2013 Income Tax Preparation Engagement Letter

Thank you for allowing us the opportunity to work with you. To reduce the possibility of any misunderstanding between us, we are disclosing important information regarding the services we will perform for you.

We will prepare your 2013 Federal and State income tax returns from the information you provide to us. We will not audit, or otherwise verify, the data you submit, although we may ask you to clarify some of the information. The questionnaire that we have provided to you is to **help** you gather and organize the information necessary to prepare your tax return. All work pertaining to your tax filings will be performed by employees of AAA Accounting Services, LLC.

It is necessary that we receive all information to prepare your income tax returns by March 31, 2013, to ensure that enough time will be allocated to have your return completed timely by April 15, 2013. If we have not received all of your information by March 31, 2013, and your return is not able to be completed by the April 15, 2014 due date, you may be subject to late filing or late payment penalties. We do not file tax extensions for clients unless specifically requested in writing, or by fax/ email, to do so.

We are solely responsible for the preparation of the income tax returns as listed above. If there are additional returns that you would like us to prepare, for example sales or property tax, inheritance or gift tax, estate tax or other tax returns for other taxing jurisdictions, please reach out to our office directly to make these arrangements. Our fee for tax preparation does not include responding to any examination inquiries addressed from taxing authorities, however, we are available to represent you and our standard rate fees would apply. This information would all be disclosed under a separate engagement letter.

We will practice our best judgment in resolving questions in your favor where a tax law may be unclear, if there is a reasonable explanation for doing so. If we are made aware that a possibly applicable tax law is unclear, or there may be conflicting interpretations of the law by taxing authorities, we will explain the possible positions that may be taken on your return. We will follow whatever position you request, as long as it is consistent with the tax codes, tax regulations, and interpretations that have been declared. If the Internal Revenue Service should later contest any position taken, there may be additional tax due along with an assessment of penalties and interest. We assume no liability for any additional penalty or interest assessments.

It is our policy to keep electronic copies of your tax returns and our work papers for seven years, after which they will be destroyed.

Fee for our services are disclosed; however any additional services requested will be at our standard hourly rate, including computer charges and any additional out-of-pocket expenses as necessary. Payment for our service is due when the services have been rendered. Interim billings may be submitted as work progresses and expense are incurred depending on the length of certain projects.

If the above arrangement fairly sets forth your understanding, please print off this letter, sign and return it to us. If for some reason you have not signed and returned this agreement to us; we will assume that you agree with the same if your data and supporting documentation is supplied to our office, to compile your tax return on your behalf.

We are pleased to have you as a client, and we look forward to working with you going forward.

Sincerely,

AAA Accounting Services, LLC
Jessica Sanborn- Accountant

Accepted Engagement: Sign & Date below

____
Printed Name & Date

____
Signature

AAA Accounting Services, LLC

55 Homestead Lane
Brentwood, NH 03833

Phone (603) 583-5372
Email JSanbornAAA@Comcast.net

Thank you for allowing us the opportunity to prepare your individual or business income tax returns for the 2013. Included is a worksheet to help you gather all the pertinent information to accurately prepare your returns. Please complete the worksheet sections as applicable, providing supporting documentation as needed.

Please provide us with the following additional information:

- A copy of your 2011 and 2012 tax returns, if not prepared by this office.
- Forms W-2 (Wages).
- Forms 1099 (Interest, dividends, etc. including year-end brokerage statements).
- Schedule K-1 (Income/loss from partnerships, S corporations, estates, trusts).
- Form 1098 (Mortgage Interest) and property tax statements.
- Closing statements pertaining to real estate transactions.
- All other supporting documents.
- Any tax notices received from the IRS or other taxing authorities.

As always, income tax returns will be prepared on a first come, first served basis. The sooner that we receive all of the necessary information and supporting documents increases the probability that we will be able to complete your tax return by the April 15, 2013 deadline. We will guarantee your individual return is filed by the due date as long as we receive the complete data on or before March 31, 2014. Filing an extension may be to your advantage. (Remember this is an extension to file, NOT an extension for taxes due.)

We appreciate your cooperation, and look forward to working with you. We would like to thank our clients who have referred new clients to us. We encourage our clients to refer us to their family, friends, and associates as we will provide them with our typical professional and timely services.

