SE) tax on the net income.

## Sole Proprietor Cost of Goods Sold (for manufacturers, wholesalers, and businesses that make, buy, or sell goods)

Inventory at the beginning of the year	\$
Purchases less costs of items withdrawn for personal use	\$
Cost of labor	\$
Materials and supplies	\$
Inventory at the end of the year	\$

## Sole Proprietor Business Expenses

Advertising	\$	Management fees	\$	Wages*	\$
Bad debts	\$	Meals – business (50% deduct.)	\$	Other	\$
Bank charges	\$	Office supplies	\$		\$
Business licenses	\$	Start-up costs (first year of business)	\$		\$
Commissions and fees	\$	Pension and profit-sharing plans	\$		\$
Contract labor*	\$	Rent or lease – car, machinery, equipment	\$		\$
Employee benefit programs	\$	Rent or lease – other business property	\$		\$
Employee health care plans	\$	Repairs and maintenance	\$		\$
Entertainment (not deductible)	\$	Supplies (not included in inventory cost)	\$		\$
Gifts	\$	Taxes – payroll*	\$		\$
Insurance (other than health insurance)	\$	Taxes – property	\$		\$
Interest – mortgage	\$	Taxes – sales	\$		\$
Interest – other	\$	Taxes – state	\$		\$
Internet service	\$	Telephone	\$		\$
Legal and professional services	\$	Utilities	\$		\$

\* Provide copies of Form W-3, Form 940, Form 941, Form 1096, Form 1099-NEC, Form 1099-MISC, and any state tax forms filed.

Other Business Expenses – List out type and expense amount			
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Car Expenses (use a separate form for each vehicle)			
Make/Model			Date car placed in service
Yes	No	Car available for personal use during off-duty hours?	
Yes	No	Do you (or your spouse) have any other cars for personal use?	Did you trade in your car this year? Yes No
Yes	No	Do you have evidence?	Cost of trade-in Trade-in value
Yes	No	Is your evidence written?	\$ \$
		Mileage	Actual Expenses
Beginning of year odometer		Gas/oil	\$
End of year odometer		Insurance	\$
Business mileage		Parking fees/tolls	\$
Commuting mileage		Registration/fees	\$
Other mileage		Repairs	\$

Generally, you can use either the standard mileage rate or actual expenses to calculate the deductible costs of operating your car for business purposes. However, to use the standard mileage rate, it must be used in the first year the car is available for business. In later years, you can then choose between either the standard mileage rate method or actual expenses.

Travel Expenses			
<b>• Meals.</b> You can deduct the cost of meals while traveling away from home on business. You can use the actual cost of your meals or the standard meal allowance per diem, which can vary by location.		<b>• Travel/Lodging.</b> You can deduct the ordinary and necessary expenses of traveling away from your home for business purposes. Included expenses are transportation, airfare, taxi, lodging, etc.	
City visited (for per diem)	# of days in city	City visited (for per diem)	# of days in city

Travel expenses			
Airfare	\$	Other travel expenses (describe below)	
Bus, train, taxi	\$		\$
Entertainment (not deductible)	\$		\$
Lodging	\$		\$
Parking and tolls	\$		\$
Meals (actual receipts)	\$		\$

Equipment Purchases – Enter the following information for depreciable assets purchased that have a useful life greater than one year				
Asset	Date purchased	Cost	Date placed in service	New or used?
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		

**Depreciation.** Depreciation is the annual deduction that allows you to recover the cost or other basis of your business property over a certain number of years. Depreciation starts when you first use the property in your business. It ends when you either take the property out of service, deduct all your depreciable cost or basis, or no longer use the property in your business. The IRS has outlined a useful life (a set number of years) for most assets.

Equipment Sold or Disposed of During Year				
Asset	Date out of service	Date sold	Selling price/FMV	Trade-in?
			\$	
			\$	
			\$	
			\$	

**Disposition of Property.** A disposition of property occurs when you sell property for cash or other property, you exchange property for other property, you transfer property to satisfy a debt, you abandon property, your bank forecloses or repossesses your property, or your property is damaged, destroyed, or stolen and you receive property or money in payment.

### Business Use of the Home

Area of home must be used regularly and exclusively for business except for storage or daycare.

**Note:** Managing rental activities or investments does not qualify for business use of the home.

#### All Taxpayers

		For Daycare Only	
A) Business use area (square footage)		1) Hours used for daycare	
B) Total area of home (square footage)		2) Total hours in year	8,760 hrs.

Enter below only the expenses paid during the period the home was used for business.

**Direct expenses** benefit only the business use portion of the home. This includes painting or repairs exclusively for the business area.

**Indirect expenses** are for keeping up and running the entire home, such as mortgage interest and property taxes.

If you bought or sold your home during 2023, copy this worksheet and fill out one for each home.

