



## Remote Income Tax Return Package

Dear Valued Customer,

Thank you for choosing Downey Tax Company as your Tax Preparers this year. Please carefully read through and make use of this package. This package is intended to assure accuracy and expedite the processing of your Income Tax Return.

**BEFORE WE GET STARTED ON YOUR TAX RETURN** we will need:

1. This **completed** Remote Income Tax Return Package
2. A copy of **ALL** 2018 income documents
3. A copy of **ALL** 2018 supporting documents
4. **\$50** non-refundable deposit.

Thank You,

Downey Tax Company

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## Downey Tax Company Information

**8409 Florence Ave. Ste. 204**

**Downey, Ca. 90240**

**Phone: 562-862-1040**

**Fax: 562-862-1041**

**Email: Remote@downeytaxcompany.com**

**Web: www.downeytaxcompany.com**



## Remote Return General Info

### Getting us your Tax Documents and Information

We need this fully completed Remote Return Package and all tax and supporting documents **before starting your tax return**. Below are options on how to get these items to Downey Tax Company. Please do your best to identify the information you are sending as yours. Send all documents together; sending these separately may cause confusion and delays. Be sure all documents are **full copies of actual documents and are clearly legible**.

#### Client Portal:

The safest and most efficient way to exchange information and documents with us is via Downey Tax Company's private and secure **Client Portal system**. This portal is user friendly and accessible anywhere you have internet. It allows you to drop all your documents into one private and safe location that **only** you and your tax preparer share. You will also have access to the portal once your return is finished. You can visit your portal in the future to get information and copies of your tax return and tax return documents.

If you would like to make use of the portal, then let your preparer know. Your tax preparer will send you an invitation to the portal and initiate communication.

Use the portal's *Upload* button to get your documents in to the portal. You can scan or take a picture of your paper documents to be uploaded to your portal. Your tax preparer can send you additional directions for using the portal if you are in need.

#### Fax:

You can also fax your information to your tax preparer. Please be sure to follow up with us to be sure everything was received ok.

Fax your documents to fax# **562-862-1041**.

Please include a cover page that references **Remote Return** and contains **your name, contact information**, and how many **# pages** are included in the fax.

#### Mail:

Another option is mail. Please package in a safe envelope and follow up with us to be sure everything was received ok.

Mail **copies** of original documents and a completed Remote Return Package to:

**8409 Florence Ave. Ste. 204  
Downey Ca. 90240**

#### Drop off:

Bring in to our office all your documents and a completed Remote Return Package.

### Deposit and Fees

There is a **\$50.00 non-refundable deposit** that will need to be collected before any work can be started on your tax return. This deposit will go towards any amount that may be due after your work is done. Upon completion of your work Downey Tax Company will contact you to let you know the amount of any additional fees minus the deposit. See the "*Letter of Engagement*" page later in this package for more information on how we charge.



# Remote Income Tax Return Identifying Documentation



Downey Tax Company will take every precaution to protect your Identity. Any issues with providing the ID verification information requested may result in delays, inability to prepare a return remotely, or even entirely.

Please provide us with clear copies of the following.

**Primary Identification:**

*Driver License, Military ID, State Issued ID, Passport, Permanent Resident Card or Alien Registration Receipt Card*

**Secondary Form of I.D. (picture or non-picture):**

*Any second form of the primary identification or Social Security Card, Birth Certificate, Membership Card, Current Credit Card, Veteran ID*

*Tax Payer Primary I.D.*

*Tax Payer Secondary I.D.*

*Spouse Primary I.D.*

*Spouse Secondary I.D.*

Voided Check **Showing Taxpayer or Spouse's name**



## Document & Info Verification

Use this required worksheet to assist in verifying that ALL vital tax information is present & included in your tax return.

### **Income Docs**

On each applicable line please indicate the **number (#)** of forms you the **Tax Payer (TP)** and/or your **Spouse (SP)** have.

