Denise A. Hatcher
ACCOUNTING & TAX SERVICE, LLC

TAX ORGANIZER and Engagement Letter
for Individual Tax Return for Tax Year **2023**

Client Contact Information: **If we have prepared a tax return for you in past, please check ____**

Taxpayer Name:____ Are you a veteran? ____

Spouse Name: ____ Are you a veteran? ____

Current Address: ____County__________

Phone #:(tp)______________________________________E-mail:(tp)____

Phone #:(sp)______________________________________E-mail:(sp)____

Please provide the following for Each Person on the tax return. Returning clients only provide new information in this section:

First Name	M.I.	Last Name	SSN/TIN	DOB	Occupation/Profession	Relationship to taxpayer

Questionnaire **Please circle the appropriate answer and provide all necessary details and documentation.**

Personal Information

Can you be claimed as a dependent by another taxpayer? Y ____ N ____

Did your marital status change during the year? If yes, explain: Y ____ N ____

Did your address change from last year? If just moved to NC, provide the date:_____________Prior state________ Y ____ N ____

Did you or your spouse receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach the IRS letter. Y ____ N ____

Dependent Information

Were there any changes in dependents from the prior year? If yes, explain: Y ____ N ____

Do you have any children under age 19 or full-time student under age 24 with unearned income in excess of $1,150? Y ____ N ____

Do you have any children under age 19 or a full-time student under age 24 with earned income in excess of $13.850? Y ____ N ____

Do you have dependents who must file a tax return? Indicate person(s)_____________________________________Y ____ N ____

Did you provide over half the support for any other person(s) other than your dependent children during the year? Y ____ N ____

Did you pay for childcare while you worked, looked for work, or while a full-time student? Y ____ N ____

Did you pay any expenses related to the adoption of child during the year? Y ____ N ____

If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities? Date of divorce ________________ Y ____ N ____

Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft? If yes, attach the IRS letter. Y ____ N ____

Health Care Information

Did you make any contributions to a Health savings account (HSA) or Archer MSA? Y ____ N ____

Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA this year?
If so, enter the amount $__________________________ Y ____ N ____

Health Savings Account coverage type: Self only___________ or Family ____________

Balance in your Health Savings Account at the end of the tax year: Taxpayer $____________ Spouse $__________

Did you pay long-term care premiums for yourself or your family? Y ____ N ____

Did you make any contributions to an ABLE (Achieving a Better Life Experience) account?
If yes, attach any Form(s) 5498-QA you received. Y ____ N ____

Did you receive any withdrawals from an ABLE account? If yes, attach any Form(s) 1099-QA you received. Y ____ N ____

If you are a business owner, did you pay health insurance premiums for your employees this year? Y ____ N ____

Itemized Deduction Information

Did you incur a casualty or theft loss or any condemnation awards during the year? Y ____ N ____

Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)? Y ____ N ____

Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? Y ____ N ____
If yes, please provide evidence such as a receipt from the organization, record of payment, to substantiate all contributions made.

Did you donate a vehicle or boat during the year? Y ____ N ____
If yes, attach Form 1098-C or other written acknowledgement from the donee organization.

Did you pay real estate taxes for your primary home and/or second home? Y ____ N ____

Did you pay any mortgage interest on existing home loan? If yes, attach any Form(s)1098 you received. Y ____ N ____

Did you incur interest expenses associated with any investment accounts you held? Y ____ N ____

Did you have an expense account or allowance during the year? Y ____ N ____

Did you use your car on the job for other than commuting? Y ____ N ____

Did you work out of town for part of the year? Y ____ N ____

Did you have any expenses related to seeking a new job during the year? Y ____ N ____

Did you make any major purchases during the year (cars, boats, etc.)? Y ____ N ____

Did you make any out-of-state purchases for which the seller did not collect state sales or use tax? Y ____ N ____

Retirement Information

Are you an active participant in a pension or retirement plan? Y ____ N ____

Did you receive any Social Security benefits during the year? Y ____ N ____

Did you make withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan? Y ____ N ____

Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan? Y ____ N ____

Did you make contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k),or other qualified retirement plan? Y ____ N ____

Is pension income subject to Bailey Settlement or U.S. Military Service or Railroad or Social Security benefits? Y ____ N ____

Education Information

Did you, your spouse, or your dependents attend a post-secondary school during the year? Y ____ N ____

Please indicate which person(s)____

Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? Y ____ N ____
If yes, attach any Form(s) 1098-T and receipts for qualified tuition and related expenses

Did anyone in your family receive a scholarship of any kind during the year? Y ____ N ____

If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board? Y ____ N ____

Did you make any withdrawals from an education savings or 529 Plan account? Y ____ N ____

Did you make any contributions to an education savings or 529 Plan account? Y ____ N ____

Did you pay any student loan interest this year? (if yes, please provide 1098-E) Y ____ N ____

Did you cash any Series EE or I U.S. Savings bonds issued after 1989? Y ____ N ____

Purchases, Sales and Debt Information

Did you start a new business or purchase rental property during the year? Y ____ N ____

Did you sell, exchange, or purchase any assets used in your trade or business? Y ____ N ____

Did you acquire a new or additional interest in a partnership or S corporation? Y ____ N ____

Did you sell, exchange, or purchase any real estate during the year? Y ____ N ____

Did you purchase or sell a principal residence during the year? Y ____ N ____

Did you foreclose or abandon a principal residence or real property during the year? Y ____ N ____

Did you acquire or dispose of any stock during the year? Y ____ N ____

Did you take out a home equity loan this year? Y ____ N ____

Did you refinance a principal residence or second home this year? Y ____ N ____

Did you sell an existing business, rental, or other property this year? Y ____ N ____

Did you lend money with the understanding of repayment and this year it became totally. uncollectable? Y ____ N ____

Did you have any, debts canceled or forgiven this year, such as a home mortgage or student loan(s)? Y ____ N ____

Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year? Y ____ N ____

Did you receive any unemployment benefits during the year? Y ____ N ____

Did you receive any disability income during the year? Y ____ N ____

Did you receive tip income not reported to your employer this year? Y ____ N ____

Did any of your life insurance policies mature, or did you surrender any policies? Y ____ N ____

Did you receive any awards, prizes, hobby income, gambling or lottery winnings? Y ____ N ____

Do you expect a large fluctuation in income, deductions, or withholding next year? Y ____ N ____

Miscellaneous Information

Did you make gifts of more than $17,000 to any individual? Amounts________________________________ Y ____ N ____

Did you utilize an area of your home for business purposes? Y ____ N ____

Did you retire or change jobs this year? Y ____ N ____

Did you incur moving costs because of a job change? Y ____ N ____

Did you pay any individual as a household employee during the year? Y ____ N ____

Did you make energy efficient improvements to your main home this year? Y ____ N ____

Did you receive a distribution from or were you a grantor or transferor for a foreign trust? Y ____ N ____

Did you have a financial interest m or signature authority over a financial account such as a bank account securities account or brokerage account located in a foreign country? Y ____ N ____

Do you have any foreign financial accounts foreign financial assets or hold interest in a foreign entity? Y ____ N ____

Did you receive correspondence from the State or the IRS or any other tax authority? Please provide notices. Y ____ N ____
If yes explain:

Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due? Y ____ N ____

Do you want to designate $3 to the Presidential Election Campaign Fund? Y ____ N ____

Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? Y ____ N ____

Did you receive any payments from the IRS? Amount $__________________ Y ____ N ____

Did you buy or sell any cryptocurrency or digital currency? Y ____ N ____

May the IRS/state tax agency discuss your tax return with your preparer? Y ____ N ____

Refunds & Payments

Do you anticipate a tax refund? _________ or a tax payment? _________ *(Bank information must be provided each tax year)*

Did you apply any overpayment from last year's taxes to your estimated taxes for this tax year? ______________________________

Did you make any FEDERAL estimated payments for this tax year? ____Amounts & Dates________________________________

____

Did you make any STATE estimated payments for this tax year? _____Amounts & Dates__________________________________

____

Refund: Direct deposit of your federal/state tax refund is available. If there is a refund for your federal or state return,

do you want to receive a: Check in the mail________ or Direct Deposit________ or Apply to next year's estimated taxes ________

For Direct Deposit: Bank Name:____ Acct type: Checking_____ Savings______

Routing #____Account #____

Balance Due: Any tax amount due to federal or state tax authorities can be made via check or online by the taxpayer. All tax liability is due on the original tax due date of **04-15-2024**. *It is the responsibility of the taxpayer to make timely payments for all tax liabilities.* Mailing addresses and online links for federal and state tax payments are available at http://www.denisehatcher.com/tax-payments/.

Please provide the below information for use in preparation of your tax return.
You may upload this information to our online portal at denisehatcher.com/client-portal or drop the documents by our office.

____ A copy of your **Federal *and* State(s)** income tax return from last year, if not prepared by this office.

____ Forms W-2 for wages, salaries, and tips (# of W2's you are submitting _______)

____ All Forms 1099 for sale of stock, interest, dividends, retirement, miscellaneous income, Social Security, state or local refunds, gambling winnings, etc.

____ All property tax bills.

____ Brokerage statements showing investment transactions for stocks, bonds, etc.

____ Schedule K-1 form partnerships, S corporations, estates, and trusts.

____ Statements for educational expenses, deductions or distributions, including any Forms 1098-T, 1098-F, or 1099-Q.

____ Health Coverage Form 1095-A / Form 1095-B / Form 1095-C (If you received Form 1095A, this is required form to be entered on the tax return. A return cannot be submitted for e-filing without this form, if applicable).

____ Statements supporting deductions for mortgage interest, taxes, and charitable contributions (any Form 1098-C).

____ Copies of closing statements regarding the sale or purchase of real property.

____ Legal papers for adoption, divorce, or separation involving custody of your dependent children.

____ Any tax notices sent to you by the IRS or other taxing authority.

____ A copy of your current driver's license or state ID (only if you have not provided this to us already)

____ Any other applicable tax-related form that is necessary to complete an accurate tax return.

____ A voided check if you are requesting Direct Deposit of a tax refund.

_____ Documents supporting Schedule C income, expenses, home office, mileage. Include 1099's received.

_____ Signed Engagement Letter from DAH Acct & Tax Svc, LLC. (page 6 of this document)

It is the responsibility of the taxpayer(s) to provide all relevant information for us to prepare a timely and accurate tax return.

☐ **Please check if you would like a printed copy of your final tax return. Otherwise, final copies will be provided electronically.**

How did you hear about D.A.H. Acct & Tax Services? ____

What is the single most important factor for you when you are retaining professional accounting & tax services? ___________

____

Please provide any additional information that will assist in preparing your tax return. It is imperative we have ALL tax documents to prepare a complete and accurate return.

Engagement Letter

This reflects our mutual understanding of the tax return preparation services we will perform for you.

We will prepare, using information you furnish to us, your 2023 individual Federal income tax return and any requested state income tax returns, and estimated tax payment vouchers for 2024, if required.

We do not undertake any responsibility to audit or otherwise verify any data you submit to us. We may, however, ask you to clarify any inconsistencies or other unusual items that come to our attention and to provide us with additional information. You are responsible for keeping the necessary records to substantiate your deductions, any business expenses, and business and personal use of any property.

Your returns are subject to examination by the Internal Revenue Service and state agencies. In the event of an examination, we will be available to represent you at our standard rates. We will advise you in accordance with our professional standards; however, all positions taken on your tax return are your responsibility, and any penalties assessed to you are you sold liability. We maintain a copy of your tax return and supporting information for a period of six years. Our copies may be destroyed after that time.

Payment for services is required when you pick up your tax return or when you receive the final return electronically. Fees not paid within 60 days are subject to a late charge of 1.5%per month (18% annum).

With respect to married couples, we acknowledge that any information the firm receives from one spouse that may impact the other spouse will be made known to both parties and, for that purpose, we waive requirements of confidentiality among ourselves and the firm.

I/we have provided **complete and accurate information** and understand this information will be used to prepare the current year tax return. I/we have provided **ALL** the information necessary for preparation of my tax return.

If the above confirms your understanding of our agreement to provide services to you, you must sign this engagement letter and return it to us. If you are married, both spouses need to sign and date the letter.

Taxpayer	**Date**	**Spouse**	**Date**
______________________	__________	______________________	__________

Firm:
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Office: 704-761-TAXS
Fax: 704-327-0221
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Ways documents may be provided to our firm:

- Drop off documents: 132 Joe Knox Avenue, Suite 104, Mooresville, NC 28117. Check our website for updated office hours.
- Uploaded to our secure client portal: https://www.denisehatcher.com/client-portal/
- Emailed to: denise@denisehatcher.com. Please note that e-mailing sensitive information is not considered secure.

If you need to schedule an appointment to meet with us:

- Please use our online scheduler: https://www.denisehatcher.com/schedule-consultation/
- Or call our office: 704-761-8297.

Payments may be made by cash, check or credit card (https://www.denisehatcher.com/client-payment-portal/)