2022 Engagement Letter and Tax Questionnaire
prepared for:

Client

___________________________,___________________________

Bottom Line Accounting
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PLEASE READ FULL DOCUMENT CAREFULLY AND COMPLETELY.

Your 2022 Engagement Letter MUST be signed and the Tax Questionnaire MUST be completed to the best of your ability and returned with your tax documents. If you have any questions, be sure to give us a call or email your questions.

Due to continuing Covid-19 concerns along with varies communicable virues, we will be asking all tax clients to consider dropping off your documents, mailing, or uploading them into our secure portal. IF it is necessary to visit our office, be advised that mask wearing (to include *covering the NOSE and MOUTH*) at all times will be required.

Bottom Line Accounting
P.O. Box 40935
Fayetteville, NC 28309

2022 Engagement Letter for Tax Return Preparation

Dear Client: ______________________________

We appreciate the opportunity to work with you and to assist and advise you regarding your 2022 income tax return. This engagement letter is designed to confirm the terms and conditions under which we will provide you with tax services. It also outlines the responsibilities for each of us in this process. It is important that you read, sign, and return this engagement letter with your tax documents. Without a signed engagement letter, we will be unable to begin your tax filing.

Tax Preparation:

1) We will prepare your federal and state tax return(s) with supporting schedules for the applicable tax year based upon information you provide.
2) You will provide any requested records needed in order to complete the tax return(s) preparation. Original records will be returned upon completion of the tax return(s). Photocopies or scanned copies will be accepted if <u>all pages</u> and <u>both sides</u> of documents are included. We are not responsible for lost, damaged, or stolen records.
3) Our policy is to process all tax returns in the order that they are received.
4) Returns received after March 31, 2023 may be subject to a $25.00 surcharge.
5) If we are unable to complete your tax return by the due date, or if we receive your documents after March 15, 2023, you give us permissionto file a tax extension (Form 4868) on your behalf with no further notice. *Please be aware that an extension to file your return does not extend your tax payment liability date.*
6) We will not be responsible for any penalties and/or interest charges that you might incur if you have not met your tax liability by the due date of the return. Whenever possible, we will attempt to advise you if we project that you may have an unpaid tax liability.
7) We will not audit or otherwise verify your records to discover errors or omissions, should any exist. However, if we find irregularities or unusual items, we will bring them to your attention and/or ask for clarification.
8) We will provide bookkeeping assistance necessary to complete the tax preparation at an additional charge.
9) You confirm that income and expense items you claim are substantiated by proper records and receipts, and can furnish such documentation in the event of an audit.
10) You confirm that the information you provide is accurate and complete to the best of your knowledge.
11) You are ultimately responsible for the accuracy of the tax return(s) and should review all documents carefully before signing.

Fees & Payment:

1) Tax preparation fees are <u>due at the time the return is complete</u> and, in all cases, must be paid within 30 days of return acceptance by the IRS unless a written payment arrangement has been signed and approved prior to tax preparation.
2) We reserve the right to ask for a retainer to be paid in advance of tax return preparation.
3) We accept Cash, Personal Checks, MasterCard, Visa, or bank debit payments as a courtesy to our clients.
4) Our fees are based on a per form fee with additional fees added based upon the complexity of your tax return(s) and any additional out-of pocket expenses we may incur.
5) If you terminate this engagement before completion, you agree to pay the HIGHER of a $50.00 termination fee OR for actual time and expenses incurred prior to the date of termination, even if the tax return(s) are not completed.
6) In the event the client has any past due balances, we reserve the right to cease working on your tax return(s) or providing any other services until the balance has been paid in full or other acceptable payment arrangements have been made.
7) Past due balances of more than 30 days may be subject to 18% annual interest.
8) At any time after 90 days past due, your account may be sent to collections. You are responsible for any court costs, attorneys' fees, and any costs resulting from collection attempts.