Thank you for your consideration,

~AAA Accounting Services, LLC

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55 Homestead Lane
Brentwood, NH 03833

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2013 Individual Income Tax Questionnaire

BASIC INFORMATION

		Occupation			
Social Security #		Date of Birth			
Spouse Name		Occupation			
Social Security #		Date of Birth			
Address		Apt.		County	
City		State		Zip	
Phone- Home		Phone- Work			
Phone- Cell		Spouse Cell			
Email		Email			

FILING STATUS

☐ Single ☐ Married ☐ Head of Household ☐ Widower w/Dependant Child
Year Spouse Died:_________

DEPENDENTS

NAME (First, Middle, Last)	Birth Date	Social Security #	Relationship	Living With You (Y or N)	MONTHS (If not 12)

*Noncustodial divorced parents must have ex-spouse sign Form 8332 or have a copy of your Pre-1986 Divorce Decree to claim your child as a dependent.

INFORMATION TO GATHER

- A copy of your 2011 and 2012 tax returns, if not prepared by this office.
- Forms W-2 (Wages).
- Forms 1099 (Interest, dividends, etc. including year-end brokerage statements).
- Schedule K-1 (Income/loss from partnerships, S corporations, estates, trusts).
- Form 1098 (Mortgage Interest) and property tax statements.
- Closing statements pertaining to real estate transactions.
- All other supporting documents.
- Any tax notices received from the IRS or other taxing authorities.

MISCELLANEOUS QUESTIONS

If any of the following items relate to you or your spouse for the year 2013, please check the appropriate circle and include all pertinent details. Attach additional schedules as necessary.

Yes	No	PERSONAL INFORMATION
◯	◯	Did your marital status change during the year?
◯	◯	Did your residence change during the year?
◯	◯	Could you be claimed as a dependent on another person's tax return for 2013?

Yes	No	DEPENDENTS
◯	◯	Were there any changes in dependents?
◯	◯	Were any of your unmarried children, who might be claimed as dependents, 19 years of age or older at the end of 2013?
◯	◯	Did you have any children under age 19, or full time student under age 24, at the end of 2013 with interest and dividend income in excess of $1000, or total investment income in excess of $1,900?

Yes	No	INCOME
◯	◯	Did you receive unreported tip income of $20 or more in any month?
◯	◯	Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expense for yourself, your spouse, or your dependents?
◯	◯	Did you receive any disability income?
◯	◯	Did you have any foreign income or pay any foreign taxes?

Yes	No	RETIREMENT PLANS
◯	◯	Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc?
◯	◯	Did you contribute to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
◯	◯	Did you transfer or rollover any amount from one retirement plan to another retirement plan?
◯	◯	Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA in 2013?
◯	◯	Did you convert a traditional, SEP, or SIMPLE IRA (or other qualified retirement plan) to a Roth IRA in 2011, and defer the taxable amount of the conversion to tax year 2012 and 2013?

Yes	No	PURCHASES, SALES AND DEBT
◯	◯	Did you start a business or farm, purchase rental or royalty property, or acquire an interest in partnership, S corporation, trust or REMIC?
◯	◯	Did you purchase or dispose of any business asset (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use?
◯	◯	Did you buy or sell any stocks, bonds, or other investment property in 2013?
◯	◯	Did you sell, or do you plan to sell, any dividend generating stocks or mutual funds during the first 60 days of 2014?
◯	◯	Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan?
◯	◯	Did you purchase any residential energy-effcient improvements or purchases involving solar, wind, geothermal or fuel cell energy sources?
◯	◯	Did you have any debts canceled or forgiven?
◯	◯	Does anyone owe you money which has become uncollectible?

Yes	No	EDUCATION
◯	◯	Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program?
◯	◯	Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school?

