

2019 Tax Client Information Sheet

NOTE: FOR LONG FORM FILER'S

Projected Pickup: _____ / _____

Personal Information: (Client Status: **New** **Existing**)

* Primary Taxpayer's full name: _____
 DOB _____ Social Security # _____ Occupation _____
 Email Address: _____ Cell Phone _____

* Spouse's full name _____
 DOB _____ Social Security # _____ Occupation _____
 Email Address: _____ Cell Phone _____

* Address _____ Apt _____
 City _____ State _____ Zip _____
 Home # _____ Work # _____ -- Other _____

FILING STATUS – Please check one, based on your marital status on December 31, 2018

SINGLE	MARRIED FILING JOINT	MARRIED FILING SEPARATELY	HEAD OF HOUSEHOLD	QUALIFYING WIDOW/ER
Unmarried or divorced	Married and filing together	Married, not filing together	Single or married but not living with your spouse for the last 6 months of 2019 with a dependent.	Spouse died in 2017 or 2018, you were not remarried as of 01/01/19 and have at least one dependent child.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Primary Taxpayer Resident State _____:

Did you work in a state other than your resident state? Yes State: _____ No

Spouse Resident State _____

Did spouse work in a state other than your resident state? Yes State: _____ No

*******Other people who may belong on your return *******

DEPENDENTS (It is very important that this information be accurate to avoid delaying your refund.)

Name	Social Security #	Date of Birth	Relationship to Taxpayer(s)	# of months lived in hm in 2019

::::: NOTE: IF YOU ARE CLAIMING DEPENDENT(S), YOU MUST ANSWER THE BELOW QUESTIONS::::::

Do you certify that you are the legal parent(s) or guardian who are authorized IAW Internal Revenue Code to claim the above referenced dependent(s) for income tax purposes?

(Yes) _____ / No _____

Please Initial _____

If you are claiming dependent(s) DO YOU certify that the total income received was sufficient to support taxpayer(s) and qualifying children?

(Yes) _____ / No _____

Please Initial _____

- AGI of other adults in your home (not spouse, if you're filing jointly) \$ _____
- Childcare records (including the provider's Tax ID number) if applicable _____
- Form 8332, copies of your divorce decree, or other documents showing that your ex-spouse is releasing their right to claim a child to you.

Education Payments

- Bills from the educational institution or anything else that itemizes what you paid or received loans for versus what was covered by scholarship or other financial aid. New: This year you may include the cost of books.
- Forms 1098-T and 1098-E, if applicable
- Scholarships and fellowships

Employee Information

- Form W-2 (# of W2) _____

Self-Employment Information

- Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s
 - Records of all expenses — check registers, credit card statements, and business receipts used
 - Asset information (cost, date placed in service, etc.) for depreciation
 - Office in home information, if applicable

Employee/Business Vehicle Information (State Only Miscellaneous Itemized Deduction)

- Total miles driven for the year
 - Total business miles driven for the year
 - Amount of parking and tolls paid
 - If you want to claim actual expenses, receipts, totals for gas, oil, car washes, licenses, personal property tax, lease or interest expense, etc.

Rental Property: (Yes _____) or (No _____)

- Records of income and expenses
- Rental asset information (cost, date placed in service, and amount of cumulative depreciation taken over prior tax year) for depreciation purpose

Retirement Income: (Yes _____) or (No _____)

- Pension/IRA/annuity income (1099-R) (# of 1099-R) _____
- Social security/RRB income (1099-SSA, RRB-1099) (# of 1099-SSA or RRB) _____

Savings and Investments:

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Did you sale any stocks or mutual funds during the tax year, if so, did you receive a (1099-B, 1099-S) from the sale of the securities.
- Dates of acquisition and records of your cost or other basis in property you sold

IRA Information

- Do you have an IRA account during 2019? Yes No
Amount contributed for Traditional IRA or ROTH IRA \$ _____

Other Income

- Unemployment, state tax refund (1099-G)
- Gambling income (W-2G or records showing income, as well as expense records)
- Amount of any alimony received and ex-spouse's name and Spouse SSN **(only if executed prior to 1 January 2019)?**
- Health care reimbursements (1099-SA or 1099-LTC)
- Jury duty
- Other 1099s
- Prizes and Awards

Itemized Deduction:

ARE YOU TAKING STANDARD DEDUCTION OR ITEMIZED DEDUCTION?

