Quality Tax & Financial Services

Client Satisfaction is our Standard

TAX INFORMATION WORKSHEET

TAXPAYER:

Name ______________________

SSN ______________________

Occupation ______________________

Current Address ______________________

Work Phone ______________ Home Phone ______________

e-mail address ______________________

Date of Birth ______________________

SPOUSE:

Name ______________________

SSN ______________________

Occupation ______________________

City, State, Zip ______________________

Work Phone ______________________

Cell / Pager # ______________________

Date of Birth ______________________

Name of Dependents	Relationship	Date of Birth	SSN	LIVED W/TP

Did your children receive child support, social security, or any other type of aid? Yes [ ] No [ ]

Did you or your spouse help support anyone other than your own children? Yes [ ] No [ ]

Did any of your children receive any income $500 or more? Yes [ ] No [ ]

Marital Status: Single Married Separated Divorced Widowed

Filing Status: ______________________________

If separated, did you live with your spouse at any time during the year? Yes [ ] No [ ]

Were you are your spouse legally blind on or before January 1st? Yes [ ] No [ ]

Can you be claimed as a dependent on anyone else's return? Yes [ ] No [ ]

Do you wish to designate $3.00 to the Presidential Election Campaign Fund? Yes [ ] No [ ]

Taxpayer must initial (Both required if joint application)
I hereby state that the following information is true with respect to the Refund Anticipation Loan I am requesting:

Taxpayer	Spouse	
[ ]	[ ]	I do not owe any tax due and/or any tax liens from prior tax years.
[ ]	[ ]	I do not owe any delinquent child support and/or alimony
[ ]	[ ]	I do not owe any delinquent student loans, VA loans or other
[ ]	[ ]	I have not previously filed a 2011 Federal Income Tax return.
[ ]	[ ]	I do not have a petition (voluntary/involuntary) presently filed, or anticipate
[ ]	[ ]	Filing, under any state or Federal Bankruptcy or insolvency laws.
[ ]	[ ]	I have not paid any estimated tax and/or did not have any amount of my 2010 Refund applied to my 2011 tax return.

Taxpayer Initials: ______________

Please indicate all types of income received during the year (page 2)

Disability Pensions	Foreign income	Pen	Pensions / annuities	Lump sum distributions
Tips (including allocated)			IRA distributions	Employee Savings plan
Reimbursements (employee business and moving)			Keogh plan distribution	W-2 P ______________
Interest	Bonds		Rental Property	Partnerships/Estates/Trusts
Dividends	Credit union dividends		S/Corporations	Royalties
Tax exempt interest	1099 B/1099 Div		Farm Income	
Installment interest received			Federal / State program	
State tax refund			Unemployment compensation	
Out of state income	Alimony received		SS T/P $____________	Spouse $____________
Bartering	Commissions		RR/RT T/P $____________	Spouse $____________
Contract labor	Self-employment		**MISCELLANEOUS**	
Installment sales	Sale of stocks/bonds		Prizes / awards	Hobby income
Sale of property	Sale of business assets		Gambling winnings	1099 - Misc.
			Scholarships / fellowships	Other

Child / Dependent Care

Care Giver Name: ______________________________

Address: ______________________________

____

Amount Paid: ______________________________

Care Giver Name: ______________________________

Address: ______________________________

____

Amount Paid: ______________________________

Care Giver Name: ______________________________

Address: ______________________________

____

Amount Paid: ______________________________

Care Giver Name: ______________________________

Address: ______________________________

____

Amount Paid: ______________________________

Taxpayer Initials: ________________

Engagement Agreement

This agreement is to confirm our understanding regarding the terms of our tax services engagement and to clarify the work we will do and the limitations of the services to be provided.

We will prepare the Federal individual income tax returns and state tax returns for the 2011 filing period and or other preceding tax years that need to be prepared. Our work in connection with the preparation of your income tax returns does not include any procedures designed to disclose or uncover irregularities, should any exist. We will not be conducting an audit of your records. We will only do bookkeeping work as necessary to prepare the tax returns.

