Admin Books

It's that time of year—New Year's resolutions have been made (and hopefully not broken yet ☺), the promise of spring is around the corner, and everyone's favorite thing of all—tax time is upon us! That's right—April 15th will be here in the blink of an eye, and with AdminBooks on your side, the filing will be painless. Here are the facts:

Organizer Tips: To ensure accuracy and protect clients from penalties, we require all clients to fill out the following pages of our tax organizer.

- NEW clients – please fill out as best as you can, answering EACH question. It should take you about 20 minutes.
- RETURNING clients – only mark the questions that pertain to your situation or have recently changed this year. **We will assume all un-marked questions are an answer of no** to make it EASIER for you!

Deadlines: We require that you provide **ALL** documentation *30 days prior* to any tax deadline (tax return due dates are March 15th for business returns, April 15th for individual returns.) If you do not submit **ALL** of your documents by this date, you have two options:

1. AdminBooks will automatically file an extension on your behalf and charge you $75
2. If you wish to file on time, AdminBooks will impose a 25% rush fee (cost of return + 25% rush fee)

Documentation: Please upload ALL tax documents and your completed tax organizer in the same day. If AdminBooks prepares BOTH business and personal returns, please submit your documentation at the same time.

- NEW clients Click here to upload files securely
- RETURNING clients please upload directly to your client portal: Click here

Pricing: Our firm has spent a great amount of time and resources staying on top of the massive volume of new laws and forms. While the Federal rules have changed for personal and business returns, many states (such as California) do not follow the new rules. This means that we must account for old *and* new rules when preparing your returns. As such, tax preparation fees across our entire industry are increasing and our firm is no different. Our fee will reflect the amount and types of tax law changes that affect your situation. Please contact our office if you have questions about pricing; we will be happy to discuss what to expect.

We are so grateful that you've chosen to work with us and it's our wish to provide you with peace of mind—if you end the tax season saying "that wasn't so bad after all," we've done our job!

Our pleasure, always,
Renee and the AdminBooks Tax Team

AdminBooks, Inc.
125 Lindo Lane, Morgan Hill, CA 95037
P: 408.782.9640 | *F:* 888.459.1117
taxes@adminbooks.com | www.adminbooks.com

AdminBooks

Your Tax Return Process...Here's What to Expect

Fill out the organizer & submit to AdminBooks

→

Upload tax docs to client portal

For Business Returns, give QuickBooks Online access or upload desktop QB file

↓

Tax Preparer completes return

Return gets reviewed by 2nd preparer

Takes 2-3 weeks

→

AdminBooks alerts you that the return is done

You choose a tax package:

Essentials

Full

Premium

↓

Essentials Clients: proceed to next step

Full and Premium Clients: AdminBooks schedules screen sharing meeting to review the return with you. Proceed to next step after review meeting

→

AdminBooks sends you a copy of the return to review and sign electronically

↓

AdminBooks processes tax prep fee, electronically files tax return & uploads a final copy of the return to your client portal in 3 days

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taxes@adminbooks.com | www.adminbooks.com

ENGAGEMENT LETTER FOR TAX CLIENTS

WELCOME: Thank you for allowing Administrative Bookkeeping Co., Inc. (AdminBooks) to prepare your tax return. We appreciate your business and will work hard to make sure you are satisfied with our services. Our goal is to get you the best result possible and provide you with financial services that set us apart from any other preparer.

This letter will outline what you can expect from us as well as what we need from you to provide you with excellent service and accurate results; it will also cover our policies, procedures and services. The signatures you provide indicate your consent to the terms of our engagement letter and your agreement to have AdminBooks prepare your return(s).

RESPECT FOR YOUR PRIVACY: AdminBooks knows your privacy is important to you, and we recognize that the information we must collect from you to prepare your tax return is sensitive and personal. As a result, we do not disclose any information about you to anyone and we maintain safeguards to ensure this protection. For more details, please contact us.

It is important you know that Federal law does not extend the Accountant-Client privilege with respect to tax preparation services. What this means is that if we are questioned by any Federal and/or State authorities, we are required to provide the information requested.

TAX SERVICES – OUR PART, YOUR PART:

Our commitment to you: AdminBooks will prepare your tax return(s) in a professional manner for a reasonable price. For our new clients, we do a thorough interview to learn the details of your financial life that will affect your taxes. For our returning clients, we update current information and ask questions of any changes that might have occurred during the year.

AdminBooks uses advanced technology in preparing your return. Our software provides us with constant tax updates, multiple layers of security, and allows us to e-file your return. This relieves you from the hassle of mailing in your return and also provides a faster refund. Our software also allows us to provide you with an electronic copy of your return via PDF format.

We will maintain copies of your submitted documents for the Federal period of the statute of limitations – 3 years. After that, your files and documents will be destroyed. It will be your responsibility to maintain any records that may have an impact on your future. All original documents will be returned to you after the tax return is prepared.

Our work does not include any procedures to discover fraud, theft, embezzlement or irregularities, should any exist. We will not audit or verify the data you submit, although we may ask you to clarify or furnish us with additional data.