Important Notices:
1) Where tax law is ambiguous or unclear; we will use our best judgment. Unless otherwise instructed by you, we will resolve such questions, when possible, in your favor.
2) Penalties can be imposed when taxpayers understate their tax liability.
3) If an extension to file taxes is required, any estimated taxes owed should be paid when the extension is filed. And while we may assist you in determining the amount of estimated tax payment you should make, *we are not responsible if the estimate we recommend does not cover your tax liability.* Any amounts not paid by the original filing deadline are subject to interest and late payment penalties. *We are not responsible for any penalties and interest charges you may incur if estimated tax payments are not timely made.*
4) The IRS does not permit us to discuss your tax return except if authorized by the client by checking a specific box on your tax return. Unless otherwise instructed by you, we will check the box which authorizes the IRS to discuss your tax return with us. Additionally, we may ask you to sign a Form 8821-Tax Information Authorization or Form 2848-Power of Attorney and Declaration of Representative. Signing these forms will ensure that we receive any notices you might receive thus ensuring timely responses as needed.
5) Your tax return(s) may be selected for audit by tax authorities. We are available to assist you in response to correspondence. However, we reserve the right to invoice for additional time and expenses incurred.
6) One printed and one electronic copy of your tax return(s) will be provided to you for your files. Additional copies, paper or electronic, are available for a minimum $25.00 fee. This fee will apply to all additional electronic or paper copies you may request in the future.
7) If you require us to release a copy of your tax return(s) to a 3rd party (e.g. ,mortgage lender) we require documented permission and a minim fee of $25.00 must be paid prior to delivery.
8) The IRS recommends that you keep your tax return and documentation for a minimum of three years. We recommend seven years.

Privacy Policy Notice:
It has always been the policy of Bottom Line Accounting to keep all information that we collect from you confidential from all sources. We restrict access to all nonpublic personal information about you to members of our firm who need to know that information to provide services to you. We maintain physical, electronic, and procedural safeguards to guard your nonpublic personal information. We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as instructed by you in writing or as required by law as listed below:

Requirements to comply with federal, state, or local law.
Requirements to comply with national, state, or local licensing rules.
Requirements to disclose information in response to legal subpoenas.
Items you permit or request us to disclose, as authorized by you in writing.
Information that you authorize us to disclose by signing this engagement letter to electronically file your tax return.

We appreciate the opportunity to serve you. If you have any questions, be sure to contact us for further explanation by phone at (910) 424-0004 or by e-mail at NonaFisher@aol.com. or Rebecca.M.Lewis0309@gmail.com

By signing below, you agree that you have read, understand, and accept your obligations and responsibilities stated above, plus you understand our responsibilities and limit of liabilities as explained above. By signing, you also acknowledge receipt of our Privacy Policy. For a joint return, both the taxpayer and spouse must sign (except for a surviving spouse).

2022 Engagement Accepted by Taxpayer(s):

Taxpayer's Signature	Spouse's Signature
Taxpayer's Printed Name Date	Spouse's Printed Name Date

Accepted by BLA Representative:

BLA Representative Signature Date

BLA Representative Printed Name

This Tax Organizer is meant to assist you in gathering the appropriate information necessary to prepare a complete and accurate tax return(s). It is extremely important that we have answers to the following questions as we work to complete your 2022 tax return and insure that we are meeting the IRS Due Diligence requirements for your 2022 tax return.

Please answer as many of the following questions pertaining to your 2022 tax return as possible. If there are questions you are unsure of, we will be happy to assist you with understanding those questions.

PERSONAL INFORMATION

On December 31, 2022, were you ___Married? ___Single? ___Legally Seperated? ___Divorced? ___Widow/Widower?

If legally seperated, what is the month/year of your legal seperation agreement:___________________

If divorced, what month/year of your divorce agreement? ________________________

Do you plan to file: _____Married Filing Jointly? _____Married Filing Separate? _____Single? _____Head of Household (which requires that you have a qualifying child or dependent)?

If filing Married Filing Separately, please give your spouse's full name and social security number, as it appears on their Social Security Card:

____
____Date of Birth: ___________________

Yes ☐ No ☐ If you are married and filing separately from your spouse, do you know if your spouse will itemize deductions?

Yes ☐ No ☐ Did you, or your spouse, ____pay or ____receive alimony in 2022?
Paid to or Received from:
Full Name of person paid or received from: ________________________________
Social Security Number of person paid: ___________________________________
Date of Birth: ____
Total Amount Paid or Received: $____

Yes ☐ No ☐ Did you, or your spouse, enter into this alimony agreement with the former spouse on or before December 31, 2018?

Yes ☐ No ☐ Can you, or your spouse, provide a copy of your separation or divorce agreement, if needed?

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What was your occupation in 2022? ______________________________

What was your spouse's occupation in 2022? ______________________________

Yes ☐ No ☐ May Bottom Line Accounting contact you by e-mail?

Taxpayer's preferred e-mail address: ______________________________

Spouse's preferred e-mail address: ______________________________

Yes ☐ No ☐ Could you, or your spouse, be claimed as a dependent on another person's tax return for 2022?

Yes ☐ No ☐ Did any of the taxpayers or dependents that were on last year's tax return become legally blind during the year? If yes, please name and explain:

____

____

____

DEPENDENTS (______Check here if this section does not apply.)