Standard Deductions: Single - \$12,200, MFJ - \$24,400, HOH - \$18,350, QW - 24,400

- Standard Deduction, or
- Itemized Deduction

Itemizing Deductions

- Medical Expenses Note: First 10% of AGI non-deductible) (Amounts paid to doctors, dentists, hospitals, miles driven for charitable or medical purposes)
- Forms 1098 or other mortgage statements
- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid Real estate and personal property tax records
- Invoice showing amount of new vehicle ad valorem tax paid
- Receipts for cash amounts donated to houses of worship, schools, other charitable organizations **(donations to individuals are not deductible)**
- Records of non-cash charitable donations **(donations to individuals are not deductible)**
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State Only Deductions

- Expenses related to your investments
- Amount paid in 2019 for preparation of your 2018 or prior year(s) tax return
- Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel, and job-hunting expenses)

If you were affected by a federally declared disaster

City/county you lived/worked/had property in _____

- Records to support property losses (appraisal, clean-up costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information

Did you make energy efficient improvements to your home?

(ie: windows, roofing, insulation, furnace, heat pump, water heater, & etc.)

Yes No

- Manufacturers Certification Letter
- Certificate Receipt for materials and labor

Were you a victim of a Ponzi Scheme?

Yes No

Did you purchase a Qualifying Plug In Electric Vehicle or Hybrid?

Yes No

LARKINS & ASSOCIATES FINANCIAL SERVICES
PRIVACY NOTICE

TYPES OF NONPUBLIC PERSONAL INFORMATION WE COLLECT

We collect nonpublic personal information about you that is provided by you or obtained with your authorization.

PARTIES TO WHOM WE DISCLOSE INFORMATION

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of this practice except as required or permitted by law. Permitted disclosures include, for instance providing information to an unrelated third party that needs to know that information to assist in providing services to you. In all situations, the confidential nature of the information is stressed.

PROTECTING THE CONFIDENTIALITY AND SECURITY OF CURRENT AND FORMER CLIENT INFORMATION

We retain records relating to the professional services provided so that we can meet your professional needs and to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain the safeguards that comply with professional standards.

Please call if you have any question. Your privacy, our professional ethics and the ability to provide quality service are important.

Taxpayer's Initial _____

Spouse's Initial _____

Tax Year 2019 Refund Options

(Please check one)

8-15 Day Direct Deposit	8-15 Day Check or Direct Deposit Fees Withheld
Pay your tax prep fee today Direct Deposit FREE	*No upfront fees Bank Processing Fees Apply
<input type="checkbox"/>	<input type="checkbox"/>

DIRECT DEPOSIT INFORMATION:

Your refund may not be split between no more than three accounts:

Financial Institution _____

Checking _____ Savings _____

Routing Number _____

Account Number _____

Larkins & Associates Financial Services
IRS OFFSET OF WITHHELD FEES
DISCLOSURE NOTICE

1. Outstanding IRS Debt
2. Back Child Support
3. Outstanding Student Loan Debt

In the event that you have an Offset or Lien, the IRS will withhold the debt owed from the tax refund and release any remaining funds to the bank. Upon receipt of the funds from the IRS, the bank will withhold the Tax Preparation Fees & Bank Fees and then release any remaining funds. This process will likely take approximately 15 days.

In the event that there are not enough funds remaining in the refund to cover tax preparation fees, the balance of the Tax Preparation Fees will be due immediately to Larkins & Associates Financial.

I understand the above disclosure regarding the IRS offset of withheld tax preparation fees.

Taxpayer's Initial _____

Spouse's Initial _____

Larkins & Associates Financial Services

4412 Columbia Road, Ste. 102, Martinez, GA 30907

Sylvester Larkins

(706) 798-1040

Tax Year 2019 **Individual Income Tax Engagement Letter**

Dear Tax Clients:

This letter is to confirm the terms of our tax engagement for the tax year ended 2019 and clarifies the nature and extent of the tax services to be provided.

We will prepare the federal and state(s) individual income tax returns for calendar year 2019. You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that you have disclosed to us all relevant facts affecting the returns. We are not auditing or reviewing these tax returns. We will not verify the information you give us; however, we may ask for additional clarification of some information.

The law imposes a penalty if a taxpayer makes a substantial understatement of tax liability. For individual taxpayers, a substantial understatement is when the understatement for the year exceeds the greater of 10% of the tax required to be shown on the return or \$5,000. The penalty is 20% of the tax underpayment. It may be necessary to make certain disclosures in the return to avoid exposure and penalties. We will discuss tax positions that may increase the risk of exposure to penalties and any recommended tax return disclosures with you before completing the preparation of the return.