AdminBooks will use its professional judgment in resolving questions in your favor where the tax law is unclear or where there may be conflicts between the taxing authorities' interpretation of the law and other supportable positions. We will explain the possible positions that may be taken on your return. AdminBooks will follow whatever position you request, so long as it is consistent with the law. If a tax authority should later contest this issue, there may be an assessment of additional tax, interest and penalties. We assume no liability for any such assessment. AdminBooks is not responsible for the governmental authorities' disallowance of doubtful deductions or deductions unsupported by adequate documentation or for resulting taxes, penalties and interest.

Your commitment to us: Our fee structure assumes that you gather your tax information in an orderly manner and upload ALL information in a single sitting. **Do not upload JPEG files**—supported filed types are .PDF and .DOC. Your use of the forms provided will assist us in keeping our fee to a minimum.

We will require supporting documents (W-2's, 1099's, etc.) that will help us accurately record your income, credits and deductions. You agree to provide this needed information to the best of your ability.

As you can imagine, the weeks leading up to the tax deadline are very busy for us. We operate on a first-in/first-out basis. If you want to file your return by the deadline, **we require that you provide ALL documentation *30 days prior* to any tax deadline** (tax return due dates are March 15th for business returns, April 15th for individual returns.) **If you do not submit ALL your documents by this date, you have two options:**

1. AdminBooks will automatically file an extension on your behalf and charge you $75
2. If you wish to file on time, AdminBooks will impose a 25% rush fee (cost of return + 25% rush fee)

Be aware that filing an extension only gives you extra time to file your return—it is not an extension of time to pay your balance owed. You will still be subject to accrued interest and penalties for not paying by the initial due date (March 15th for business returns, April 15th for individual returns.)

For our clients who elect to file an extension, understand that you will need to **provide your documentation no later than *30 days prior* to the extension deadline** (tax return due dates are September 15th for business returns, October 15th for individual returns.) **If you do not submit ALL your documents by this date, AdminBooks will impose a 25% rush fee (cost of return + 25% rush fee.)**

Please initial to indicate your understanding of our due dates and policies: ____________

To our business clients: You are required to keep adequate records regarding your business. Please understand that "adequate records" is a diary or log book that gives details about expenses. Understand that a log is required for travel, meals, entertainment, vehicles and miles, computers, home office, gifts, sales promotions, and education. This log includes date, place, and purpose with the name of the person you may have purchased the item for. If you lack receipts for these expenditures, then the IRS will not allow the deduction. The IRS will almost always ask questions about bartering transactions. It is your responsibility to have legible receipts, cancelled checks, and any other supporting documentation required.

GUARANTEES:

AdminBooks guarantees that if you are audited for a return we prepared, we will assist you by answering questions about how we arrived at the amounts in your return. This agreement is neither for assistance to represent you in an audit nor advise you on how to represent yourself.

If you owe penalties or interest due to our error on the return we prepared, we will pay those penalties and interest and you would owe the tax due. However, this guarantee does not apply to the penalties and interest due for information you did not supply to us or inaccurate information you supplied. In this case you will owe the taxes, penalties, and interest.

If you are audited by the Federal or State agency, please know that the IRS shares information with the FTB and vice versa. Since AdminBooks cannot control that the client replies timely or pays timely, AdminBooks will only pay penalties and interest up to the date of the first notification from the governmental authority if AdminBooks made an error as described above.

AdminBooks is not responsible for the client's failure to file. AdminBooks will not be responsible for any technical difficulties, which would include computer problems associated with electronic filing or returns lost in the mail. If returns are e-filed three business days prior to the deadline, we can address and correct the situation. Returns electronically filed or mailed after this date are not guaranteed. Also, the client assumes responsibility if their bank does not permit a direct deposit of joint refunds into an individual bank account.

It is your responsibility to carefully examine and approve your completed tax return before signing it. In the event of an audit or other inquiry, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on your tax return. AdminBooks does not maintain copies of your original documents. It is your responsibility to retain possession of your completed tax return and all documents and records substantiating this information for a period of seven years and provide such information, if required, for an audit examination.

PAYMENT: Our fees are based upon a combination of our standard rates for the type of forms and schedules required to be filed, the time incurred to prepare the return, how organized you provide the data, and out-of-pocket expenses. Existing clients should expect that preparation cost will experience a nominal annual increase but will remain similar to amount paid for prior year, provided that the required forms/schedules remain unchanged. Should additional forms/schedules be required to file, our fee will increase. New clients will receive and approve a cost estimate, based on their prior year tax return, prior to starting work. If business clients do not provide the appropriate financial statements, AdminBooks will charge for bookkeeping services. Unless you select a higher level of support package, our tax preparation fee does not cover additional services requested by you, such as tax planning, projections, research, responding to notices, drafting letters to lenders, IRS/FTB correspondence, or audit representation. AdminBooks will charge the client the hourly rate of $250/hour. We will process payment, using the Payment Authorization supplied by you, after you have reviewed and a draft copy of your tax return. Payment will be collected in full prior to filing your return electronically.