- TP# \_\_\_ SP# \_\_\_ **W-2** Form(s) for Wages, Salaries, and Tips
- TP# \_\_\_ SP# \_\_\_ Form **1099-R** Retirement Income
- TP# \_\_\_ SP# \_\_\_ Form **1099-G** Unemployment Compensation Received From EDD
- TP# \_\_\_ SP# \_\_\_ Form **1099-MISC** Miscellaneous Income (side job, self-employed, contract labor jobs, other income, settlements)
- TP# \_\_\_ SP# \_\_\_ Form **1099-G** State Tax Refunds
- TP# \_\_\_ SP# \_\_\_ Form **1099-INT** Interest Income Statements
- TP# \_\_\_ SP# \_\_\_ **W-2G** Certain Gambling Winnings
- TP# \_\_\_ SP# \_\_\_ Form **1099-DIV** Dividend Income Statements
- TP# \_\_\_ SP# \_\_\_ Form **1099-B** Sales of Stock, Land, etc.
- TP# \_\_\_ SP# \_\_\_ Form **1099-C** Cancellation of Debt income (Settle credit debt, foreclose/short sale on house)
- TP# \_\_\_ SP# \_\_\_ Form **SSA-1099** Social Security benefits received
- \_\_\_ Form **1099-S** Proceeds from a Real Estate Transaction (Sale of home or other real estate)
- \_\_\_ Form: **1099-A** Acquisition or Abandonment of a Secured Property
- \_\_\_ Alimony Received or Paid

**Q: Did you (and/or spouse) have any other sources of reportable income in 2018 that is not reflected here? Y \_\_\_ N \_\_\_**

*Ex) Did you have any: second jobs, take out of a retirement account, get unemployment, have any reportable gambling winnings, have any side or contract labor jobs, settle on debt with any creditors...*

By **initialing** you are verifying that you have provided us with all necessary and reportable income documents, as verified above, pertaining to your 2018 Personal Income Tax Return

### **Identity Verification (NEW CLIENTS ONLY WHO DID NOT FILE WITH DOWNEY TAX CO. LAST YEAR)**

To protect your identity, the IRS is now requiring your previous year (tax year 2017) Adjusted Gross Income (AGI). To E-file your return, you will either need to have your 2017 tax return with you or know the AGI amount.

**Please check all that apply:** \_\_\_ I have included my 2017 1040 Tax Return in the package to be sent to DTco.  
\_\_\_ I know my 2017 AGI 2017 AGI \$ \_\_\_\_\_

### **Medical Health Care Coverage Information**

Please indicate **your (TP)**, your **Spouse's (SP)**, and all of your **Dependents (DEP)** Health Coverage status by marking **A, B, C, or D** on the line for each person below.

**You (TP) \_\_\_ Spouse (SP) \_\_\_ Dependents: Dep 1 \_\_\_ Dep 2 \_\_\_ Dep 3 \_\_\_ Dep 4 \_\_\_**

**A.** Health care coverage thru Employer Provided, Self-Provided (pay direct to insurer), VA, Medical, Medicare.

**B.** Affordable Care Act "Obama Care" coverage thru Covered California or HealthCare.gov

\_\_\_ **Form 1095-A necessary for Affordable Care recipients. Check if form is present.**

**C.** NO health care coverage in 2018

**D.** Partial year coverage in 2018

By **initialing** you are verifying that you have provided us with true and correct information relating to health care coverage, as documented above.

### **Commonly Forgotten Items**

Please view these commonly forgotten items and checkmark any you may be missing info or documentation on.

- \_\_\_ ALL Mortgage Interest Statement **Form 1098** (if you refi'd or just bought then you may have multiple 1098-Mortgage Int Statements)
- \_\_\_ IRS provided **ID Theft PIN Letter**
- \_\_\_ Student Loan Interest **Form 1098-E**
- \_\_\_ College tuition payments **Form 1098-T**
- \_\_\_ \$500 Repayment of First Time Homebuyer Credit (for homeowners who received \$7,500 credit in 2008)

**BANK ACCOUNT INFO** If you would like your refund to be deposited directly into your bank account please:

Check Here \_\_\_

and provide us with Routing# \_\_\_\_\_ Account# \_\_\_\_\_



# Remote Income Tax Return Disclaimer and Turnaround Time

## Service Disclaimer

Downey Tax Company is proud to offer Remote Tax Returns as a featured service. We will do our absolute best to get all of your questions answered and your tax return processed as quickly as possible. If you feel like you have many questions and/or concerns related to the processing of your tax return we highly recommend you make an appointment with one of our wonderful tax preparers. When choosing to have your tax return processed remotely, the ability to communicate and ease concerns is limited. Again, we will do our absolute best to answer all questions, ease concerns, and squeeze every bit out of your qualified deductions & credits but please allow for longer processing time along with this.