You represent to us that the information being provided to us is accurate and complete to the best of your knowledge and that your claimed expenses for meals, entertainment, per diem, travel, business gifts, charity, dues, memberships, home office, and vehicle use are supported by records as required by law. Substantiation of amounts claimed is required in the event of an examination by tax authorities. Your failure to maintain detailed records and mileage logs etc. may result in the loss of deductions claimed in the event of a tax audit. We will not require such verification unless the information you provide is inconsistent or incomplete. We will use our professional judgment in resolving questions where the tax law is unclear. Unless directed otherwise by you, we will attempt to resolve such matters in your favor whenever possible.

We ask that you provide us a copy of your prior year's tax return if we did not prepare it. Failure to provide it may mean we are unaware of items that might be important to the current year and therefore we cannot be held responsible for any item missed if we did not have the data. If, during our work we discover information that may affect a prior year, we will make you aware of the facts. However, we cannot be held responsible for identifying all items that might affect prior tax returns.

In the event of an audit by a tax authority, you may have us represent you. Clients who have had their tax returns completed by us for two consecutive years may qualify for complimentary representation before IRS on an initial audit. All other clients shall be billed for any representation services rendered at standard fees.

It is important for you to acknowledge that the law imposes penalties for late payment, late filing, and for substantial understatement of tax liability as well as other penalties and interest. These penalties can be severe. You must report all taxable income. You should also know that bartering transactions may have a taxable impact. If you engage in bartering transactions, we must be advised. We cannot be held responsible for income or bartering transactions not disclosed to us in the preparation of the tax return.

You will have the final responsibility for the tax return and should review each return carefully before signing and filing them. We cannot guarantee that IRS will grant an expected refund or how long it will take IRS to release a refund. If you apply for a refund anticipation loan or other bank product, you acknowledge there will be additional fees charged by us and the bank. If the bank does not grant the loan or if IRS delays the refund for any reason, you are still liable to us for fees charged for our work. You are responsible for our fees once data is input by the preparer and fees are payable upon presentation.

If you have read, understand and agree to the terms as set forth in this engagement agreement, please sign below.

We appreciate the opportunity to be of service to you.

______________________	______________________
Taxpayer	Spouse
______________________	______________________
Date	Date

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1040 US	Business & Un reimbursed Expenses (Schedule C & 2106)	S.S. #	______-_____-_______
Please enter your expenses and income here.			
EXPENSES			
Accounting		Advertising	
Answering service		Bad debts from sales or service	
Bank charges			
Car and truck expenses (not entered elsewhere)			
Commissions		Delivery and freight	
Contract labor		Dues and subscriptions	
Employee benefit programs			
Insurance (other than health)			
Mortgage interest (paid to banks, etc.)			
Other interest (not entered elsewhere)			
Janitorial		Laundry and cleaning	
Legal and professional		Miscellaneous	
Office Expenses		Outside services	
Parking and tolls			
Pension and profit & sharing			
Postage		Printing	
Rent - vehicles, machinery, & equipment (not entered elsewhere)			
Rent - Other		Repairs	
Security		Supplies	
Taxes - real estate		Taxes - payroll	
Taxes - sales tax			
Taxes - other (not entered elsewhere)			
Cellphone		Internet	
Telephone		Tools	
Travel		Uniforms	
Total meals and entertainment in full			
Utilities		Wages	
Delete Employee benefit program			
Delete outside services		Asset Purchased	
Other Expenses :			
TOTAL INCOME RECEIVED:			**Amount**
NOTE : If you purchased or disposed of any business assets, please inform the Tax Preparer.			

I have provided this information to the preparer and hereby verify that I have receipts, mileage logs, and proper records to every expense reported here.

Taxpayer's Signature: ______________________________ Date: ______________

Taxpayer's Printed Name: ______________________________

Becker's Tax Service / 1040+ Quality Tax & Financial Services, Inc.

Privacy Policy & Records Retention

Types of Personal Information We Collect
We collect nonpublic personal information about you that is provided by you to us or obtained by us with your permission.