For paper filed returns: If your return is paper filed, there will be an additional $50 charge imposed. Payment is due when you pick up your return or before AdminBooks mails the return to you. If payment is received with non-sufficient funds, a $30 bank fee will be added, and AdminBooks has the right to be reimbursed for any cost of collection of funds. If for any reason the payment for our invoice has not been received within 10 days of receipt, AdminBooks may impose a 12% financial charge annually.

Additional fees may be charged if the client submits information several times (changing the same numbers previously submitted.) AdminBooks is in no way responsible for the origin or amount of any of the figures that you supplied. For efficiency purposes, we request that clients provide us electronic copies of their information. If AdminBooks needs to copy/scan any documents provided, we will charge the client a $25 fee. There is an additional fee for mailing original documents of $25.

MISCELLANEOUS: Because we are a paperless accounting firm, it is not our policy to provide you with a hard copy of your tax return. Instead, we will provide access to a secure client portal where you will have 24/7 access to your tax return information. If you would prefer a hard copy of the return, we would be glad to print one for an additional assembling/printing fee of $25.

After data entry has begun and the client chooses not to have AdminBooks finalize the return, the client will be liable for time ($250/hour) and expenses as of the date of notification. The client will be responsible in paying AdminBooks within 10 days of receiving the invoice. All original documents will be returned to the client. Any notes, calculations or a copy of the tax return will be given to the client after payment is received.

In connection with this engagement, we may communicate with you via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee.

Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Except for matters that fall in the jurisdiction of small claims court, if any disputes cannot be resolved between AdminBooks and the client, AdminBooks may choose to contact the County of Santa Clara's Dispute Resolution Program: www.sccdrps.org. With mediation, a neutral third party can help communicate and provide a resolution which can usually be more beneficial for all parties than the judgment of a court. And, damages will not exceed the total contract amount.

This agreement is governed by the laws of California, in the county of Santa Clara and the city of Morgan Hill. Signing below certifies that Administrative Bookkeeping Co., Inc. assisted you in preparing your tax return and demonstrates your understanding of this document. If filing a joint return, both spouses MUST sign below.

We are honored to have you as a client & hope this will begin a long and pleasant business relationship.

Every applicable field (If married filing jointly we need email addresses and phone numbers for BOTH spouses) must be filled out BEFORE we begin working on your tax return.

The information is REQUIRED even if there have been no changes or you provided it previously.

Client Signature	Printed Name	Date Signed	Birth Date

Mailing Address: Street, City, State, and Zip

Email Address	Mobile Number

Spouse Signature	Printed Name	Date Signed	Birth Date

Email Address	Mobile Number

AdminBooks

Our Support Packages

	Premium	Full Support	Essentials
Monthly articles to educate on IRS rules that are explained in a simple, easy way!	√	√	√
24/7 access to all tax returns and supporting documents in a secure online vault!	√	√	√
Estimated tax vouchers to eliminate tax penalties!	√	√	√
Preparation and electronic filing of your current tax return to get your refund faster!	√	√	√
25 minute strategy web meeting to gain a better understanding of your tax return!	√	√	
A review of any tax letter received from IRS/FTB so you can be confident you are receiving knowledgeable, targeted advice!	√	√	
Real time tax projection–a mid-year 25 minute web meeting with TWO tax pros designed to give you answers of your tax liability so you can plan ahead!	√	√	
Unlimited email support—Tax questions? We're here when you need us!	√		
Updated tax projection with recommendations so there are no surprises for the upcoming tax season = peace of mind!	√		
Three-25 minute consultations (June, Sept & Dec) to reduce tax liability, understand your options, increase profits, meet goals, etc.!	√		
	Save 25%	**Save 25%**	**Price Based on Forms Completed**

A La Carte Prices

25 Minute Strategy Meeting to Review Return	$125
Email Support	$250/hour
Real-Time Tax Projection & 25-minute meeting	$375 Current Clients $575-$775 New Clients
Tax Consultation Via Web Meeting	$250/hour with a 1-hour minimum

Unused package items expire on 12-31 in the year of the signed agreement

AdminBooks

Payment Authorization Form – Personal Tax Return

Terms and Conditions

I authorize Administrative Bookkeeping Company, Inc. to make an automatic draft/charge on my credit card OR bank account for services as described by the Engagement Letter.

My Authorization will remain in effect until the terms of the agreement are completed.

AdminBooks will keep my credit card or bank information confidential. The charge on my credit card and/or bank account will show from Administrative Bookkeeping Co., Inc.

I agree to pay the prevailing service fee plus any merchant account charge back fees levied against AdminBooks in the event a charge is returned to AdminBooks for any reason.