Yes	No	DEDUCTIONS INFORMATION
◯	◯	Did you incur a loss because of damaged or stolen property?
◯	◯	Did you work out of town for part of the year?
◯	◯	Did you use your car on the job (other than to and from work)?
◯	◯	Do you have a Health Savings Account (HSA) or Medical Savings Account (MSA)? If yes, provide for Plan Type: Single or Family (circle)? Contributions $__________Qualified Withdrawals $__________

Yes	No	ESTIMATED TAXES
◯	◯	Did you apply an overpayment of 2012 taxes to your 2013 estimated tax (instead of being refunded)?
◯	◯	If you have an overpayment of 2013 taxes, do you want the excess applied to your 2014 estimated tax (instead of being refunded)?
◯	◯	Do you expect your 2014 taxable income and withholdings to be different from 2013? If “yes” explain any differences in income, deductions, dependents, etc.:_______________________ ____ ____

Yes	No	MISCELLANEOUS
◯	◯	Do you want to allocate $3 to the Presidential Election Campaign Fund?
◯	◯	Does your spouse want to allocate $3 to the Presidential Election Campaign Fund?
◯	◯	Was your home rented out, or used for business? Home office?
◯	◯	Did you have an interest in, or signature, or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?
◯	◯	Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust?
◯	◯	May the IRS discuss this return with the preparer?
◯	◯	Did you incur moving expenses due to a change of employment?
◯	◯	Did you engage the services of any household employees?
◯	◯	Were you notified or audited by either the Internal Revenue Service or the State taxing agency?
◯	◯	Did you or your spouse make any gift to an individual that total more than $13,000, or gift to a trust?
◯	◯	Were you (or your spouse) the beneficiary of COBRA premium assistance for any month during 2013?
◯	◯	If you would like your refunds Directly Deposited into your bank account then complete the following:

Bank Name:____________________________ (Checking or Savings)

Routing Number:_______________________ Account Number:_____________________________

How would you like your copy of this years tax return? Paper Copy, or will you provide an External Thumb Drive?
If you purchased a Thumb Drive last year, bring it in and we can add this years return to it.

____

2013
INTEREST & DIVIDEND INCOME

INTEREST INCOME			DIVIDEND INCOME		
TO	FROM	AMOUNT	TO	FROM	AMOUNT
*In the TO field, please use (T) for taxpayer, (S) for spouse, or (J) for joint. Please provide SS# & Address if seller financed mortgage.					

OTHER INCOME

ITEM		TAXPAYER	SPOUSE
TAX EXEMPT INTEREST RECEIVED			
SOCIAL SECURITY BENEFITS RECEIVED (ATTACH SSA-1099)			
UNEMPLOYMENT BENEFITS RECEIVED			
ALIMONY RECEIVED			
IRA DISTRIBUTION RECEIVED (TRADITIONAL OR ROTH)			
401(K) DISTRIBUTIONS RECEIVED			
PENSION RECEIVED-	Taxable:		
	Non-Taxable:		
DISABILITY INCOME RECEIVED			
BARTERING INCOME RECEIVED			
INCOME TAX REFUNDS RECEIVED THIS YEAR-	Federal:		
	State:		

CAPITAL GAINS & LOSSES

DESCRIPTION	DATE ACQUIRED	DATE SOLD	SALE PRICE	COST
* All 1099-B Forms must accompany this questionaire.				

2013
INSTALLMENT SALE

DESCRIPTION	DATE ACQUIRED	DATE SOLD	GROSS PROFIT RATIO	PRINCIPAL PAYMENTS RECEIVED		COST
				Current Year	Prior Years	

RETIREMENT PLAN

IF YOU AND YOUR SPOUSE HAVE AN IRA OR SEP RETIRMENT PLAN, LIST THE DATE AND AMOUNT OF YOUR CONTRIBUTION FOR 2013.

ITEM	TAXPAYER		SPOUSE	
	DATE	AMOUNT	DATE	AMOUNT
IRA- TRADITIONAL				
IRA- ROTH				
SEP				

IF THE AMOUNT LISTED IS NOT THE MAXIMUM, DO YOU WANT TO CONTRIBUTE THE MAXIMUM?

YES or NO YES or NO

ARE YOU COVERED UNDER A RETIREMENT PLAN WITH YOUR EMPLOYER?

