ACCOUNTING

Part I Personal Information: *If personal information remains unchanged from last year check here and skip to Part II:* ☐

Your name & SSN: US Citizen? ☐

Email: Phone:

Date of Birth: Occupation:

Spouse's name & SSN: US Citizen? ☐

Spouse Email: Spouse Phone:

Spouse's Date of Birth: Spouse Occupation:

Current Address:

In 2023 did you live or work in more than one state? Yes ☐ State moved to:

If you moved between states in 2023, on what date did you move?

Are you or your spouse legally blind or permanently disabled? Yes ☐

Can your parents or someone else claim you or your spouse on their tax return?

Yes ☐

Do you want to allow me to be able to contact the IRS and/or state as your representative regarding your return? Yes ☐

Did anyone in your household have health insurance through the **marketplace** at any point during 2023? Yes ☐ If so, please provide form 1095-A.

Part II Family and Dependent Information

If family information remains unchanged from last year check here and skip to Part III: ☐

As of December 31, 2023 your marital status was:

☐Single
☐Married
☐Divorced or Legally Separated: Date of final decree:
☐Widowed: Date of spouse's death:

List the name of everyone below who lived in your home and outside your home that you supported during the year:

Name	Date of Birth	Relationship to you	Social Security Number	Full time student?
				☐
				☐
				☐
				☐

Part III Life Events

If you are due a refund, would you like direct deposit? If so, please provide your routing and account number.
☐ Checking
☐ Savings

If you have a balance due, would you like to pay with a direct debit from your account? Yes ☐ If so, please provide your routing and account number and date you would like the debit to occur.

If you pay quarterly federal estimated taxes, would you like to set up a recurring direct debit for these payments throughout the year (only available for federal)? Yes ☐

During 2023 did you (or your spouse if filing jointly):

Buy a home? Yes ☐ If so, what was the closing date?

Have any foreign accounts over $10k in value? Yes ☐

Purchase or install any energy efficient windows, doors, insulation, solar panels, electric charging station or purchase an electric vehicle? Yes ☐

Pay college tuition for yourself, your spouse or your dependents (1098-T)?

Yes ☐

Pay any student loans (1098-E)? Yes ☐

Make any estimated tax payments or apply last year's refund to your 2023 return? Yes ☐ If so, how much and on what dates?

Part IV Income – In 2023 did you (or your spouse) receive (specify which apply and upload the appropriate form):

Wages or Salary (W2)? Yes ☐

Scholarships or Fellowships (1098-T or statement) Yes ☐

Interest/Dividends(1099-INT/1099-DIV/1099-B)? Yes ☐

Self-employment income (income earned from a for profit business activity) (1099-NEC/1099-MISC/1099-K)? Yes ☐

Alimony/Maintenance income (agreements executed on or before Dec 31, 2018)? Yes ☐ Amount:

Proceeds (loss) from the sale of stocks, bonds, or real estate (including your home) (1099-B/1099-S)? Yes ☐

Virtual Currency Question: At any time during 2023, did you (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? Yes ☐

Pensions, annuities, IRA distributions, and/or income from an inheritance or trust (1099-R/K-1)? Yes ☐ Type:

Unemployment compensation (1099-G)? Yes ☐

Income from Rental Property (see below to enter more details) (1099-MISC)? Yes ☐

Income from the sale of personal property online (if over $1k) (1099-K)? Yes ☐

Other income (gambling, lottery, prizes, awards, jury duty, etc.) (Various 1099 forms)? Yes ☐ Type:

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Part V Expenses – In 2023 did you (or your spouse) pay (mark yes or no):

Alimony/Maintenance (agreements executed on or before Dec 31, 2018): Yes☐
If yes, provide recipient's social security number.

Contributions to IRA or other retirement account (not through your employer) (Specify type & amount: IRA, Roth IRA, SEP IRA, Solo 401k, SIMPLE IRA, etc.)? Yes☐
Type and amount:

Contributions to an HSA (not through your employer)? Yes☐ Amount:

Distributions from an HSA (used HSA funds to pay medical expenses) (1099-SA)?

Yes☐

Educational expenses (K-12, college or contributions to 529 plan, please specify)?