General Information

Name:		
Address:	**Phone:**	
	Email:	
Signature:		**Date:**

Choose *ONE* Payment Method Below

CREDIT CARD PAYMENT

Credit Card Type: ☐ Visa ☐ MasterCard | Expiration Date: __________ Validation Code: __________

☐☐☐☐-☐☐☐☐-☐☐☐☐-☐☐☐☐

Amount: $__________ Frequency: ☐ One-Time ☐ Monthly

BANK ACCOUNT PAYMENT

Bank Account Type: ☐ Personal ☐ Business AND ☐ Checking ☐ Savings

Account Number: ____________________________ Routing Number: ______________________________

Amount: $__________ Frequency: ☐ One-Time ☐ Monthly

AdminBooks, Inc.
125 Lindo Lane, Morgan Hill, CA 95037
P: 408.782.9640 | *F:* 888.459.1117 | billing@adminbooks.com | www.adminbooks.com

Payment Authorization Form – Business Tax Return

Terms and Conditions

I authorize Administrative Bookkeeping Company, Inc. to make an automatic draft/charge on my credit card OR bank account for services as described by the Engagement Letter.

My Authorization will remain in effect until the terms of the agreement are completed.

AdminBooks will keep my credit card or bank information confidential. The charge on my credit card and/or bank account will show from Administrative Bookkeeping Co., Inc.

I agree to pay the prevailing service fee plus any merchant account charge back fees levied against AdminBooks in the event a charge is returned to AdminBooks for any reason.

General Information

Name:	
Address:	**Phone:**
	Email:
Signature:	**Date:**

Choose *ONE* Payment Method Below

CREDIT CARD PAYMENT

Credit Card Type: ☐ Visa ☐ MasterCard | Expiration Date: __________ Validation Code: __________

☐☐☐☐-☐☐☐☐-☐☐☐☐-☐☐☐☐

Amount: $__________ Frequency: ☐ One-Time ☐ Monthly

BANK ACCOUNT PAYMENT

Bank Account Type: ☐ Personal ☐ Business AND ☐ Checking ☐ Savings

Account Number: ____________________________ Routing Number: ______________________________

Amount: $__________ Frequency: ☐ One-Time ☐ Monthly

AdminBooks, Inc.
125 Lindo Lane, Morgan Hill, CA 95037
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Client Name ____

Tax Organizer

If AdminBooks ONLY prepares your business tax return, proceed to last section of this document

Has your filing status changed this year?

- ☐ Yes
- ☐ No
- ☐ Need Advice? ____

Did your address change during the year?

- ☐ Yes—list new address: ____
- ☐ No

If your address changed, was your move due to a job change?

- ☐ Yes
- ☐ No

If your move was due to a job change, did you have any moving expenses?

- ☐ Yes---provide amount spent on:
  - Storage: $ ________________
  - Travel: $ ________________
  - Lodging: $ _______________
  - Meals en route: $ ________________
  - Number of miles from **old home** to **old work** location: ________________
  - Number of miles from **old home** to **new work** location: _______________
- ☐ No

What is your occupation?

Taxpayer: ______________________

Spouse: _______________________

Are you or your spouse blind?

- ☐ Yes—indicate taxpayer or spouse: ______________________
- ☐ No

Are you or your spouse permanently and totally disabled?

- ☐ Yes---indicate taxpayer or spouse: ______________________
- ☐ No

Could you be claimed as a dependent on another person's tax return last year?

- ☐ Yes
- ☐ No

Did you make estimated tax payments during 2020 (that were *not* included in your W-2)?

- ☐ Yes—please fill in chart below
- ☐ No

Federal (IRS)		State (FTB)	
Date	Amount	Date	Amount

If you receive a **refund**, do you want the money directly deposited to your bank account?

- ☐ Yes—provide routing # ___________________ account # ___________________________
  Is this a checking account or a savings account? _________________________________
- ☐ No

If you **owe** taxes, would you like to have the payment paid electronically?

- ☐ Yes— provide routing # ___________________ account # __________________________
  Is this a checking account or a savings account? _________________________________
- ☐ No

If you owe estimated tax payments for the upcoming year, would you like the payments to be automatically withdrawn from your bank account? Drafts occur in April, June, Sept., and Jan.

- ☐ Yes
- ☐ No

Does AdminBooks have your permission to deduct the tax preparation fees from your bank account?

- ☐ Yes
- ☐ No

If you have an overpayment of your 2020 taxes, do you want the excess applied to your 2021 estimated tax liability instead of being refunded?

- ☐ Yes
- ☐ No

At any time, were you required to make a tax payment electronically to the State of California?

NOTE: if you have ever been required to pay CA taxes through the FTB website and owe CA taxes this year, you are required to make the payment electronically going forward. New clients, please alert AdminBooks if this applies to you.

- ☐ Yes
- ☐ No

If you are a **returning** client, list only the names of your **dependents** and income amount. **New clients**-please fill out each column for all dependents

Dependent's Name	Relationship	Date of Birth	Social Security Number	Annual Income Amount	Full time Student?	Months in Home

NOTE: Any taxpayer that qualified for Earned Income Tax Credit will be required to provide a birth certificate for each dependent (first year of filing) **and** school or medical records (annually)

Do any of your dependents need to file a tax return?

- ☐ Yes
- ☐ No

Will AdminBooks be completing your dependent's return?