Yes ☐ No ☐ Were there any changes in dependents such as births, deaths, or dependents you are no longer claiming? If yes, please name and give dates of birth or death and update on Client Information page that follows:

____

____

____

Yes ☐ No ☐ Were any of your unmarried children, who might be claimed as dependents on your return, 19 years of age or older at the end of 2022?

Yes ☐ No ☐ Did any of your children under age 19 or who were full-time students under age 24 at the end of 2022 have a total investment income equal to, or in excess of, $2,300?

Yes ☐ No ☐ Do you, or your spouse, have dependents under age 24 who must file a tax return and would they like Bottom Line Accounting to prepare their tax return? Name:

____

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Yes ☐ No ☐ Did you, or your spouse, provide over half the support for any person(s) other than your dependent children during the year? If yes, explain:

____

____

____

Yes ☐ No ☐ Did you, or your spouse, pay for ___childcare for a child under age 13 or ___adult daycare while you worked or looked for work? We will need the name, Social Security Number or FEIN of the company or person providing care along with a breakdown by child of the amount paid.

Yes ☐ No ☐ Did you, or your spouse, pay any expenses related to the adoption of a child during 2022?

Yes ☐ No ☐ If you, or your spouse, are divorced or separated with child(ren), do you, or your spouse, have a divorce decree or other form of separation agreement which establishes custodial responsibilities and can you, or your spouse, provide a copy?

STATE RESIDENCY

Yes ☐ No ☐ Did your mailing address change? **If so, please update here and on Client Information Page which follows the questionare:**

____

____

____

Please list State of Residence, County of Residence, and Township or School District (if applicable)
Taxpayer: ______________________________
Spouse: ______________________________

Yes ☐ No ☐ Were you, the taxpayer, a North Carolina resident in 2022? If not, then what State residencey do you claim? ________________

Yes ☐ No ☐ Was your spouse a North Carolina resident in 2022? If not, then what State residency do they claim? ________________

Yes ☐ No ☐ Did you, the taxpayer, live in North Carolina all of 2022? If not, then what State(s), Counties/Townships did you live in and from what dates?

____

____

Yes ☐ No ☐ Did your spouse live in North Carolina all of 2022? If not, then what State(s), Counties/Townships did he/she live in and from what dates?

____

____

Yes ☐ No ☐ Do you, or your spouse, need to file a State Tax Return other than North Carolina for any reason? If yes, which State(s)?

____

____

MILITARY-Taxpayer (______Check here if this section does not apply.)

Yes ☐ No ☐ Are you, the taxpayer, an active duty military member, retired from the military, or have you *ever served* in the military? Length of Service? ______

Date of enlistment?________________ Date of seperartion: _________________
(If not already provided, a copy of DD-214 is required.)

Yes ☐ No ☐ Did you, the taxpayer, serve outside of the US at any time during 2022? If yes, can you please describe the location and dates?

____

____

Yes ☐ No ☐ Did you, the taxpayer, incur moving expenses due to a change of duty station that were not fully reimbursed?

MILITARY-Spouse (______Check here if this section does not apply.)

Yes ☐ No ☐ Is your spouse an active duty military member, retired from the military, or *ever served* in the military? Length of Service? ______

Date of enlistment?________________ Date of seperartion: _________________
(If not already provided, a copy of DD-214 is required.)

Yes ☐ No ☐ Did your spouse serve outside of the US at any time during 2022? If yes, can you please describe the location and the dates?

____

____

Yes ☐ No ☐ Did your spouse, incur moving expenses due to a change of duty station that were not fully reimbursed?

GENERAL INFORMATION

Yes ☐ No ☐ Do you, or your spouse, have ALL records to substantiate the PERSONAL deductions you are claiming on your 2022 tax return?

Yes ☐ No ☐ Do you know of any changes to a prior year's tax information which would require an amended tax return? If yes, please explain:____

____

____

Yes ☐ No ☐ Have you, or your spouse, been a victim of tax related identity theft? If yes, have you received an Identity Protection Pin from the IRS? You will need to provide this IP PIN for electronic filing. __________Taxpayer __________Spouse

Yes ☐ No ☐ Did you, or your spouse, pay anyone, other than a business, $2,000 or more in 2022 for ___housekeeping, ___babysitting,___ nanny services ___home health care, ___yard work, etc.?

Yes ☐ No ☐ Did you, or your spouse, have bank accounts in foreign countries that together had a balance of over $10,000 at any time in 2022?

Yes ☐ No ☐ Did you, or your spouse, individually make gifts (cash or property) equal to or totaling more than $16,000 to any one individual(s) during 2022?

Yes ☐ No ☐ Are ___you, or ___your spouse, an educator for grades K-12 and did you have qualified educational expenses that you can document?

