

# 2018 Tax Client Information Sheet

## Personal Information

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Social Security: \_\_\_\_\_  
 Spouse Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Social Security: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address \_\_\_\_\_

Next Tax Season we would like to send you tax information and/or a coupon by email. Please check if interested

County of Residence on 1/1/20 \_\_\_\_\_ County of Employment on 1/1/20 \_\_\_\_\_

Amt. of Rent Paid \_\_\_\_\_ Landlord's Name & Address \_\_\_\_\_

FILING STATUS – Please check one, based on your marital status on December 31, 2018

SINGLE	MARRIED FILING JOINT	MARRIED FILING SEPARATELY	HEAD OF HOUSEHOLD	QUALIFYING WIDOW/ER
Unmarried or divorced	Married and filing together	Married, not filing together	Single or married but not living with your spouse for the last 6 months of 2018 with a dependent.	Spouse died in 2017 or 2018, you were not remarried as of 1/1/18, and have at least one depended child.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Other people who may belong on your return

DEPENDENTS (It is very important that this information be accurate to avoid delaying your refund.)

Name	Social Security #	Date of Birth	Relationship to Taxpayer	# of months lived in your home.

- Childcare records (including the provider's ID number) if applicable  
\_\_\_\_\_
- AGI of other adults in your home (not spouse, if you're filing jointly)  
\_\_\_\_\_
- Form 8332, copies of your divorce decree, or other documents showing that your ex-spouse is releasing their right to claim a child to you

## Education Payments

- Bills from the educational institution or anything else that itemizes what you paid or received loans for versus what was covered by scholarship or other financial aid. New: This year you may include the cost of books.
- Forms 1098-T and 1098-E, if you received them
- Scholarships and fellowships

## Employee Information

- Forms W-2

## Self-Employment Information

- Forms 1099-MISC, Schedules K-1, income records to verify amounts not reported on 1099s
- Records of all expenses — check registers or credit card statements, and receipts
- Business-use asset information (cost, date placed in service, etc.) for depreciation
- Office in home information, if applicable

## Employee/Business Vehicle Information

- Total miles driven for the year divided into categories: Jan. 1 – June 30 and July 1- Dec. 31 \_\_\_\_\_
- Total business miles driven for the year divided into categories: Jan. 1 – June 30 and July 1- Dec. 31 \_\_\_\_\_
- Amount of parking and tolls paid
- If you want to claim actual expenses, receipts or totals for gas, oil, car washes, licenses, personal property tax, lease or interest expense, etc.

## Rental Income

- Records of income and expenses
- Rental asset information (cost, date placed in service, etc.) for depreciation

## Retirement Income

- Pension/IRA/annuity income (1099-R)
- Social security/RRB income (1099-SSA, RRB-1099)
- Did you receive the \$250 Economic Recovery Payment? Yes / No

## Savings and Investments

- Interest, dividend income (1099-INT, 1099-OID, 1099-DIV)
- Income from sales of stock or other property (1099-B, 1099-S)
- Dates of acquisition and records of your cost or other basis in property you sold

## Other Income

- Unemployment, state tax refund (1099-G)
- Gambling income (W-2G or records showing income, as well as expense records)
- Amount of any alimony received and ex-spouse's name
- Health care reimbursements (1099-SA or 1099-LTC)
- Jury duty records
- Prizes and awards
- Other 1099s

## Itemizing Deductions

- Forms 1098 or other mortgage statements
- Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid
- Real estate and personal property tax records
- Invoice showing amount of new vehicle sales tax paid
- HUD statement showing closing date of home purchase
- Receipts for cash amounts donated to houses of worship, schools, other charitable organizations
- Records of non-cash charitable donations \_\_\_\_\_
- Amounts paid for healthcare insurance either billed or payroll deduction (Employer subsidized health insurance is not deductible) \_\_\_\_\_
- Amounts paid to doctors, dentists, hospitals \_\_\_\_\_
- Amounts of miles driven for charitable or medical purposes divided into categories: Jan. 1 – June 30 \_\_\_\_\_ and July 1- Dec. 31
- Expenses related to your investments
- Amount paid for preparation of your 2018 tax return \_\_\_\_\_
- Employment-related expenses (dues, publications, tools, uniform cost and cleaning, travel)
- Job-hunting expenses