- ☐ Yes
- ☐ No

Did you pay for day care expenses (including preschool) to allow you to work or attend school full time?

- ☐ Yes
- ☐ No

If yes, please complete for **each** child:

Child's Name	Name of Daycare Provider	Address	Phone Number	SSN or EIN of Provider	YTD Amount Paid

Did you receive W-2 income this year?

- ☐ Yes—upload W-2(s) and indicate number of W-2s: __________
- ☐ No

Did you receive bank interest income this year?

- ☐ Yes—upload 1099-INT(s) and indicate number of 1099-INT(s): _________________
- ☐ No

Did you receive dividend income this year?

- ☐ Yes—upload 1099-DIV(s) and indicate number of 1099-DIV(s): __________
- ☐ No

Do you plan to sell stock/mutual funds during the first 60 days in 2021?

- ☐ Yes—please provide details: ______________________________
- ☐ No

Did you receive non-employee income (independent contractor) this year?

- ☐ Yes—upload 1099-MISC(s) and indicate number of 1099-MISC(s): __________
- ☐ No

Did you receive an economic impact payment?

- ☐ Yes – provide amount: ______________
- ☐ No

Did you work from home in a different state due to shelter in place?

- ☐ Yes – provide state: __________
- ☐ No

Did you receive any emergency leave sick pay?

- ☐ Yes
- ☐ No

Did you receive emergency family leave wages?

- ☐ Yes
- ☐ No

Did you receive any special unemployment benefits or compensation under The Coronavirus Aid, Relief, and Economic Security Act (CARES Act)?

- ☐ Yes
- ☐ No

Did you sell stocks or have any stock options?

☐ Yes—upload 1099-B(s) and indicate number of 1099-B(s): ___________
☐ No

Did you receive a distribution from a retirement plan?

☐ Yes—upload 1099-R(s) and indicate number of 1099-R(s): ___________
☐ No

Did you receive a distribution from a retirement plan because of COVID-19?

☐ Yes—upload 1099-R(s) and indicate number of 1099-R(s): ___________
☐ No

Did you transfer or rollover any amount from one retirement plan to another?

☐ Yes—upload 1099-R(s)
☐ No

Have you already contributed to a retirement account this tax year?

☐ Yes—indicate how much per taxpayer/spouse, and what type of retirement account:
____
☐ No

If you have not contributed to a retirement account yet, do you want to?

☐ Yes—indicate type of **account** and **amount**: ______________________
☐ No

Did you convert all or part of your traditional IRA, SEP, or SIMPLE IRA to a Roth IRA?

☐ Yes—indicate amount and date converted: ______________________
☐ No

If you were 70 ½ years of age or older, did you withdraw the required minimum distribution amount from your retirement plan?

☐ Yes
☐ No

Are you a shareholder or a beneficiary from an S-Corp, Partnership, or Trust?

☐ Yes—upload K-1(s) and indicate number of K-1(s): ___________
☐ No

Did you receive Social Security Benefits?

☐ Yes—upload 1099-SSA(s) and indicate number of forms: ________
☐ No

Did you receive Unemployment Compensation or Disability Income?

- ☐ Yes—upload 1099-G(s)
- ☐ No

Did you receive a state tax refund?

- ☐ Yes—upload 1099-G
- ☐ No

Did you receive alimony?

- ☐ Yes—Date of court order: __________ Amount received: $_____________________
- ☐ No

Did you have any gambling winnings?

- ☐ Yes—upload 1099-G(s) and indicate number of 1099-G(s): ________________
- ☐ No

Did you have any debt forgiven?

- ☐ Yes—upload 1099-C(s) and indicate number of 1099-C(s): __________
- ☐ No

Did you have any unreported tip income of $20 or more?

- ☐ Yes—list amount: $_____________________
- ☐ No

Did you have a withdrawal from an Education Savings or 529 Plan?

- ☐ Yes—upload 1099-Q and indicate the number of forms: ______
- ☐ No

Teachers for grades K-12: Did you use personal money for school supplies?

- ☐ Yes—Amount: $_____________________
- ☐ No

Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school?

- ☐ Yes—upload 1098-T(s) *these forms are required to receive deduction
  If yes, how much did you spend on books and supplies? $________________
  How many years in college? _________
- ☐ No

Did you pay interest on a student loan?

- ☐ Yes—upload 1098-E(s) and indicate number of 1098-E(s): __________
- ☐ No

Did you PAY alimony?

- ☐ Yes—please answer the following:
  Recipient's Name: ____
  Recipient's SSN: _____________________________
  Date of Court Order: ____________________
  Amount Paid to Recipient: $ ________________
- ☐ No

Did you contribute to a HSA (not FSA) account?

- ☐ Yes—upload Form 5498 and/or 1099-SA
  If yes:
  Is the contribution reflected on your W-2 OR did you make it yourself? ___________
- ☐ No

Did you make a withdrawal from a HSA (not FSA) account?