We will use our judgment in resolving questions where the tax law is unclear, or where there are conflicts between taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible. Should we make an error in our advice, we will be responsible for the payment of interest and penalties on the additional assessed tax.

If during our work, we discover information that affects your prior-year tax return, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. In preparing your returns, we rely on your representations that we have been informed of all bartering transactions and that you understand and have complied with the documentation requirements for your expenses and deductions. If you have questions about these issues, please contact us. You have the final responsibility for the tax return and, therefore, you should review the return carefully for errors and omissions before you sign and file the return.

Our work in connection with the preparation of your income tax return does not include any procedures designed to discover defalcations or other irregularities, should any exist. However, we will inform you of any such matters that come to our attention.

As you know, returns are subject to examination by taxing authorities. In the event of an audit, you may be requested to produce all the documents, cancelled checks, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. IRS audit procedures will almost always include questions on bartering transactions and on deductions that require strict documentation such as travel and entertainment expenses and expenses for business usage of autos and computers. Any proposed adjustments by the examining agent are subject to certain rights of appeal. If an examination occurs, we will represent you if you so desire; however, these additional services are not included in our fee for preparation of your returns and we will render additional invoices for the time and expenses incurred.

Certain communications involving tax advice may be privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, You may be waiving this privilege. To protect this right to privileged communication, please consult with us, or your attorney, prior to disclosing any information about our tax advice.

Both parties waive their right to trial by jury in any dispute pertaining to the interpretation, enforcement, or non-performance of this Agreement, including any claim of professional or general negligence that is submitted to the judicial system and agree that the venue of any dispute arising from this Agreement shall be in Vigo County.

Taxpayer acknowledges Larkins & Associates Financial is not to monitor compliance with the Bank Secrecy Act of 1970 (Title 31). In addition, taxpayer has followed all cash reporting requirements of Title 31 and Internal Revenue Code Form 8300.

Taxpayer has advised Larkins & Associates Finl Svcs of any foreign bank accounts the taxpayer holds.

Under the provisions issued by the U S Treasury Department and the Internal Revenue Service in Circular 230, Level Two Procedures will not be followed when issuing tax advice.

And furthermore, the following statement will be attached to all written tax advice: Unless otherwise indicated, any tax guidance contained in this communication is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties that may imposed under the Internal Revenue Code or any other applicable tax law, or (ii) promoting, marketing, or recommending to another party any transaction, arrangement or other matter. This advice is not intended or written to be used and cannot be used by you for the purpose of avoiding federal tax penalties that may be imposed on you.

PREP FEES: Our fees for tax services will be based upon the amount of time and forms required to submit your tax return to the IRS based on information that you have disclosed to our firm in the preparation of your personal tax filing. Our fees and rate are based on our usual and customary billing rates. Out-of-pocket costs such as data entry, or travel, etc. are not billed separately; however, excessive or unusual costs of this nature will be billed at our usual and customary hourly rates.

Payment for services rendered is due upon receiving the return. If the return is not paid for at the time of receipt of the tax return, the taxpayer(s) may elect to have fees deducted from refund (if applicable) which will be accessed will additional documents and bank fees in excess to the normal tax preparation fees. If fees are to be deducted from the tax refund and the refund amount is not enough to cover the tax prep fees, the taxpayer(s) have (5) calendar days to pay the outstanding tax prep fee without incurring any monthly services fee as disclosed herein above. If fees are not paid within (30) days, LAFS reserves the right to take legal action needed in attempt to collect a debt on the outstanding fees owed to LAFS.

We will provide you with one copy of your return for your records. If an additional copy is needed later, there will be a \$5.00 per return charge.

The terms of this letter will continue to apply to the preparation of the above returns with respect to subsequent years, unless amended or terminated in writing by either of us.

If the foregoing correctly sets forth your understanding of our tax engagement, please sign and date the original of this letter in the spaces below and return it to our office.

We want to express our appreciation for this opportunity to work with you in meeting your tax filing needs.

Sylvester Larkins

Larkins & Associates
Financial Services, LLC

Acknowledge:

Taxpayer's Signature _____ **Date** _____

Print Name _____

For Official Use Only:

Federal Refund: Yes No Amount: \$ _____

State Refund: _____ Yes No Amount: _____

Tax Prep Fee: \$ _____