## IRA Information

- Amount contributed for 2019 (and 2018, if applicable)

## If you were affected by a federally declared disaster

- City/county you lived/worked/had property in
- Records to support property losses (appraisal, cleanup costs, etc.)
- Records of rebuilding/repair costs
- Insurance reimbursements/claims to be paid
- FEMA assistance information
- Copy of 2015, 2016, 2017 & 2018 Tax Returns

## Did you purchase a home in 2008 and receive the First Time Homebuyers Credit?

Yes, Amount \_\_\_\_\_ / No

## Did you purchase a home in 2009 and not receive the First Time/Repeat Homebuyers Credit yet?

Yes/ No

## Did you make energy efficient improvements to your home?

Yes / No

(i.e.: windows, roofing, insulation, furnace, heat pump, water heater, & etc.)

- Manufacturers Certification Letter/Certificate
- Receipt for materials and labor

Were you a victim of a Ponzi scheme? Yes / No

Did you purchase a Qualifying Plug in Electric Vehicle or Hybrid? Yes / No

Did you purchase Build America Bonds after 2/17/09? Yes / No

Taxpayer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Next Level Financial Services Inc.**  
**PRIVACY NOTICE**

**TYPES OF NONPUBLIC PERSONAL INFORMATION WE COLLECT**

We collect nonpublic personal information about you that is provided by you or obtained with your authorization.

**PARTIES TO WHOM WE DISCLOSE INFORMATION**

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of this practice except as required or permitted by law. Permitted disclosures include, for instance providing information to an unrelated third party that needs to know that information to assist in providing services to you. In all situations, the confidential nature of the information is stressed.

**PROTECTING THE CONFIDENTIALITY AND SECURITY OF CURRENT AND FORMER CLIENT INFORMATION**

We retain records relating to the professional services provided so that we can meet your professional needs and to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain the safeguards that comply with professional standards.

Please call if you have any question. Your privacy, our professional ethics and the ability to provide quality service are important.

**Acknowledge:**

Taxpayer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Tax Year 2012 Refund Options

**Please check one.**

8-21 Day Direct Deposit	8-21 Day Check or Direct Deposit Fees Withheld
Pay your tax prep fee today Direct Deposit FREE	*No upfront fees Bank Processing Fees Apply
<input type="checkbox"/>	<input type="checkbox"/>

**DIRECT DEPOSIT INFORMATION:**

Your refund may be split between up to 3 accounts:

Name of Bank: _____	Checking or Saving
Routing Number: _____	Account Number: _____
Retype Routing#: _____	Retype Account #: _____

Name of Bank: _____	Checking or Saving
Routing Number: _____	Account Number: _____
Retype Routing#: _____	Retype Account #: _____

Name of Bank: _____	Checking or Saving
Routing Number: _____	Account Number: _____
Retype Routing#: _____	Retype Account #: _____

## Next Level Financial Services Inc. IRS OFFSET OF WITHHELD FEES DISCLOSURE NOTICE

1. Outstanding IRS Debt
2. Back Child Support
3. Outstanding Student Loan Debt

In the event that you have an Offset or Lien, the IRS will withhold the debt owed from the tax refund and release any remaining funds to the bank. Upon receipt of the funds from the IRS, the bank will withhold the Tax Preparation Fees & Bank Fees and then release any remaining funds. This process will likely take the full 15 days.

In the event that there is not enough funds remaining in the refund to cover tax preparation fees, the balance of the Tax Preparation Fees will be due immediately to Next Level Financial Services.

**I understand the above disclosure regarding the IRS offset of withheld tax preparation fees.**

**Taxpayer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Spouse's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# **Next Level Financial Services Inc.**

1025 N Claiborne Ave  
New Orleans, LA 70116

833-829-6652

## Tax Year 2019 Individual Income Tax Engagement Letter

Dear Tax Clients:

This letter is to confirm the terms of our tax engagement for the tax year ended 2019 and clarifies the nature and extent of the tax services to be provided.

