New Client Information
for Tax Year 2018

C Stanley, CPA & Associates

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☐ **Verified photo ID – type** _____

Name:
Taxpayer _____ SS No. _____ Birthdate_____
Are you a ☐ U.S. Citizen ☐ U.S. Resident Alien ☐ Hold a valid Green Hard ☐ in U.S. on _____Visa [check all that apply]

Spouse _____ SS No. _____ Birthdate _____
Are you a ☐ U.S. Citizen ☐ U.S. Resident Alien ☐ Hold a valid Green Hard ☐ in U.S. on _____Visa [check all that apply]

Address: _____ Telephone (Home) (_____)_____

_____ Cell Phone (Taxpayer) (_____)_____

Telephone (Work) (_____)_____ Cell Phone (Spouse) (_____)_____

Telephone (Work) (Spouse) (_____)_____

Email Address: Taxpayer _____ Spouse_____

Occupation: Taxpayer _____ Spouse _____

Check One: ☐ Single ☐ Married Filing Joint ☐ Surviving Widow/Widower
☐ Married Filing Separately (enter spouse's name/SS# Above) ☐ Unmarried Head of Household

Dependents Name	Birthdate	Social Security Number*	Relationship	No. of Months lived in your home last year

***A personal exemption is disallowed for any dependent unless the Social Security number is provided on the tax return.**

Taxpayer: ☐ Blind/Disabled **Spouse:** ☐ Blind/Disabled

If you have a refund coming, how would you like to receive it? (please check one)
☐ Refund check by mail?
☐ Apply refund to next year's taxes?
☐ Direct deposit refund to your bank account?

If you owe money on your return, how would you like to pay it? (please check one)
☐ Mail in a payment?
☐ Direct withdrawal from your bank account?
☐ Pay at IRS/CA website (allows payment by bank ACH or credit card)

Referred by_____

Questionnaire – help us identify any issue that may need special attention

In 2018 did you (or your spouse):	YES	NO
Install solar? *(Attach purchase documents)*		
Did you buy/lease a car? *[Attach purchase doc's]*		
Donate a vehicle or boat to charity? *[Form 1098-C required to claim this deduction]*		
Have any loan or credit card debts modified, reduced or forgiven? *[Form 1099-C]*		
Any of your dependents have investment income greater than $2,000?		
Incur any adoption expense?		
Withdraw any IRA or retirement funds or rollover any funds to an IRA or other plan?*[Form 1099-R]*		
Receive tip income **not** reported to your employer?		
Buy, sell, refinance, foreclose or abandon any real property? *[Attach escrow Closing Disclosure]*		
Incur any casualty or theft losses?		
Does anyone owe you money that's become uncollectible?		
Pay any individual (*not operating as a business*) to perform work for you at your home?		
Incur daycare costs? *[Attach name, address, Soc. Sec. No., phone, & amount paid to each provider]*		
Buy or sell any stocks, bonds or other investments? *[Attach forms and details of sales]*		
Move for business or work? *[Moves over 50 miles only]*		
Pay any alimony? Name_____ If so, enter recipient's SSN_____ Alimony paid_____		
Receive any alimony?		
Have an HSA (health savings account)? *[Not an FSA/125 plan]*		
If you paid tuition, how many years did the student complete at the end of 2017? *[Form 1098-T]*		
If you paid college tuition, was the student ever convicted of a Felony?		
Make any traditional or Roth IRA contributions? *[Not your 401k, 403b, or 457 plan at work]*		
Did you finance any home improvements through your property tax? (ex: HERO or PACE programs)		
Begin any new business entities – LLC, Partnership, or Corporation		
Have any ***FOREIGN:***		
Foreign Bank accounts or Retirement plans?		
Foreign Business ownership interest (directly or indirectly)?		
Beneficiary (directly or indirectly) of a foreign trust?		
Receive any foreign gifts or inheritance?		
Do any online gambling?		

Estimates Date Federal Paid	Federal Amount	Date CA Paid	CA Amount
1.			
2.			
3.			
4.			

Initial: _____ Date: _____

Tax Preparation Engagement Letter

Professional standards require us to confirm our arrangements for services with all our clients. We ask you to read the information that follows and indicate your agreement by signing at the end of this letter. We appreciate the opportunity to work with you and will do everything possible to give you the best service you'll find anywhere. The Internal Revenue Service imposes penalties on taxpayers, and on us as return preparers, for failure to exercise due care in reporting tax information. In order to ensure an understanding of our mutual responsibilities, we ask all clients to confirm the following arrangements:

We will prepare your income tax returns from information you provide us. Please provide your information timely. If you need help with your information, we can provide guidance on what to bring. You are ultimately responsible for the documentation. You represent that the information you are supplying to us is accurate and complete to the best of your knowledge. We will not verify the information you give us; however, we may ask for additional clarification. We will use our judgment in resolving questions of fact and application of pertinent tax rules. You should retain all the documents, canceled checks, and other data supporting income and deductions. Documentation is necessary to prove the accuracy of the returns to a taxing authority if you are audited. If an examination occurs, we will represent you if you so desire. These additional services are not included in our fee for preparation of your returns, but will be billed separately at $175 a hour. In order to protect your rights it is important that you contact us immediately if you receive any letter from the IRS or the state.

Provisions of the Internal Revenue Code require you to have the necessary records to support your charitable contributions, travel (including auto) and related expenses. If you do not have the required records, including receipts or mileage log, do not record the expenditure as a deductible item. If you have any questions regarding the records required, please ask us.

I may communicate with you via email. As emails can be intercepted and read, disclosed, or otherwise used by an unintended third party, I cannot guarantee or warrant that emails from me will be properly delivered to you or my email provider. Therefore, I specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with our work. You agree that I shall have no liability for any loss or damage resulting from the use of email transmissions.

Fees for our services vary depending upon the complexity of the return and organization of your data. Fees are due upon presentation of our invoice to you and no tax return may leave our office without payment. NO exceptions. For your convenience, we accept cash, checks, and credit card. You understand that you will pay a $30 fee for any returned checks. A minimum fee of $100 will be charged for any taxpayer changes requested after returns have been completed, unless the change was due to our error.

You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign and file them. The law provides for a penalty to be imposed where a taxpayer makes a substantial understatement of their tax liability.

If the above fairly sets forth your understanding, please sign this letter in the space indicated and return it to our office. We appreciate the opportunity to provide you the kind of service you need in these complex and rapidly changing times.

Claudia Stanley

Claudia Stanley, CPA, EA

I have read and understand the foregoing and agree to these terms.

Signature:_____ Date:_____

Print Name: _____