- ☐ Yes—upload 1099-SA
  If yes, was the entire amount used for qualified medical purposes? ___________________
- ☐ No

Did you receive, sell, send, or exchange virtual currency (bitcoin, other cryptocurrency) this year?

- ☐ Yes—provide details____
- ☐ No

Does anyone owe you money that has become uncollectible (personal loan you gave)?

- ☐ Yes—provide the following:
  Borrower's name: ____
  Amount: $_________________
  Description of the debt: ____
- ☐ No

Did you claim the first-time homebuyer credit in 2008, 2009, or 2011 when you purchased your home?

- ☐ Yes
  If yes, did the home cease to be your main home last year? _________________
- ☐ No

Do you have an interest in or signing authority over a **financial bank account in a foreign country**, such as a bank account, brokerage account, or investments? **This includes online gambling accounts**

- ☐ Yes---list highest balance for the year $_________________
- ☐ No

Do you have any assets in a foreign county? **Note: All foreign questions have a high penalty ($10,000) if not disclosed to the IRS

- ☐ Yes—list each asset and value: ____
- ☐ No

Did you have any foreign income or pay any foreign taxes?

- ☐ Yes
- ☐ No

Do you own 10% or more of a foreign corporation?

- ☐ Yes
- ☐ No

Did you have any medical expenses that you incurred?

Note: **Deductible medical expenses must exceed 10% of your adjusted gross income**. Example: If your income is $100,000 and you paid $10,001 of medical expenses out of your pocket, you will only be able to deduct $1.

- ☐ Yes—please fill in chart below
- ☐ No

Doctor Costs		Hospital Costs	
Health Insurance Premiums		Long Term Care Costs	
Medical Miles Driven		Prescriptions (not over the counter medications)	
Acupuncture		Chiropractor	
Glasses/Contacts		Dental	
Lab & X-Ray Fees		Hearing Aids	
Nursing Home		Addiction Treatment	

Did you pay DMV license fees (the deductible portion of the total amount paid) for your personal vehicle(s)?

- ☐ Yes—amount paid: $_______________
  **If you don't know the amount you paid, and your vehicle is registered in CA, provide license plate and last 5 digits of VIN # _______________________
- ☐ No

Did you pay real estate taxes (property taxes) on your personal residence (NOT rental property)?

☐ Yes
If yes, provide parcel number: ________________________________
County: ________________________________
☐ No

Did you pay mortgage interest on your personal residence (NOT rental property)?

☐ Yes—upload 1098(s) and indicate number of 1098(s): ______________________
☐ No

Did you pay mortgage interest that was NOT reported to you on a Form 1098?

☐ Yes—provide the following:
Lender's name: ____
Tax ID# ____
Address: ____
☐ No

Did you purchase, sell, or refinance your mortgage on your personal residence (NOT rental) last year?

☐ Yes—upload closing escrow statement and/or 1099-S
☐ No

Did you have a foreclosure or short sale on your personal residence?

☐ Yes—upload 1099-S or 1099-A
☐ No

Did you incur a major loss because of damaged or stolen property or a loss attributable to a federally declared disaster that was not covered by insurance?

☐ Yes—please explain: ____
☐ No

Did you have any adoption expenses last year?

☐ Yes—amount paid: $___________________
☐ No

The following six expenses are not deductible on federal returns but may be on state returns.

Did you have a safe-deposit box last year?

☐ Yes—amount paid: $_______________
☐ No

Did you have investment fees?

- ☐ Yes—amount paid: $_______________
- ☐ No

Did you pay for tax preparation last year (new clients only)?

- ☐ Yes—amount paid: $_______________
- ☐ No

Did you pay for items to search for a job?

- ☐ Yes—amount paid: $_______________
- ☐ No

Did you receive court awarded compensation *other than* alimony or child support?

- ☐ Yes—amount paid to attorney to fight for these funds: $_______________
- ☐ No

Did you pay for expenses for your W-2 job (NOT self-employed) and not get reimbursed from your employer? Note: the amount will only affect your return if it *exceeds* 2% of your income

- ☐ Yes—please fill in chart below and list employer name: ____________________
- ☐ No

Mileage for work errands (not commuting)		Parking & Tolls		Education & Training	
Telephone		Travel/Airfare/ Lodging		Professional/ Union Dues	
Licenses		Entertainment/ Meals		Postage	
Supplies/Books		Other Expenses		Other Expenses	

Did you contribute cash or check to charity?

- ☐ Yes—list charity name(s) and amounts(s):

  ____
  ____
  ____

- ☐ No

Did you contribute tangible (non-cash) items to charity? **If over $500, fill in chart below**

- ☐ Yes—amount: $_______________
- ☐ No

Organization		Address	
Date(s) of donation		Value	
Type of goods donated			

Organization		Address	
Date(s) of donation		Value	
Type of goods donated			

Organization		Address	
Date(s) of donation		Value	
Type of goods donated			

Did you contribute a vehicle or a boat to charity?

- ☐ Yes—upload 1099 (if received)
- ☐ No

Did you drive your vehicle for charity purposes?