Parties to Whom We Disclose Information
Your information will be available to employees of the company for the limited use of preparing documents that are required under our engagement. We do not disclose any nonpublic personal information obtained in the course of our service to non-affiliated third parties except as required or permitted by law. In the event you retain us to represent you in a tax matter, we may disclose information as necessary incident to your signed authorization or Power-of-Attorney (e.g. IRS Form 8821 or 2848). *We will not sell, distribute, transmit or release your information to nonaffiliated third parties without your express written consent.*

An affiliated third party is a person or company with whom we conduct business on a regular basis, providing services directly related to the production of our work. An example of this would be our tax software vendor. Some of the work related to the processing of your tax return may be handled at an outside processing center. Please advise us in writing if you do not want any part of your return processed outside our Houston, TX office.

Confidentiality Privilege Disclosure
The IRS Restructuring and Reform Act of 1998 provides for a very limited confidentiality privilege for communication between you and a CPA or Enrolled Agent related to tax advice and planning. 1040+ Quality Tax & Financial Services, Inc. is not a CPA firm or Enrolled Agent firm. Our firm may employ CPAs and Enrolled Agents as well as un-enrolled persons. If you are in need of privileged communication regarding tax advice or planning, please inform us in advance so we may refer you accordingly.

Records Retention & Security
We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and to comply with federal and state laws regarding retaining tax returns. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards to protect the confidentiality of your information. Records shall be kept for seven (7) years.

Taxpayer Initials: _______________

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Personal information	Did your marital status change during the year?	Y [ ] – N [ ]
	Did your address change during the year?	Y [ ] – N [ ]
	Could you be claimed as a dependent on another person's tax return for 2011?	Y [ ] – N [ ]
Dependents	Were there any changes in dependents?	Y [ ] – N [ ]
	Were any of your unmarried children who might be claimed as dependents 19 years of age or older at the end of 2011?	Y [ ] – N [ ]
Income	Did you receive unreported tip income of $20 or more in any month?	Y [ ] – N [ ]
	Did you receive any disability income?	Y [ ] – N [ ]
	Did you have any foreign income or pay any foreign taxes?	Y [ ] – N [ ]
Purchases, sales and debt	Did you start a business or farm, purchase rental or royalty property, or acquire an interest in partnership, corporation, trust, or REMIC?	Y [ ] – N [ ]
	Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real state, etc.) or convert any personal assets to business use?	Y [ ] – N [ ]
	Did you buy or sell any stocks bonds or other investment property in 2010?	Y [ ] – N [ ]
	Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan?	Y [ ] – N [ ]
	Did you add energy efficient property to your home in 2011? Energy efficient property specifically refers to solar energy, solar water heating, fuel cell, small wind energy or a geothermal heat pump	Y [ ] – N [ ]
	Did you purchase a new hybrid vehicle in 2011?	Y [ ] – N [ ]
	Did you have any debts cancelled or forgiven?	Y [ ] – N [ ]
Retirement plans	Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?	Y [ ] – N [ ]
	Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?	Y [ ] – N [ ]
	Did you transfer or rollover any amount from one retirement plan to another retirement plan?	Y [ ] – N [ ]
	Did you convert part or all of your traditional, SEP or SIMPLE IRA to a Roth IRA?	Y [ ] – N [ ]
Education	Did you, your spouse, or dependent incur any tuition expenses that are required to attend a college, university or vocational school?	Y [ ] – N [ ]
Itemized deductions	Did you incur a loss because of damaged or stolen property?	Y [ ] – N [ ]
	Did you work out of town for part of the year?	Y [ ] – N [ ]
	Did you use your car on the job (other than to and from work)?	Y [ ] – N [ ]
Miscellaneous	Do you want to electronically file your tax return?	Y [ ] – N [ ]
	May the IRS discuss your tax return with your preparer?	Y [ ] – N [ ]
	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?	Y [ ] – N [ ]
	Was your home rented out or used for business?	Y [ ] – N [ ]
	Did you incur moving expenses due to a change of employment?	Y [ ] – N [ ]

Taxpayer Initials: _______________