Yes ☐ No ☐ Did you ___purchase, ___sell, or ___refinance your principal home or second home during 2022?

Yes ☐ No ☐ Did you take a home equity loan against your principal home or second home? If yes, please explain when and what the money was used for:

____

____

____

Yes ☐ No ☐ Did you make any residential energy-efficient improvements (must meet certification standards) or purchases involving windows, metal roofs, insulation, HVAC systems, or water heaters in 2022?

INCOME

Yes ☐ No ☐ Did you, or your spouse, work for an employer and receive a W-2(s)? Please provide final pay stub along with W-2's. There may be deductible items that can only be found on your final pay stub.

Yes ☐ No ☐ Did you, or your spouse, receive Unemployment Income in 2022?

Yes ☐ No ☐ Did you, or your spouse receive income from Jury Duty in 2022?

Yes ☐ No ☐ Did you, or your spouse, receive unreported Tip Income of $20 or more in any month during 2022?

Yes ☐ No ☐ Did you, or your spouse, cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents with these funds?

Yes ☐ No ☐ Did you, or your spouse, receive any ___Social Security Benefits, ___unemployment benefits, ___disability income, or ___VA disability benefits during the year?

Yes ☐ No ☐ Did you, or your spouse, have any foreign income or pay any foreign taxes?

Yes ☐ No ☐ Did you, or your spouse, receive any ___awards, ___prizes, ___hobby income, ___gambling or ___lottery winnings?

Yes ☐ No ☐ Did you, or your spouse, have any debts canceled or forgiven? This would be reported to you on a Form 1099-C or Form 1099-A and must be included on your tax return in the year received.

Yes ☐ No ☐ Did you, or your spouse, have any interest or ownership in a ___partnership,___LLC, ___Corporation, or ___S Corporation?

INTEREST, DIVIDENDS, AND CAPITAL FROM INVESTMENTS
(______Check here if this section does not apply.)

Yes ☐ No ☐ Did you, or your spouse, receive: ___interest, ___dividends,___capital gains distributions or did you sell ___stock or ___mutual funds in 2022? Please provide ALL pages of the related Form 1099's (These are the Year End Brokerage Statements.)

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Yes ☐ No ☐ Did you, or your spouse, inherit any form of ___interest, ___dividend account(s), ___ stock, or ___ property in 2022?

Yes ☐ No ☐ Did you, or your spouse, buy or sell any stocks, bonds or other investment property in 2022?

Yes ☐ No ☐ Did you, or your spouse, sell or do you plan to sell any dividend generating stocks or mutual funds during the first 60 days of 2023?

VIRTUAL CURRENCY

Yes ☐ No ☐ At any time during 2022, did you or your spouse receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency? (Purchasing goods or services with virtual currency is considered a transaction.) If the answer to this question is "yes" there is an additional virtual currency information form that must be completed for us to prepare your 2022 tax return.

RETIREMENT PLANS

Yes ☐ No ☐ Did you, or your spouse, make a contribution to a retirement plan ___401(k), ___403(b),___IRA, ___SEP, ___SIMPLE, ___Qualified Plan, ___other?

Yes ☐ No ☐ Did you, or your spouse, receive a distribution from a retirement plan ___401(k), ___403(b),___IRA, ___SEP, ___SIMPLE, ___Qualified Plan,___disability, ___Military Retirement? If yes, you will receive a Form 1099-R which is needed to prepare your tax return.

Yes ☐ No ☐ If this was a distribution before age 59 1/2, was it due to ___disability, ___death, ___divorce, ___first-time home purchase, ___education, ___medical expenses, ___unemployment, ___military service, ___separation from company (after age 55), or___IRS levy?

Yes ☐ No ☐ If you, or your spouse, are age 72 and have an IRA or other retirement plan, have you taken your Required Minimum Distribution?

Yes ☐ No ☐ Did you, or your spouse, transfer or rollover any amount from one retirement plan to another retirement plan?

Yes ☐ No ☐ Did you, or your spouse, convert part or all of your ___traditional, ___SEP, or___ SIMPLE IRA to a Roth IRA in 2022?

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Yes ☐ No ☐ Did you, or your spouse, inherit any form of retirement or pension account in 2022?

BUSINESS INCOME-Taxpayer (______Check here if this section does not apply.)

Yes ☐ No ☐ Did you, the taxpayer, start or run a business in 2022? Are you a ____sole-proprietor, ___member, ____partner, or ____investor in this business(es)?

Yes ☐ No ☐ Did you, the taxpayer, receive any Forms 1099 or Forms K-1 for your business ventures?

