WSH

TAX ACCOUNTANTS
BUSINESS CONSULTANTS

Dear Customer,

Please review the following checklist and provide us with the information that pertains to your situation.

| Item | YES | NO | Form to look for |
|---|---|---|---|
| New Clients - A copy of your previous year tax return, if not prepared by this office. | | | 1040 |
| Did you work as an employee for a company (companies)? | | | W-2 (s) |
| Interest or Dividend Income? | | | 1099-Int/Div |
| Did you make any retirement contributions outside of W-2 job? | | | Account & Amount |
| Did you receive any retirement distributions this year? (401(k), IRA, SEP, Etc.) | | | 1099-R |
| Did you rollover your retirement to a new broker? | | | 1099-R |
| Did you receive or start getting Social Security? | | | SSA-1099 or 1042S |
| Did you receive a distribution from an Education Savings Account or a 529? | | | 1099-Q |
| Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school? | | | 1098-T |
| Did you pay interest on Student Loans | | | 1098-E |
| Brokerage statements from stock, bond, or other investment transactions | | | **1099-B** |
| Crypto Currency Gain/Loss Spreadsheet | | | **1099-B** |
| Do you have mortgage interest & property tax statements? (personal or rental) | | | **1098** |
| Cash Charitable Contributions? Provide List of Donees, amount & a donation acknowledgement or receipt. | | | LIST institution & amount donated |
| Non-Cash Charitable Contributions? Find the spreadsheet on our website! | | | Noncash worksheet |
| **Did you spend your HSA? (Find form online as it is rarely mailed)** | | | **1099-SA** |
| Did you get health Insurance through the Marketplace? | | | **1095-A** |
| Do you have new kids or are a fresh empty nester? | | | SS# for newborns |
| Did you pay any child or dependent care? Or K-12 Education Expenses? | | | Institution Report |
| Did you make any estimated tax payments? Bring Proof | | | Receipt, Print Out, or Cancelled Check |

| | Date | Amount | Method (Proof) | | Date | Amount | Method (Proof) |
|---|---|---|---|---|---|---|---|
| Federal | | | | State | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Item | YES | NO | Form to look for |
|---|---|---|---|
| Did you purchase, Sale or refinance any real estate? (personal or rental) | | | Settlement /ALTA |
| Any Disability, Foreign or other income? | | | No form, inform us. |
| Any Money overseas? | | | No form, inform us. |
| Did anyone in your return die (D) or get married (M)? | | | D or M Certificate |
| **Do you have a NEW or existing small Business?** | | | |
| Did you get paid as a contractor? | | | 1099 NEC/MISC/K |
| Did you pay any Self-employment taxes? | | | Amount? |
| Did you buy your own health Insurance? | | | 1095 |
| Bring SCH C Spreadsheet (found in our website) with revenue + expenses | | | Sch C Spreadsheet |
| Own a Partnership, S-Corp, C-Corp, etc.? (#1 cause of extension) | | | K-1 form |
| **Do you have one or multiple rental properties?** | | | |
| Depreciation schedule – if we didn't do your previous year return | | | In prior year return |
| Bring a spreadsheet (found in our web) with Rent Revenue + Expenses | | | Spreadsheet Sch E |
| Did you live in the rental or part of the rental, for all or part of the year? | | | When? |
| If new, when did you list the property for rent? (created an Ad announcing it) | | | Proof of listing |

**Have there been any changes in your personal information? Please update below!**

Change in Last Name: ______________________________

Change on Address: ______________________________

Change in Phone Number: ______________________________

Change of email: ______________________________

Change of Bank Account: ______________________________

**Please Note:** In the efforts to reduce the use of paper, we've simplified our organizer and will be taking advantage of the use of email! You can request a paper copy by calling front desk. **Also note, we preschedule most non-corporate clients and postcards are mailed with your appointment time.**

Sincerely,

*WSH*

7300 France Ave S, Suite 215, Edina MN 55435 | 952-881-5343 | frontdesk@wellstax.com

# Engagement Letter

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your Federal and State income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We have provided you a questionnaire as a guide in gathering your information, and to assist in keeping fees to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all documents, canceled checks, and other data that form the basis of your returns. These may be necessary to prove the accuracy and completeness of the returns if audited. You have the final responsibility for the income tax returns, therefore, you should review them carefully before you sign or authorize the transmittal of them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and or irregularities, should any exist. We will render such accounting or bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

Although the firm may express an opinion about the possible results regarding the outcome of client's matter, the firm cannot guarantee any particular result. You acknowledge that the firm has made no promises about the outcome of any matter and has made no promises about the outcome of any matter.

Your returns may be selected for review by the taxing authorities. In the event of a government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

You as client for yourself and your heirs, executors, administrators, successors and assigns, hereby waive, discharge, covenant not-to-sue, and release the firm and its employees and principals from any and all liability, causes of action, claims, judgments, costs, expenses (including attorneys' fees and court costs) and demands of any kind or nature, either at law or in equity, which arise or may hereafter arise from services provided by the firm.

You understand and acknowledge that this Agreement discharges the firm from any liability or claim that client or any third-party may have against the firm with respect to any claim, whether filed by client or any third-party that may result from services provided by the firm.

You hereby agree to indemnify, defend and hold the firm harmless from and against any and all claims, demands, losses, suits, judgments, liabilities, costs, damages and expenses, including without limitation, attorneys' fees and court costs at all court levels, arising from or relating to the services provided by the firm. Client further agrees to defend, indemnify and hold the firm harmless from any liability resulting from any claim or cause of action that may be asserted by any third party arising from the services provided by the firm.

You agree that this Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Minnesota, and that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota, without regard to any conflict of law provisions.

You also agree that the venue for any dispute arising out of this Agreement shall be proper in Hennepin County, Minnesota in the event that any clause or provision of this Agreement is deemed invalid or unenforceable.

The fee for tax preparation services is based upon the specific forms prepared and any additional time or services required. Our forms fee schedule is available upon request.

## Tax returns are not filed until we received a signed 8879 and the fee has been paid.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of the return copy of this letter.

We want to express our appreciation for this opportunity to work with you.

**If you are in agreement with the above Engagement, please sign below.**

Taxpayer signature: ________________________________________________

Date: _________________________