- ☐ Yes—list number of miles: ________________
- ☐ No

Did you, your spouse, or any of your dependents have health insurance coverage (Obamacare) through Covered CA or another state's Health Insurance Marketplace?

- ☐ Yes---Upload form 1095-A
- ☐ No

Did you purchase any qualified residential energy efficient items, such as solar, wind, central air conditioning, furnace, or water heater?

- ☐ Yes
  List item(s): ____
  Amount(s) paid: $_____________________
- ☐ No

Did you purchase (not lease) a plug-in electric vehicle?

- ☐ Yes—upload purchase agreement
- ☐ No

Did you hire an individual (NOT a company) to do household services for you that exceeded $2,100/year?

- ☐ Yes—did you issue 1099-Misc or W-2? ______________________
  Upload a copy of the 1099-Misc/W-2
- ☐ No

Did you purchase anything out of state or over the internet for which sales tax should have been paid but was not?

- ☐ Yes—amount $_______________
- ☐ No

Did you or your spouse make any gifts to an individual or a trust that totaled more than $15,000?

- ☐ Yes—amount and Recipient____
- ☐ No

Would you like to donate $3 to the Presidential Election Campaign?

Taxpayer

- ☐ Yes
- ☐ No

Spouse

- ☐ Yes
- ☐ No

Do you have any questions/situations that need to be addressed?

____

____

____

____

____

Only continue if you have:

Rental Property or Business Activity

If you do NOT have rental property or business activity to report, **you are done**!

Do you have business income and expenses, but no rental real estate activity? Proceed to the section titled "Business Activity"

Rental Real Estate Activity

****This document provides space to report 3 rental properties. If you have more than 3 rentals, please duplicate this form for each additional rental.**

Do you have a property manager?

- ☐ Yes—please provide annual reports
- ☐ No

Did you purchase or sell any rental real estate last year?

- ☐ Yes—upload Closing Disclosures and 1099-S
- ☐ No

Did any of your rental properties fall into foreclosure or short sale?

- ☐ Yes—upload 1099-S or 1099-A
- ☐ No

Are you a real estate professional?

- ☐ Yes
- ☐ No

Number of days rented: ___________________

Type of Rental:

- ☐ Single family residence
- ☐ Multi-family residence
- ☐ Commercial

Full address of rental property: ____

County: ________________________________

Parcel Number (APN): ___________________________

Percentage of Ownership: __________________________

Income (list amount of rents received): $ ___________________

List all expenses for rental property #1:

Advertising		Qualified Mortgage Insurance Premiums	
Association Dues		Landscaping	
Auto & Travel		Security	
Cleaning & Maintenance		Painting & Decorating	
Commissions		Pest Control	
Gardening		Plumbing & Electrical	
Insurance		Repairs (small)	
Legal & Professional Fees		Supplies	
Licenses & Permits		Taxes—Real Estate	
Management Fees		Flooring	
Improvements (large)		Telephone	
Mortgage Interest (provide your 1098)		Utilities	
Appliances		Bank Fees	
Inspection Fees		Windows	

Number of days rented: ___________________

Type of Rental:

- ☐ Single family residence
- ☐ Multi-family residence
- ☐ Commercial

Full address of rental property: ____

County: _________________________________

Parcel Number (APN): __________________________

Percentage of Ownership: _________________________

Income (list amount of rents received): $ ___________________

List all expenses for rental property #2:

Advertising		Qualified Mortgage Insurance Premiums	
Association Dues		Landscaping	
Auto & Travel		Security	
Cleaning & Maintenance		Painting & Decorating	
Commissions		Pest Control	
Gardening		Plumbing & Electrical	
Insurance		Repairs (small)	
Legal & Professional Fees		Supplies	
Licenses & Permits		Taxes—Real Estate	
Management Fees		Flooring	
Improvements (large)		Telephone	
Mortgage Interest (provide your 1098)		Utilities	
Appliances		Bank Fees	
Inspection Fees		Windows	

Number of days rented: ______________________

Type of Rental:

- ☐ Single family residence
- ☐ Multi-family residence
- ☐ Commercial

Full address of rental property: ____

County: _______________________

Parcel Number (APN): __________________

Percentage of Ownership: _________________

Income (list amount of rents received): $ __________________

List all expenses for rental property #3:

Advertising:		Qualified Mortgage Insurance Premiums	
Association Dues		Landscaping	
Auto & Travel		Security	
Cleaning & Maintenance		Painting & Decorating	
Commissions		Pest Control	
Gardening		Plumbing & Electrical	
Insurance		Repairs (small)	
Legal & Professional Fees		Supplies	
Licenses & Permits		Taxes—Real Estate	
Management Fees		Flooring	
Improvements (large)		Telephone	
Mortgage Interest (provide your 1098)		Utilities	
Appliances		Bank Fees	
Inspection Fees		Windows	

Only continue if you have:

Business Activity

If you do NOT have business activity to report,

you are done!