YES or NO YES or NO

EDUCATION EXPENSES

NAME	TYPE OF EXPENSE (Tuition, Supplies, Transportation, Outside Education, Books)	ORGANIZATION OR INTRUCTOR FOR OUTSIDE CLASS	GRADE OR #YEAR OF COLLEGE	AMOUNT PAID THIS YEAR

ESTIMATED TAX PAYMENTS MADE

PERIOD	FEDERAL			STATE____________		
	DATE PAID	CHECK #	AMOUNT	DATE PAID	CHECK #	AMOUNT
4TH QUARTER 2012						
1ST QUARTER 2013						
2ND QUARTER 2013						
3RD QUARTER 2013						
4TH QUARTER 2013						
BALANCE PAID 2012 TAXES						

2013
ITEMIZED DEDUCTIONS (Taxpayer)

MEDICAL EXPENSE		**CASH CONTRIBUTIONS**	
Medical Insurance- Paid Direct		** No deduction allowed for cash or check contributions unless the donor maintains a bank record, or written communication like a receipt from the donee (Name, date, amount). Receipt required for donations of $250 or more.	
Medical Insurance- Payroll Deduction			
Long-Term Care Premium			
Insurance Company		Churches, Schools, Hospitals	
Policy Number		Veterans' Org. Fraternal Societies	
Dental Insurance		Other	
Prescriptions (Not over the Counter)		List over $3,000	
Doctors, Dentists, Chiropractors			
Insurance Reimbursements			
Hospitals		Volunteer Work ____________Miles @ $0.14	
Nursing Home Care			
Glasses, Contacts, Exams		**NON-CASH CONTRIBUTION**	
Prescribed Medical Attire		**No deduction is allowed for contributions of clothing and household items that are not in good used condition or better. Detail is required for over $500 or receipt of donation.	
Other Medical:			
		Organization, Item, & Value	
Parking			
Medical Auto Miles ___________@ $0.23			
TAXES		**MISCELLANEOUS DEDUCTIONS**	
State Income Taxes Paid		Union Dues	
Real Estate Tax Paid:		Professional Dues & Licenses	
Home		Tax Preparation Fees	
Second Home		Small Tools	
Other		Uniforms & Maintenance	
Vehicle License Tax (# of Vehicles_________)		Educator Expense	
		Professional Trade Publications	
INTEREST		Phone (Long Distance & Extension)	
Home Mortgage (Attach Forms 1098)		Malpractice Insurance	
Financial Institutions (Amount)		Safety Equipment	
Other Seller Financed (Amount)		IRA/Pension Plan Fees	
Name ___________________________		Job Related Education (Tuition, Etc)	
Social Security# ___________________		Job Hunting (Melage, supplies, fees)	
Address __________________________		Investment Expenses (Publications, Supplies, etc)	
Home Equity Loan		Safe Deposit Box	
Points (Attach Closing Papers)		**OTHER:**	
Investment Interest			
Student Loan Interest			
Mortgage Insurance Premium			

2013
EMPLOYEE BUSINESS EXPENSES (Taxpayer)

ITEM	AMOUNT
Meals & Entertainment:	
Meals and Entertainment Expense in Full	
Reimbursement NOT INCLUDED on Form W-2 or Form 1099	
Other than Meals and Entertainment:	
Local Transportation (Bus, Taxi, Train, Etc.)	
Travel Expense While Away from Home Overnight	
Other Business Expenses	
Reimbursement not included on Form W2 or Form 1099	

VEHICLE EXPENSE

ITEM	VEHICLE 1	VEHICLE 2	VEHICLE 3
MAKE, MODEL & YEAR OF VEHICLE			
DATE PLACED IN SERVICE			
TOTAL MILEAGE FOR YEAR			
BUSINESS MILEAGE FOR YEAR			
AVERAGE DAILY ROUND-TRIP COMMUTE			
TOTAL COMMUTING MILEAGE			
PARKING FEES & TOLLS			
GASOLINE, LUBE, OIL			
REPAIRS			
TIRES			
INSURANCE			
MISCELLANEOUS			
AUTO LICENSES			
INTEREST (CAR LOAN)			
VEHICLE RENTALS			

Yes	No		QUESTIONS RELATED TO BUSINESS USE OF AUTO
◯	◯		DO YOU (OR YOUR SPOUSE) HAVE ANOTHER VEHICLE AVAILABLE FOR PERSONAL USE?
◯	◯		IF YOUR EMPLOYER PROVIDES YOU WITH A VEHICLE, IS PERSONAL USE DURING OFF DUTY HOURS PERMITTED?
◯	◯		DO YOU HAVE EVIDENCE TO SUPPORT YOUR DEDUCTION?
◯	◯		IS EVIDENCE WRITTEN?