We will prepare the federal and state individual income tax returns for calendar year 2019. 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 relevant facts affecting the returns. We are not auditing or reviewing these tax returns. We will not verify the information you give us; however, we may ask for additional clarification of some information.

The law imposes a penalty if a taxpayer makes a substantial understatement of tax liability. For individual taxpayers, a substantial understatement is when the understatement for the year exceeds of greater of 10% of the tax required to be shown on the return or \$5,000. The penalty is 20% of the tax underpayment. It may be necessary to make certain disclosures in the return to avoid exposure and penalties. We will discuss tax positions that may increase the risk of exposure to penalties and any recommended tax return disclosures with you before completing the preparation of the return.

We will use our judgment in resolving questions where the tax law is unclear, or where there are 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 whenever possible. Should we make an error in our advice, we will be responsible for the payment of interest and penalties on the additional assessed tax.

If during our work, we discover information that affects your prior-year tax return, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. In preparing your returns, we 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. If you have questions about these issues, please contact us. You have the final responsibility for the tax return and, therefore, you should review the return carefully for errors and omissions before you sign and file the return.

Our work in connection with the preparation of your income tax return does not include any procedures designed to discover defalcations or other irregularities, should any exist. However, we will inform you of any such matters that come to our attention.

As you know, returns are subject to examination by taxing authorities. In the event of an audit, you may be requested to produce all the documents, cancelled checks, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. IRS audit procedures will almost always include questions on bartering transactions and on deductions that require strict documentation such as travel and entertainment expenses and expenses for business usage of autos and computers. Any proposed adjustments by the examining agent are subject to certain rights of appeal. If an examination occurs, we will represent you if you so desire; however, these additional services are not included in our fee for preparation of your returns and we will render additional invoices for the time and expenses incurred.

Certain communications involving tax advice may be privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you may be waiving this privilege. To protect this right to privileged communication, please consult with us, or your attorney, prior to disclosing any information about our tax advice.

Both parties waive their right to trial by jury in any dispute pertaining to the interpretation, enforcement, or non-performance of this Agreement, including any claim of professional or general negligence that is submitted to the judicial system and agree that the venue of any dispute arising from this Agreement shall be in the county you currently resided in.

Taxpayer acknowledges Next Level Financial Services is not to monitor compliance with the Bank Secrecy Act of 1970 (Title 31). In addition, taxpayer has followed all cash reporting requirements of Title 31 and Internal Revenue Code Form 8300.

Taxpayer has advised Next Level Financial Services Inc., of any foreign bank accounts the taxpayer holds.

Under the provisions issued by the U S Treasury Department and the Internal Revenue Service in Circular 230, Level Two Procedures will not be followed when issuing tax advice.

And furthermore, the following statement will be attached to all written tax advice: Unless otherwise indicated, any tax guidance contained in this communication is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties that may imposed under the Internal Revenue Code or any other applicable tax law, or (ii) promoting, marketing, or recommending to another party any transaction, arrangement or other matter. This advice is not intended or written to be used, and cannot be used by you for the purpose of avoiding federal tax penalties that may be imposed on you.

**FEES:**

Our fees for tax services will be based upon the amount of time required at our usual and customary billing rates. Out-of-pocket costs such as typing, postage, or travel, etc. are not billed separately; however, excessive or unusual costs of this nature will be billed at our usual and customary hourly rates.

Payment for services rendered is due upon receiving the return. If the return is not paid for at the time of receipt, a \$5.00 monthly service charge and interest at an annual rate of 18% will be charged on balances not paid within (30) days.

We will provide you with one copy of your return for your records. If an additional copy is needed at a later date, there will be a \$5.00 per return charge.

The terms of this letter will continue to apply to the preparation of the above returns with respect to subsequent years, unless amended or terminated in writing by either of us.

If the foregoing correctly sets forth you understanding our tax engagement, please sign and date the original of this letter in the spaces below and return it to our office.

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

*Warren Bryant, CRTP*  
Next Level Financial Services Inc.

**Acknowledge:**

**Taxpayer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Spouse's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_