****This document provides space to report a single business. If you have more than one type of business activity, please duplicate this portion of the organizer for each additional business.**

Name of Business: ____

Owner(s): ____

EIN: __________________

Describe what your business does:____

First Year in business: ______________________________

Type of Entity:

- ☐ Schedule C
- ☐ LLC—Single Member
- ☐ Partnership (Multi-Member LLC)
- ☐ S-Corp
- ☐ C-Corp

Please note that we only support QuickBooks Online. If your financial data is not in QBO, you MUST complete the income/expense information chart below for Sole Proprietors (Schedule C). All businesses that require a balance sheet, like S-corps, C-corps, or Partnerships, are required to be in QBO or pay an additional fee to recreate a balance sheet for the tax return.

To invite us to view your QBO file, follow these steps:

1. Click on the gear icon on the top right
2. Select “Manage Users”
3. Invite BOOKKEEPER@ADMINBOOKS.COM as an **accountant** user

Did you have employees last year?

- ☐ Yes – What states did you file payroll returns? ______ (upload copies of payroll reports - W-2s and W-3s)
- ☐ No

Did you send 1099s to the required independent contractors?

- ☐ Yes
- ☐ No, I should have sent 1099’s but I didn’t
- ☐ No, I was not required to send 1099’s

Did your business receive any PPP funds? If so, how much?

- ☐ Yes—provide amount: ____
- ☐ No

What percentage of the PPP funds did you use for qualified expenses? ______%

Did you receive any EIDL funds in 2020?

- ☐ Yes—provide amount: ____
- ☐ No

Were the EIDL funds a grant or loan? ____

If you are self-employed, were you unable to perform your self-employed activities due to Coronavirus related care you needed?

- ☐ Yes
- ☐ No

If you are self-employed, were you unable to perform your self-employed activities due to Coronavirus related care you provided to your son or daughter under the age of 18?

- ☐ Yes
- ☐ No

If you are self-employed, were you unable to perform your self-employed activities due to Coronavirus related care you provided to another?

- ☐ Yes
- ☐ No

Did you trade your services for another service (bartering)?

- ☐ Yes—provide details: ____
- ☐ No

Was your home used for business purposes?

- ☐ Yes—I own my home
- ☐ Yes—I rent my home
- ☐ No

How many months was your home used for business last year? _______________

What is the TOTAL square footage of your home? _______________

What is the total square footage used **exclusively** for business? ______________

Provide ANNUAL totals for the following:

Rent (NOT personal mortgage): $ _______________
Gas/Electric: $ _______________
Water: $ _______________
Garbage: $ _______________
Insurance: $ _______________
Cleaning: $ _______________
HOA Dues: $ _______________
Gardening: $ _______________
General Repairs: $ _______________
Repairs/Maintenance (done only to business area): $ _______________

Did you use your vehicle for business purposes? NOTE: If you do not have a home office, any miles driven from home to work are *personal* miles, which are NOT deductible!

☐ Yes
☐ No

Provide ANNUAL totals for the following:

Total personal miles driven: _______________
Total business miles driven: _______________
Year/Make/Model of Vehicle: _______________
Purchase Price: $ _______________
Purchase Date: _______________
Date First Used for Business: _______________
Cost of Gas: $ _______________
Cost of Insurance: $ _______________
Cost of Repairs: $ _______________
Cost of Registration: $ _______________

Was the vehicle available for personal use during non-business hours?

☐ Yes
☐ No

Do you have another vehicle available for personal use?

☐ Yes
☐ No

Do you have written documentation to support these expenses?

☐ Yes
☐ No

NOTE: All S-Corps, C-Corps, and LLCs must file a Statement of Information with the Secretary of State. Failure to file will result in a $250 penalty and suspension of entity with the State of California. Check your specific situation at: www.sos.ca.gov

Did you receive income through a merchant account?

- ☐ Yes—upload Form 1099-K
- ☐ No

If you provided us with access to your QuickBooks Online file, you do **NOT** need to fill out the following section!

What was your TOTAL **SELF-EMPLOYED** INCOME amount? $ ___________________

Accounting		Advertising/ Marketing		Bank Charges	
Business Gifts		Business License		Continuing Education	
Charitable Contributions		Delivery & Freight		Dues & Subscriptions	
Employee Benefits		Equipment Rental		Incentives & Awards	
Liability Insurance		Workers' Comp		Malpractice Insurance	
Disability Insurance		Employee Medical Insurance		Entertainment (may be state deduction)	
Errors & Omissions Insurance		Owners Medical Insurance		Interest	
Internet		Janitorial		Job Materials	
Laundry & Cleaning		Legal & Professional		Meals	
Merchant Fees		Office Expense		Outside Services	
Parking & Tolls		Payroll Officer GROSS Wages		Payroll Employee GROSS Wages	
Payroll Taxes Employer		Pension & Profit Sharing		Product Purchases	
Postage		Printing		Rent for Office (Not home)	

Repairs		Sales/ Presentations		Security	
Small Tools		Storage		Supplies	
Telephone		Travel (Airfare, Lodging)		Uniforms	
Utilities (not home		Other		Other	
Other		Other		Other	