	Direct	Indirect		Direct	Indirect
Mortgage interest	\$	\$	Repairs and maintenance	\$	\$
Property taxes	\$	\$	Utilities	\$	\$
Insurance	\$	\$	Other	\$	\$
Rent	\$	\$	Other	\$	\$

### Depreciation of the Home

Lower of cost or fair market value of home	\$	Improvements?	Yes	No
Value of land	\$	Casualty losses in 2023?	Yes	No

### 1) Exclusive Use Test—Business Use of Home

The exclusive use test is met if an area of the home is used only for business. The area can be a room or other separately identifiable space. The space does not need to be marked off by a permanent partition. This test is not met if you use the area both for business and for personal purposes, such as a den used for business during the day and TV viewing during the evening.

The exclusive use test is not required for:

- An area used on a regular basis for storage of inventory or product samples.
- A home used as a daycare facility.

**Storage of inventory or product samples—exception to exclusive use test.** If you use part of a home for business to store inventory or product samples, you are not required to meet the exclusive use test. However, you must meet all the following tests.

- You are in the business of selling products at wholesale or retail.
- The inventory or product samples are kept in the home for use in the business.
- You home is the only fixed location of the business.
- The storage space is used on a regular basis.
- The storage space is a separately identifiable space suitable for storage.

### 2) Regular Use Test—Business Use of Home

The regular use test means you must use a specific area of the home for business on a regular basis. Incidental or occasional business use is not regular use. All facts and circumstances are considered in determining whether the business use is regular.

### 3) Trade or Business Use Test—Business Use of Home

To satisfy the trade or business use test, the portion of the home used for business must be used in connection with a trade or business. If the business use is for a profit-seeking activity that is not a trade or business, the deduction is not allowed.

### 4) Principal Place of Business Test—Business Use of Home

A trade or business can have more than one location. To qualify for a business use of home deduction, the home must be the principal place of business for that trade or business. To make this determination, the following are considered.

- The relative importance of the activities performed at each place where business is conducted, and
- The amount of time spent at each place where business is conducted.

A home office qualifies under this test if:

- The home office is used exclusively and regularly for administrative or management activities of the trade or business.
- There is no other fixed location where substantial administrative or management activities are conducted.

### Self-Employment (SE) Tax

• SE tax is a Social Security and Medicare tax primarily for individuals who are self-employed. It is similar to the Social Security and Medicare tax withheld from the pay of most wage earners. Your payments of SE tax contribute to your coverage under the Social Security system. Social Security coverage provides you with retirement benefits, disability benefits, survivor benefits, and hospital insurance (Medicare) benefits.

- You must pay SE tax if your net earnings from self-employment were \$400 or more, or you had church employee income of \$108.28 or more. The SE tax rules apply no matter how old you are and even if you are already receiving Social Security or Medicare benefits.
- The SE tax rate on net earnings is 15.3% (12.4% for Social Security plus 2.9% for Medicare). Only the first \$160,200 (2023) of combined wages, tips, and net earnings is subject to the 12.4% Social Security part of SE tax.

# Rental Property Tax Organizer

## Rental Income and Expenses

Indicate type of property as 1 -Single Family Residence, 2-Multi-Family Residence, 3 -Vacation/Short-Term Rental, 4 -Commercial, 5- Land, 6-Self-Rental, or 7-Other (describe).

	Property A		Property B		Property C	
	Address of property:		Address of property:		Address of property:	
	Type		Type		Type	
	Any personal use?	Yes No	Any personal use?	Yes No	Any personal use?	Yes No
	Fair Rental Days	Personal Use Days	Fair Rental Days	Personal Use Days	Fair Rental Days	Personal Use Days
Date placed in service						
Rents received	\$		\$		\$	
Expenses						
Advertising	\$		\$		\$	
Auto and travel	\$		\$		\$	
Cleaning and maintenance	\$		\$		\$	
Commissions	\$		\$		\$	
Insurance	\$		\$		\$	
Legal and professional fees	\$		\$		\$	
Management fees	\$		\$		\$	
Mortgage interest paid to banks	\$		\$		\$	
Other interest	\$		\$		\$	
Repairs	\$		\$		\$	
Supplies	\$		\$		\$	
Taxes	\$		\$		\$	
Utilities	\$		\$		\$	
Other (list)	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	

## Property Information

If this is your first year with our firm, please provide a depreciation schedule for all property placed in service before 2023.

**Property Purchased.** Treat the cost of improvements made to real property as the purchase of a new asset.

Asset	Date purchased	Cost	Date placed in service
		\$	
		\$	
		\$	
		\$	
		\$	

## Property Sold or Taken Out of Service

Asset	Date sold or taken out of service	Selling price	Trade in?
		\$	
		\$	
		\$	
		\$	
		\$	