2013
PROFIT OR LOSS FROM BUSINESS (Taxpayer)

BUSINESS NAME____T/S/J (   ) FEDERAL ID #_____________________________

PRINCIPAL BUSINESS OR PROFESSION______________________________PRINCIPAL BUSINESS CODE________________

BUSINESS ADDRESS_______________________________ CITY_______________________STATE______ZIP______________

ACCOUNTING METHOD: CASH_____ ACCRUAL_____ OTHER___________ DEDUCT FOR HOME OFFICE? YES or NO

WAS BUSINESS IN OPERATION AT THE END OF 2013? YES or NO NUMBER OF MONTHS IN BUSINESS_________

INCOME AND COST OF SALES		**DEDUCTIONS**	
INCOME:		ADVERTISING	
GROSS SALES		BAD DEBTS FROM SALES/ SERVICE	
RETURNS & ALLOWANCES		BANK CHARGES	
OTHER INCOME		CAR & TRUCK EXPENSE	
		COMMISSIONS	
COST OF SALES:		CONTRACT LABOR	
BEGINNING INVENTORY		DELIVERY & FREIGHT	
PURCHASES		DUES & PUBLICATIONS	
LESS- PERSONAL USE		EMPLOYEE BENEFIT PROGRAM	
COST OF LABOR		INSURANCE (Other than Health)	
MATERIALS & SUPPLIES		INTEREST:	
OTHER COSTS		FINANCIAL INSTITUTION	
ENDING INVENTORY		OTHER	
		LAUNDRY & CLEANING	
BUSINESS USE OF HOME:		LEGAL & ACCOUNTING	
BUSINESS USE AREA SQ/FT		MISCELLANEOUS	
TOTAL AREA SQ/FT		OFFICE SUPPLIES & POSTAGE	
		PENSION & PROFIT SHARING	
INSURANCE		RENT:	
MISCELLANEOUS		MACHINERY & EQUIPMENT	
RENT		OTHER BUSINESS PROPERTY	
REPAIRS & MAINTENANCE		REPAIRS	
UTILITIES		SUPPLIES	
		SMALL TOOLS	
		TAXES	
		TRAVEL	
QUALIFIED DOMESTIC PRODUCTION:		MEALS & ENTERTAINMENT	
DOMESTIC PRODUCTION GROSS RECEIPTS		UTILITES & TELEPHONE	
ALLOCABLE COST OF GOODS SOLD		WAGES	
DIRECTLY ALLOCABLE DEDUCTIONS			
INDIRECTLY ALLOCABLE DEDUCTIONS			

2013
RENTAL INCOME

PROPERTY	KIND	LOCATION	OWNED	TENANT
PROPERTY A				
PROPERTY B				
PROPERTY C				
PROPERTY D				

ITEM	PROPERTY A	PROPERTY B	PROPERTY C	PROPERTY D
INCOME:				
RENT RECEIVED				
ROYALTIES RECEIVED				
EXPENSES:				
ADVERTISING				
ASSOCIATION DUES				
AUTO & TRAVEL				
CLEANING & MAINTENANCE				
COMMISSION				
INSURANCE				
LEGAL & ACCOUNTING				
LICENSE & PERMITS				
MANAGEMENT FEE				
INTEREST:				
FINANCIAL INSTITUTION				
OTHER				
REPAIRS				
SUPPLIES				
TAXES				
TELEPHONE				
UTILITIES				
WAGES & SALARIES				
DO YOU MATERIALLY PARTICIPATE?	YES or NO	YES or NO	YES or NO	YES or NO

2013
ADDITIONS TO FIXED ASSETS (Taxpayer)

ASSET DESCRIPTION	DATE ACQUIRED	LIFE	COST OR BOOT	PRIOR DEPRECIATION	ASSET TRADED

INCOME (LOSS) FROM PARTNERSHIPS, S CORPS, ESTATES & TRUSTS

NAME	FEDERAL ID#	INCOME	LOSS	MATERIALLY PARTICIPATE YES or NO

QUALIFIED ADOPTION EXPENSE

NAME	ID #	BIRTH DATE	FOREIGN ADOPTION YES or NO	DATE FINALIZED	PAID 2012	PAID 2013

CHILD CARE EXPENSE

Provider Information

PROVIDER NAME	ADDRESS	ID # (SSN OR EL#)	AMOUNT PAID THIS YEAR

Amount Paid Per Child

CHILD NAME	AMOUNT	CHILD NAME	AMOUNT