## Expected Turnaround Time

Downey Tax Company is dedicated to providing a quick and easy Remote Tax Return process. The **turnaround time ONCE ALL DOCUMENTS AND INFORMATION ARE RECEIVED is 5-7 business days**. We will do our best to have your return ready sooner if possible. Expect delays if there is any documentation or information missing. The 5-7 business turnaround time only is effective once **ALL** documentation and information is received by your tax preparer at Downey Tax Company.

## ***Rush Processing (2 business days)***

If you would like a return to be **RUSH PROCESSED** the preparer will charge an **ADDITIONAL 20%** on top of the preparation fee. Rush Processing is granted at the discretion of Downey Tax Company based on work load. Rush Processing will require 2 business days after the day in which all information for the remote return is obtained. Full information must be obtain before 6pm otherwise the following day will count as the day received. *(Example: All information received **before 6pm** on Monday. Tuesday and Wednesday equal 2 business days so your return will be fully processed no later than 6pm on Thursday.)* A \$50.00 non-refundable deposit is required for Rush Processing. This deposit will be credited toward the cost of your tax preparation fees one all work is done.

## ***Super Rush Processing (same day)***

If you are in need of **Super Rushed Processing** of your Remote Tax Return there will be an **ADDITIONAL 40%** charge on top of the preparation fee. Super Rush Processing can be done same day (*no later than 10pm*) if all information is received before 10am on that day. If received after 10am then your processing will be done no later than 10pm the following business day. A non-refundable \$50.00 deposit is required for Super Rush Processing. This deposit will be credited toward the cost of your tax preparation fees one all work is done. Rush Processing is granted at the discretion of Downey Tax Company based on work load.

## LETTER OF ENGAGEMENT



### OUR RESPONSIBILITIES

- Our work (whether consultation, tax return, or related product) is based on data you provide.
- We are not responsible to audit or verify the data that you give to us.
- We may ask for clarification of your data or additional information.
- We are not responsible to discover fraud or other irregularities, should any exist.
- We will render the accounting/bookkeeping necessary to complete your work.
- We will use our professional judgment in resolving questions where the law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions.
- We will resolve such questions in your favor wherever possible unless otherwise instructed by you.

### YOUR RESPONSIBILITIES

- To provide all of the information required for a complete and accurate finished product.
- To provide this information in a timely manner.
- To retain, with the completed work, all the documents, cancelled checks and other data that form the basis of income and deductions since you may later have to provide them to a taxing authority.
- To carefully review all work completed by our office before you sign. You have the final responsibility for anything submitted to a taxing authority.

### PENALTIES, EXAMINATIONS AND NOTICES

The IRS and state taxing authorities impose penalties for certain offenses, including under statement of income, filing after the deadline, underpaying estimated taxes, or under withholding taxes (If you would like more information, please contact us.) They can also select any return for examination.

We are happy to assist or guide you in any matter with the IRS or state taxing authority, if you so desire, however, these additional services are not included in the fee for preparing your return.

### PRIVACY POLICY

We at Downey Tax Company been and continue to be bound by professional standards of confidentiality. Therefore, we have always protected your right to privacy. Types of Nonpublic Personal Information We Collect. We collect nonpublic personal information about you that is provided to us by you or obtained by us 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 our practice except as required or permitted by law, and as is necessary to properly provide our services to you. We make available information to our employees and to nonaffiliated third parties who need to know that information to assist us in providing services to you. In all such situations, we require a contractual agreement that includes procedural safeguards that protect the confidential nature of the information being shared. Protecting the Confidentiality and Security of Current and Former Clients' Information. We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

### OUR FEES

We charge based on forms that are filed, time it takes to complete the service and out-of-pocket expenses incurred.

Our rates vary depending on the nature of the work performed. Current rates are available upon request.

We may invoice for partially completed work that is placed on extension or remains uncompleted.

Overdue invoices will be subject to interest charges of 1 ½% per month.

Invoices become overdue 30 days after the monthly billing process.

A retainer may be required when working on previous years' tax returns and before undertaking projects for new clients.

### ARBITRATION

If a dispute arises out of or relates to this contract or engagement letter, or the obligations of the parties therein, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its commercial Mediation Rules before resorting to arbitration, litigation, or some other dispute resolution procedure.

### AGREEMENT

The foregoing is in accordance with my (our) understanding of your engagement to provide tax and financial services and you are hereby advised that each item of revenue or expense can be substantiated by receipts, cancelled checks, or other documents. This information is true, correct, and complete to the best of my (our) knowledge. Further, it is my (our) understanding that these terms will continue to be in force for the succeeding years of our engagement.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name of Individual or Organization: \_\_\_\_\_