# Diligence Questionnaire

## General Questions

- \* What was your marital status on December 31st, 2023?
- \* Is your primary residence in the United States? Yes ☐ No ☐
- \* Is there anyone in the household who does NOT have a valid Social Security number? Yes ☐ No ☐  
*To qualify for the EITC, everyone you claim on your taxes must have a valid Social Security number (SSN). To be valid, the SSN must be: Valid for employment. Issued before the due date of the tax return you plan to claim (including extensions)*
- \* Is there anyone in the household who is not a citizen, national or resident of the US? Yes ☐ No ☐  
*To qualify for Child Tax Credit or the Other Dependent Credit, each qualifying person must be a citizen, national or resident*
- \* Do you have any minor children or other dependents? Yes ☐ No ☐
- \* Can anyone else claim your dependent(s) on their tax return? Yes ☐ No ☐  
*Are there any custody sharing agreements in place?* Yes ☐ No ☐  
*If yes, has a form 8332 been filed in the past to release the claim on the exemption of the minor child?* Yes ☐ No ☐  
*A form 8332 Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent is a form used when parents alternate years to claim their children*  
*If the child is your biological child, the child will automatically be treated as your child. If the child lived with both parents equally during the year, the IRS will treat the child as the qualifying child of the parent who had the higher adjusted gross income*
- \* If you have Joint Custody of your minor children: Yes ☐ No ☐  
*How many months/days did the child(ren) live in your home during the tax year?*  
*More than 183 days? Please verify that the dependents lived in the home greater than 6 months. You can not claim the Child Tax Credit if the child did not live with you unless the child's custodial parent has signed an 8332 to release the claim for exemption.*  
*Did you provide more than 50% of the support for your home and dependents?* Yes ☐ No ☐  
*To qualify for Head of Household or claim the exemption for a child, which may qualify you for other tax credits or benefits, you will need to be able to prove that you have provided more half the cost of keeping up the home and 50% of the total support of the dependent.*
- \* If still married, have you lived with your spouse during the last 6 months of the year? Yes ☐ No ☐  
*To be considered "Unmarried" for Head of Household Status, you must have lived apart from your spouse for the last 6 months of the year and have provided more than half of the cost of keeping up a home for the year for a qualifying person*
- \* Did anyone else live in the home that provides financial support for your child? Yes ☐ No ☐  
*If yes, who lives there and how much do they pay?*
- \* Is your dependent married and filed a joint return with their spouse? Yes ☐ No ☐
- \* Do you have any other type of supplemental non taxable income such as child support or Social Security benefits? Yes ☐ No ☐
- \* If Claiming a parent or other non minor child dependent, do they have income of greater than \$4400? Yes ☐ No ☐
- \* Do you have any non biological dependents on your return? Yes ☐ No ☐  
*If yes, what is your relationship and how did they become a dependent?*  
*If court ordered custody, do you have the paperwork to substantiate?* Yes ☐ No ☐
- \* Do you have Investment or other Passive income in excess of \$10,000? Yes ☐ No ☐
- \* Will any of your dependents be filing a tax return? Yes ☐ No ☐

*If yes, please verify that they have/will not claim the dependency for themselves*

- \* Have you ever been disallowed the EITC/AOTC/CTC? Yes ☐ No ☐  
*If so, when?*
- \* If requested, can you provide school/medical/daycare to verify dependents living status? Yes ☐ No ☐  
Can you provide verification of housing and support provided by you on behalf of your dependents? Birth certificates to prove exemption?
- \* If you will be reporting any Self Employment Income, do you have books or other adequate and complete records to substantiate your income and expenses, including mileage logs? Yes ☐ No ☐

### College Credits

- \* Which dependent attended college?
- \* What college did the dependent attend?
- \* Did the student attend at least half time? Yes ☐ No ☐
- \* How many previous years has the Hope Scholarship or American Opportunity Credit been claimed for this student?
- \* Did the student take courses as part of a postsecondary degree program or to acquire or improve job skills? Yes ☐ No ☐
- \* Did the student complete the first 4 years of postsecondary education before 2022? Has Yes ☐ No ☐
- \* the student been convicted of a felony for possession or distribution of a controlled substance? Yes ☐ No ☐
- \* Did the student receive a tuition statement (1098) from the school? Yes ☐ No ☐
- \* Do you have receipts for the qualified tuition and related educational expenses? Yes ☐ No ☐

### Disabled Any Age

- \* Is any child over 19 disabled? Yes ☐ Can we get a doctor's note to substantiate? Yes ☐  
*What type of disability?*
- \* Are you currently caring for a parent or other relative who is not able to care for themselves? Yes ☐  
*If yes, who?*
- Does this dependent receive social security/disability benefits?* Yes ☐  
*If yes, do you know how much the benefits are?*

### Foreign Income

- \* At any time in 2023 did you have a cumulative balance of greater than \$10k in foreign bank or investment accounts? Yes ☐ No ☐
- \* At any time in 2023 did you have signatory authority over any foreign financial or investment accounts? Yes ☐ No ☐
- \* Have you in the past ever been required to file FBAR (Foreign Bank Account Reporting)? Yes ☐ No ☐
- \* In 2023 did you receive a distribution from or were you the grantor of or transferor to a foreign trust? Yes ☐ No ☐

### Record Maintenance and Acknowledgement

- \* Please know that you should maintain in your records any documentation used to produce and file your taxes. It is important that you keep these records for a minimum of 3 years. You will want to keep records which provide proof of your eligibility for tax credits. Keep your W2s, school, utility or medical records proving residency. Tuition statements and receipts for qualified educational expenses. Complete copies of your filed tax returns.  
By signing or acknowledging below you are agreeing to keep required documentation and verifying that you filled this form out to the best of your knowledge truthfully and completely.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date