Yes☐ Type and amount:

Classroom supplies if you are a teacher? Yes☐ Amount:

Medical expenses (in excess of 7.5% of your income)? Yes☐ Amount:

Home mortgage interest (1098) ? Yes☐

Real estate taxes for your home? Yes☐ Amount:

Charitable Contributions (monetary and/or donated goods please total separately)? Yes☐ Amount:

Child/dependent care expenses that allowed you and your spouse to work or look for work (could include before/after care & summer camp)? Yes☐

Part VI Profit or Loss from a Business (If Applicable)

***You do not need to complete if you have provided a summary already.**

Provide totals for each category

Gross Income:

Advertising:

Mileage / Car expenses:

Home Office (square footage of home and area used for work):

Insurance:

Interest:

Legal/Professional Services:

Office expenses:

Rent/Lease:

Repairs/Maintenance:

Supplies:

Travel (not including meals & entertainment):

Meals:

Taxes & Licenses:

Utilities:

Part VII Profit or Loss from a Rental Property (If Applicable)

You do not need to complete if you have provided a summary already.

Provide totals for each category

Rents Received:

Advertising:

Mileage / Car expenses:

Cleaning & Maintenance:

Insurance:

Legal/Professional Fees:

Management Fees:

Mortgage interest:

Repairs/Maintenance:

Supplies:

Travel (not including meals & entertainment):

Property Taxes:

Utilities:

For new properties, cost basis (original cost plus improvements) of property:

Selection of additional services:

Would you like to add a Tax Advisory and Support subscription? Yes ☐

Services included in this monthly subscription to include (depending on subscription selected):

- Audit Protection
- Quarterly review of estimated taxes
- Tax Planning
- Tax questions and research
- Income verification letters
- Document scanning
- Extension estimation
- W4 and W9 support
- Tax return correspondence
- Transcript request / online account support
- Property sale review and capital gain calculation
- Annual 1099 preparation
- Annual report filing
- Preparation of financial statements
- Entity selection or dissolution
- Sales tax support

Please review rates at this link and select your plan.

If a subscription is not selected, would you like to add Audit Protection for $250? Yes ☐

If no subscription or audit protection is added, any review of future federal or state correspondence will be at an additional fee.

Reed Accounting Tax Preparation Agreement

We appreciate the opportunity of working with you and advising you regarding your federal and state income taxes. In order to ensure an understanding of our mutual responsibilities, we ask all of our clients for whom returns are prepared to confirm the following arrangements:

1. We will prepare your federal and resident state tax returns; and, for an additional fee, any other state returns you may be required to file. These returns will be prepared from information which you will furnish to us. We will not audit or make any other verification on the data you submit, although it may be necessary to ask you for clarification on some of the information. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping the fee to a minimum.

2. It is your responsibility to provide all of the information required for the preparation of a complete and accurate tax return. You should retain all documents, canceled checks and other data that form the basis of income and deductions for at least the period of the statute of limitations. You should also retain documents that support items carried over into open years, such as cost basis information, nondeductible IRA's, net operating losses, etc. This information may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns; therefore, you should review them carefully before you sign them. If for some reason you believe your returns have not been received by the taxing authorities, (i.e. didn't get your refund or they haven't cashed your check) then please contact us.

3. We will use our professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretation of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

4. The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or circumstances of these, please contact us. The Internal Revenue Service also imposes penalties upon taxpayers and return preparers for failure to observe due care in reporting for income tax returns.

5. Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you. If the taxing authorities correspond with you, please forward the correspondence to us in a timely manner for review and analysis. The fee to review and resolve this would be $200/hour for work performed. If audit protection is selected at the time of tax filing, the fee will be a flat $250.

6. Our fees are based upon a combination of our standard rate schedule for the type of forms required to be filed, the time incurred to prepare an accurate and complete return, and the relevant tax issues associated with your return plus out of pocket expenses. The quoted fee can be calculated on our website and may be subject to change. You will be notified prior to completion if your rate will be greater than the range provided. Our minimum fee is $305 and we may require a deposit of that amount at the time we begin preparation of your tax return. The remaining balance will then be billed to you upon completion of the return. Additional tax advisory, bookkeeping, payroll, or other services, outside of the scope of the return preparation, will be billed at $200/hour unless specified otherwise. All invoices are due and payable upon presentation. Unpaid invoices are subject to a 1% finance charge ($5.00 minimum) after 30 days. Costs to collect, including reasonable attorney's fees, will be added to any outstanding invoices.

If the foregoing fairly sets forth your understanding, please sign in the space indicated. Thank you for your trust in our professional tax preparation services.

Acknowledged,

____

Client signature, name and date

Additional Notes for Tax Preparation: