Supreme Fast Tax
Professional Tax Preparation

Individual Income Tax Organizer

DATE:

I/we are ☐ Existing Client(s) ☐ New Client(s)

Taxpayer Information:

First Name: Middle Initial:

Last/Surname: Suffix:

SSN/TIN:

Date of Birth: (MM/DD/YYYY)

Email:

Mobile #: Primary

Work #:

Home #:

Drivers Licence #

State Issued:

Spouse Information:

First Name: Middle Initial:

Last/Surname: Suffix:

SSN/TIN:

Date of Birth: (MM/DD/YYYY)

Email:

Mobile #:

Work #:

Home #:

Drivers License #

State Issued:

Who is the primary contact? ☐ Taxpayer ☐ Spouse

What is the one best way to contact you? ☐ Email ☐ Telephone ☐ Text (if text, list cell phone service provider):

How did you hear about us? ☐ Internet Referred By:

ADDRESS INFORMATION:

Address:

Address:

City: State: Postal Code:

Mailing Address *(Complete ONLY if different from above):*

Address:

City: State: Postal Code:

DEPENDENT INFORMATION:

First Name	Last Name	Date of Birth	Social Security Number	Relationship	Months Home	Dependent Code (See Below)

If dependent is older than 19 are they: ☐ Full-time College Student ☐ Disabled

☐ Full-time College Student ☐ Disabled

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☐ Full-time College Student ☐ Disabled

☐ Full-time College Student ☐ Disabled

Dependent Codes: 1 = Child who lived with you; 2 = Child who did not live with you; 3 = Other dependent

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Tax Preparation Checklist

Checklist of Information Needed to Complete Your Tax Return

If any item listed applies to you, check the box and attach the information

Income Information

- ☐ Wages (Form W-2)
- ☐ Interest Income (Form 1099-INT)
- ☐ Foreign bank accounts, income +/or paid taxes
- ☐ Dividend Income (Form 1099-DIV)
- ☐ Stock Sale Information/Capital Gains (Form 1099-B)
  - ☐ Each stock sale: Date purchased, number of shares bought, amount paid
- ☐ Stock Sale Information/Capital Gains (Form 1099-B)
- ☐ Pension Distributions (Form 1099-R)
- ☐ State / Local Refunds
- ☐ Gambling Income (Form W-2G)
- ☐ Other Income
  - ☐ Alimony Received
  - ☐ Unemployment Compensation (Form 1099-G)
  - ☐ Social Security Benefits (Form 1099-SSA)
  - ☐ Disability Income
  - ☐ Jury Duty
  - ☐ Tip Income
  - ☐ Scholarships (Form 1098-T)
  - ☐ Education Savings Account Withdrawal (Form 1099-Q)
  - ☐ Bartering Income (Form 1099-B)
- ☐ Small Business (self-employed or independent contractor business owner)
  - ☐ Business Income (Form 1099-MISC plus items not on 1099-MISC)
  - ☐ Business Expenses (Provide list or use the ***Business Organizer***)
  - ☐ Vehicle Information
- ☐ Rental Property
  - ☐ Rental Income (Form 1099-MISC)
  - ☐ Related Expenses (Provide list or use the ***Rental Property Organizer***)
- ☐ Schedules K-1 from Partnerships, S Corps, Trusts
- ☐ Sale of Real Estate not qualifying for Personal Residence Exemption
  - ☐ Closing Statement – Sale of Property
  - ☐ Closing Statement – Purchase of Property
  - ☐ List of additions/improvements while you owned the property
  - ☐ Forgiveness of Debt income (Form 1099-C or 1099-A)

Deduction Information:

- ☐ IRA Contributions
- ☐ SEP, Simple, Keogh Plans
- ☐ Student Loan Interest (Form 1098-E)
- ☐ Alimony Paid
  - ☐ Recipient Name and SS #
- ☐ Moving Expense
- ☐ Mortgage Interest (Form 1098
- ☐ Investment Interest
- ☐ Cash and Noncash Charitable Contributions
- ☐ Casualty/Theft Loss
- ☐ Medical Expenses
  - ☐ Health Insurance
  - ☐ Out of Pocket Medical Expenses
  - ☐ Form 1095-A
  - ☐ Healthcare Market Place Exemption
- ☐ Real Estate Taxes
- ☐ Other Taxes (including sales tax paid on the purchase of autos, boats and RVs for personal use)
- ☐ Employee Business Expense (Provide list or use the ***Business Organizer***)

Credit and Payment Information:

- ☐ Child Care Expenses
  - ☐ Provide name, address, SS# or EIN, and amount paid for each child
- ☐ Estimated tax payments (dates and amounts paid)
- ☐ Legal papers for adoption, divorce or separation involving custody of your dependant children
- ☐ Tuition Statements (Form 1098-T) & Education Expenses
- ☐ Copy of voided check (for direct deposit of refund information)
- ☐ Energy or vehicle tax credit information
- ☐ Closing statement for first-time or long-time homebuyers' credit

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2018 Income Tax Questions

Please answer all questions and help us make sure we do not miss something important.

	Yes	No	Comments
Personal Information			
Did your marital status change during the year?	☐	☐	
If yes, explain:			
Did your address change from last year?	☐	☐	
Can you be claimed as a dependent by another taxpayer?	☐	☐	
Did any of the taxpayers or dependents pass away or become legally blind during the year?	☐	☐	
If yes, explain:			
Dependent Information			
Were there any changes in dependents from the prior year?	☐	☐	
If yes, explain:			
Do you have any children under age 19 or a full-time student under age 24 with investment income in excess of $2,100 (dividends, interest, capital gains)?	☐	☐	
Do you have dependents who must file a tax return?	☐	☐	
Did you provide over half the support for any other person(s) other than your dependent children during the year?	☐	☐	
Did you pay for child care while you worked or looked for work?	☐	☐	
Did you pay any expenses related to the adoption of a child during the year?	☐	☐	
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?	☐	☐	
Purchases, Sales and Debt Information			
Did you start a new business or purchase rental property during the year?	☐	☐	
Did you acquire a new or additional interest in a partnership, LLC or S corporation?	☐	☐	
Did you sell, exchange, or purchase any real estate during the year?	☐	☐	
Did you purchase or sell a principal residence during the year?	☐	☐	
Did you foreclose or abandon a principal residence or real property during the year?	☐	☐	
Did you acquire or dispose of any stock during the year?	☐	☐	
Did you take out a home equity loan this year?	☐	☐	
Did you refinance a principal residence or second home this year?	☐	☐	
Did you sell an existing business, rental, or other property this year?	☐	☐	
Did you lend money with the understanding of repayment and this year and it became totally uncollectable?	☐	☐	
Did you have any debts canceled or forgiven this year, such as home mortgage or student loans?	☐	☐	
Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?	☐	☐	

2018 Income Tax Questions

Please answer all questions and help us make sure we do not miss something important.

	Yes	No	Comments
Income Information			
Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or a foreign employer?	☐	☐	
Did you receive any income from property sold prior to this year?	☐	☐	
Did you receive any Social Security benefits, unemployment benefits, disability income, or alimony during the year?	☐	☐	
Did you receive tip income not reported to your employer this year?	☐	☐	
Did any of your life insurance policies mature, or did you surrender any policies?	☐	☐	
Did you receive any awards, prizes, hobby income, gambling or lottery winnings?	☐	☐	
Do you expect a large fluctuation in income, deductions, or withholding next year?	☐	☐	
Retirement Information			
Are you an active participant in a pension or retirement plan?	☐	☐	
Did you receive any Social Security benefits during the year?	☐	☐	
Did you make any withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	☐	☐	
Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	☐	☐	
Did you roll over any 401-K or other retirement account balance to another qualified account?	☐	☐	
Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	☐	☐	
Education Information			
Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year?	☐	☐	
Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent?	☐	☐	
Did anyone in your family receive a scholarship of any kind during the year?	☐	☐	
Did you make any withdrawals from an education savings or 529 Plan account?	☐	☐	
Did you pay any student loan interest this year?	☐	☐	
Did you cash any Series EE or I U.S. Savings bonds issued after 1989?	☐	☐	
Did you make any contributions to an education savings or 529 Plan account?	☐	☐	
Health Care Information			
Did you have qualifying health care coverage, such as employer-sponsored coverage or government-sponsored coverage (i.e. Medicare/Medicaid) for every month of the year 2018 for your family? "Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent (attach Form(s) 1095).	☐	☐	
Did anyone in your family qualify for an exemption from the health care coverage mandate?	☐	☐	
Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? If yes, please provide any Form(s) 1095-A you received?	☐	☐	
Did you make any contributions to a Health savings account (HSA) or Archer MSA?	☐	☐	
Did you receive any distributions from a Health savings account (HSA), Archer, MSA, or Medicare Advantage MSA or ABLE account this year (attach 1099SA)?	☐	☐	
Did you pay long-term (assisted living/retirement) care premiums for yourself or your family?	☐	☐	

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	Yes	No	Comments
Itemized Deduction Information			
Did you incur a casualty or theft loss or any condemnation awards during the year?	☐	☐	
Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?	☐	☐	
Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)?	☐	☐	
If yes, please provide evidence such as a receipt from the donee organization, a canceled check, or record of payment, to substantiate all contributions made.			
Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C or other written acknowledgement from the donee organization.	☐	☐	
Did you have an expense account or allowance during the year?	☐	☐	
Did you use your car on the job, for other than commuting?	☐	☐	
Did you work out of town for part of the year?	☐	☐	
Did you have any expenses related to seeking a new job during the year?	☐	☐	
Did you make any major purchases during the year (cars, boats, etc.)?	☐	☐	
Did you make any out-of-state purchases (by telephone, internet, mail, or in person) for which the seller did not collect state sales or use tax?	☐	☐	
Miscellaneous Information			
Did you make any estimated tax payments? If so, provide dates and list amounts for federal and states below or later in the Organizer.	☐	☐	
Did you make gifts or loans of more than $14,000 to any individual?	☐	☐	
Did you utilize an area of your home for business purposes?	☐	☐	
Did you engage in any bartering transactions?	☐	☐	
Did you retire or change jobs this year?	☐	☐	
Did you incur moving costs because of a job change?	☐	☐	
Did you pay any individual as a household employee during the year?	☐	☐	
Did you make energy efficient improvements to your main home this year?	☐	☐	
Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?	☐	☐	
Did you have a financial interest in or signature authority over a financial account, such as a bank account, securities account, or brokerage account, located in a foreign country?	☐	☐	
Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?	☐	☐	
Did you receive correspondence from the State or the Internal Revenue Service?	☐	☐	
If yes, explain: ______________________			
Did you receive an Identity Protection PIN from the Internal Revenue Service or have you been a victim of identity theft? If yes, attach the IRS letter.	☐	☐	
Do you want to designate $3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.	☐	☐	
Is a state income tax return required? If so, please indicate state, county and school district: ______________________	☐	☐	
I have read and replied to all questions appropriately.	☐	☐	

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Please answer all questions and help us make sure we do not miss something important.

	Yes	No	Comments

Tax Refund/Payment

	Yes	No	Comments
If you are getting a tax refund, would you like the refund to be direct deposited into your bank account?	☐	☐	________
If you owe tax, do you want the funds electronically withdrawn from your bank account on ☐ April 15 or ☐ another date? ________ (you will have a chance to review your return first)	☐	☐	________

If you want direct deposit or payment of your taxes from your bank account, please provide The **required** banking information below:

Financial Institution Name: ________

Routing Number: ________

Account Number: ________

Account Type: ☐ Checking ☐ Savings

Account Owner: ☐ Joint ☐ Taxpayer ☐ Spouse

To help avoid errors, we strongly recommend that you provide us with a copy of a voided check.

Tax Return Filing

We will be utilizing an electronic signature process for you to sign your e-file authorization forms this year. This process requires each taxpayer to have a separate email. Please confirm the email addresses you want your e-signature forms to go:

Taxpayer email address: ________

Spouse email address: ________

We can provide to you an electronic copy of your tax source documents you provided to us. This can be done electronically to the email address provided above or in person with ID. Remember we are open all year to service you Monday - Friday 10 am to 6 pm.

Additional Notes: ________

Client Signature: ________

Letter of Agreement for 2018 Individual Income Tax Return

Dear Individual Tax Client:

In our continuing effort to provide you with the highest quality tax preparation services, this letter is intended to confirm the arrangement for our income tax services and set forth certain tax law requirements. It's a good idea that we keep you informed about our mutual responsibilities. We ask all clients for whom returns are prepared to confirm the arrangements by signing below.

We will prepare your current year's federal income tax returns from your data without verification or audit. We will prepare the state income tax return, if applicable, for your resident state. We are not responsible for other returns unless directed by you. Unless you request, we will not perform a review of the information you provide to determine whether you may have a filing obligation with another state, a municipality or a country. However, if other filing requirements come to our attention in the course of our work, we will tell you of the obligation and may prepare the appropriate returns at your request. The returns will be prepared solely for filing with the taxing authorities. They are not intended to benefit or influence any third party, either to obtain credit or for any other purpose.

The Internal Revenue Service (IRS) makes it clear that it is your responsibility to provide all the information required for the preparation of complete and accurate returns. Since your income tax returns will be prepared based on the information you provide, we may ask you to clarify items to help us avoid improper reporting and possible penalties. We've provided a "Tax Organizer" to help you gather the information required for a complete return. If you use the Organizer, it will help you avoid overlooking important information and contribute to efficient preparation of your returns. That helps keep the cost of our services as low as possible. We will not verify the information you give us. 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 your worldwide income and all relevant facts affecting the returns. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

When you gather your tax information, it is important for you to understand that the IRS and state taxing authorities, by regulation, require you to both accumulate and keep information substantiating all items reported on your returns. Estimates of your expenses are not sufficient — you must have written records. Because the taxing authorities have the right to examine these documents it is important that you maintain a record system that satisfies these requirements. Documentation is especially important for bartering income or deductions, segregation of personal expenses from business expenses, as well as complete records for business deductions of travel, entertainment, auto, cell phone and computer use. Should you have any questions as to what documentation will satisfy Internal Revenue Service requirements; we will be pleased to advise you. In preparing your return we do not demand you provide these records for us to inspect, but 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. You must keep these records, along with all original documents you receive for the preparation of your tax return, for a minimum of seven years in the event you are called upon to prove the accuracy and completeness of the returns to a taxing authority. It is our policy to maintain copies of records necessary for us to prepare your return for seven years; these records are not the complete records that you are required to keep. By signing this letter and the materials associated with your return prepared by us, you declare that you have provided to us all income and deductible expense information, that all expenses or other deductions are accurate, that you have all required supporting written records, and you acknowledge that upon the expiration of the seven year period we are free to destroy our records related to this engagement.

If you have a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having a value exceeding $10,000 in a foreign country, you are required to report such a relationship. If you fail to disclose the required information to the U.S. Department of the Treasury, the failure to disclose may result in substantial civil and/or criminal penalties. If you do not provide our firm with information regarding any interest you may have in a foreign account, we will not be able to prepare any of the required disclosure statements. You are responsible for complying with the tax filing requirements of any other country. You acknowledge and agree that we have no responsibility to raise these issues with you and that foreign filing obligations are not within the scope of this engagement.

If you provide our firm with copies of brokerage (or investment advisory) statements, we will use the information from these statements solely in connection with the preparation of your income tax returns. We will rely on the accuracy of the information provided in the statements and will not undertake any action to verify this information. We will not monitor investment activity, provide investment advice, or supervise the actions of the entity or individuals performing investment activities on your behalf. We recommend you review all brokerage (or investment advisory) statements promptly and carefully, and direct any questions regarding activities on your account to your broker (or investment advisor).

Typically the vast majority of our clients have no items reported on their tax returns for which there are potential tax law conflicts for reporting. However, if there are conflicting authorities as to how you may report an item or transaction on your tax return, we will apprise you of your options. The IRS may disagree with the position we take in reporting items or transactions which favor you more than the Internal Revenue Service. The IRS could assess a penalty if you overvalue an item, inadvertently omit information or a transaction, or take a position contrary to them without substantial authority. You have the final responsibility for the handling of each item on your return and the overall correctness of the returns. The Internal Revenue Code and regulations impose preparation and disclosure standards with non-compliance penalties of up to $100,000 on both the preparer of a tax return and on the taxpayer. To avoid exposure to these penalties, it may be necessary in some cases to make certain disclosures to you and/or in the tax return concerning positions taken on the return that don't meet these standards. Accordingly, we will discuss tax positions that may increase the risk of exposure to penalties and any recommended disclosures with you before completing the preparation of the return. We will use professional judgment in resolving questions where the tax law is unclear, or where there may be 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 wherever possible. Should a tax authority rule contrary to us in a tax issue, our liability is limited to the fees you paid to us for the tax preparation. If we concluded that we are obligated to disclose a position and you refuse to permit the disclosure, we reserve the right to withdraw from the engagement. Additionally, we have the right to withdraw from this engagement, in our discretion, if you don't provide us with any information we request in a timely manner, refuse to cooperate with our reasonable requests or misrepresent any facts. Our withdrawal under any of these circumstances will release us from any obligation to complete your return and will constitute completion of our engagement. You agree to compensate us for our services and out-of-pocket expenses through the date of withdrawal.

We take very seriously your private information. In accordance with federal law, in no case will we disclose your tax return information to any location outside the United States, to another tax return preparer outside of our firm for purpose of a second opinion, or to any other third party for any purpose without first receiving your consent. In the event information is requested be either of the parties signing the return that information will be furnished without obtaining the additional consent of the other party. Details regarding our full privacy policy are provided in a statement with our Organizer and are also available on our web site and by signing below you assert that you have reviewed that document.

The IRS permits you to authorize us to discuss, on a limited basis, aspects of your return for one year after the return's due date. Your consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your return with us. Please note that our firm will not receive separate copies of IRS notices; therefore, you must provide our firm with copies of any notices you receive from the IRS.

If your tax returns are subsequently examined by the IRS or other taxing authorities, and we prepared the returns, we will, at your request, assist you with the examination. You will be billed at the current hourly rate for such services and a retainer will be required at that point. In assisting you, we will exert our best effort to obtain a determination favorable to you. Should you disagree with the audit findings of the taxing authorities, and are unable to resolve the dispute with the examination personnel, we will at your request, represent you with the Appeals Division of the Internal Revenue Service or relevant state.

As a service to our clients, we occasionally e-mail or mail tax-related or other information that we anticipate will be helpful (e.g., newsletter). If you wish to opt out of any such newsletters, you may either use the opt-out link or form in the correspondence to be removed from the subscription list or give us a note stating your preference.

We will endeavor to complete your return by the appropriate deadline. However, if we are still missing information with less than two weeks remaining, you should file an extension if allowed. We will attempt to contact you at that time, but please let us know if you will need an extension of time to file your income tax return. Please note that an extension allows additional time to complete and file your return, but does not allow an extension for paying any tax due.

Our fee for preparation of your tax returns will be based on the size and complexity of your returns and the skill required to properly prepare them. All invoices are due and payable upon presentation. Tax returns will not be electronically filed until the fee is paid. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

The engagement does not include any services not specifically stated in this letter. However, we would be pleased to consult with you regarding other income tax or financial matters, such as business or individual financial statements, evaluation of proposed or completed transactions, income tax projections, estate planning, gift tax returns, and any research in connection with such matters. We will render additional invoices for such services at our standard billing rates.

This letter comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals both oral and written and all other communications between the parties. The terms and conditions of this engagement shall be governed and construed in accordance with the laws of the State of Florida and may only be modified in writing signed by all parties.
If the above fairly sets forth your understanding of the engagement, please sign this letter and return it to us with your tax information and organizer and payment information.

Thank you in advance from Supreme Fast Tax

______________________	__________	______________________	__________
Signature of Taxpayer	Date	Signature of Spouse	Date

Print name: ______________________ Print name: ______________________

(Both husband and wife must sign independently for preparation of joint return)