

BASIC CAF_e NEW CLIENT PROCESS

STEP 1

INITIAL 10-20 -minute PHONE AND EMAIL discussion –

- Who prepared your return last year?
 - Do you have a copy?
- What items have changed?
 - Name
 - Filing Status
 - Address
 - Retired
- What types of income do you have?
 - W2 / Retirement/Pension / Social Security benefits/ Interest / Dividends / Stock
 - Self Employed
 - Depreciation
 - Rental or other K-1
 - Active participation
- Do you have adequate **written records of income and deductions**?

STEP 2

- Review and Sign CAF_e Letter of Engagement (and creation of 5-digit signature PIN)
- Receipt of client data
 - a. Secure account creation (Client Xchange) and data upload
 - b. Data received via mail or secure text message

STEP 3

- Review of tax situation (per prior discussions)
- Preparation of necessary tax forms
- Data verification
 - The IRS requires professional tax preparers to perform due diligence in verifying taxpayer's ID, dependent(s) ID, and proof of income and expenses for most situations and credits (i.e. child tax credit, earned income credit). A copy of an unexpired government issued **picture ID** is required for taxpayers. **Copies of birth certificates and social security cards are required for dependent and dependent SS# verification.** Copies of medical records and school records maybe required to show dependent's **residency.** (These copies only need to be submitted 1x unless the document subsequently expires (i.e. driver's license or other photo ID.)
 - **Income** (W2s, 1099s, copy of bank statements if self-employed with no other backup)
 - **Expenses** (Mileage and most deductions must be written or backed-up by actual receipts. Taxpayer are to maintain the copies with his/her client copy of the return.
- Draft return(s) and preparer highlight notes submitted to client for review and any additional information or clarifications

STEP 4

- FINAL Return completed and refund/balance due payment selected (Direct dep, paper Check, etc.)
- Planning for next year's tax situation & Preparer notes
- **Payment of tax prep fees**
- Approval to e-file
 - a. Request for and receipt of E-signatures (email or mobile device)

Step 5

- Transmission/E-filing of the tax return(s) (Correct any subsequent IRS e-file rejections, errors or notices)
- Mail/Upload of final client copy of return(s)
- Off-season tax updates and contacts by CAF_e