Yes ☐ No ☐ Do you, the taxpayer, have a Federal Employer Identification Number (FEIN) for this business? If yes, please provide FEIN and business name:

____

____

What type of service or product is sold or produced by this business(es)?

____

Yes ☐ No ☐ Did you, the taxpayer, purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use?

Yes ☐ No ☐ Do you, the taxpayer, have ALL records to substantiate the BUSINESS deductions you are claiming on your 2022 tax return?

Yes ☐ No ☐ Do you, the taxpayer, have or will you need the preparation of income and expense reports (bookkeeping) for this business(es) for tax preparation purposes?

BUSINESS INCOME-Spouse (______Check here if this section does not apply.)

Yes ☐ No ☐ Did your spouse start or run a business in 2022? Are they a ____sole-proprietor, ___member, ____partner, or ____investor in this business(es)?

Yes ☐ No ☐ Did your spouse receive any Forms 1099 or Forms K-1 for their business ventures?

Yes ☐ No ☐ Does your spouse have a Federal Employer Identification Number (FEIN) for this business? If yes, please provide FEIN and business name:

____

____

What type of service or product is sold or produced by this business(es)?

____

Yes ☐ No ☐ Did your spouse purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use?

Yes ☐ No ☐ Does your spouse have ALL records to substantiate the BUSINESS deductions they are claiming on your 2022 tax return?

Yes ☐ No ☐ Does your spouse have or will they need the preparation of income and expense reports (bookkeeping) for this business(es) for tax preparation purposes?

Business Use of Home (Business owners only.)

Yes ☐ No ☐ Was your home rented out or used for business in 2022? If yes, what is the total square footage of your home? _______ What is the total square footage of the space used for business purposes? _______ (This space must be used used "regularly and exclusively" to be considered a business expense.)

RENTAL INCOME (______Check here if this section does not apply.)

Yes ☐ No ☐ Did you, or your spouse, own any rental property in 2022?

Please list Address of Property:

____

____

____

Yes ☐ No ☐ Did you use a rental management company for this property? If yes, you should have received a Form 1099-Rent or Income Statement along with a Cash Flow Statement showing all income and expenses. You will need to provide rental income and expense details for each rental property that will be claimed.

EDUCATION (______Check here if this section does not apply.)

Yes ☐ No ☐ Did you, your spouse, or a dependent receive a reimbursement in 2022 for student loan interst paid?

Yes ☐ No ☐ Did you, or your spouse, pay any student loan interest during 2022? If yes, you should receive a Form 1098-E for each student loan account. This form(s) will be needed to prepare your tax return.

Yes ☐ No ☐ Did you, or your spouse, make any contributions to an Education Savings or 529 Plan Account?

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Yes ☐ No ☐ Did you, or your spouse, receive a distribution from an Education Savings Account or a Qualified Tuition Program?

Yes ☐ No ☐ Did you, your spouse, or a dependent receive a Form 1098-T for tuition paid in 2022?

Yes ☐ No ☐ Did you, your spouse, or a dependent incur any educational expenses that were required to attend a college, university, or vocational school?

ITEMIZED DEDUCTIONS

Yes ☐ No ☐ Did you, or your spouse, pay for ___health care insurance, ___Medicare, ___Medicare supplement, or ___long term care insurance with *after-tax* dollars?

Yes ☐ No ☐ Did you, or your spouse, pay medical bills to include: ___doctors, ___dentists, ___prescriptions, ___insulin, ___eyeglasses, ___contact lenses and solution, ___medical supplies, ___hearing aids and batteries, ___other medically necessary expenses, and ___home renovations made for medical reasons.

Yes ☐ No ☐ Can you provide documentation for mileage driven for medical purposes?

Yes ☐ No ☐ Did you, or your spouse, buy a new or used motor vehicle(s) in 2022?

Yes ☐ No ☐ Did you, or your spouse, register and pay property taxes on a motor vehicle(s)?

Yes ☐ No ☐ Do you, or your spouse, own and pay property taxes on a ___home, ___second home (including ___motor-home or ___house boat that qualifies), ___or other property?

Yes ☐ No ☐ Have you or your spouse made cash contributions to charity? You MUST have receipts.

Yes ☐ No ☐ Have you, or your spouse, made donations of property (i.e. clothes, furniture, computers, food, household items, etc.) You MUST have receipts.

Yes ☐ No ☐ Did you, or your spouse, incur a casualty loss that occurred in a presidentially declared disaster area as a result of disaster?

Yes ☐ No ☐ Did you, or your spouse, make any out-of-state purchases (by telephone, Internet, mail, or in person) for which the seller did not collect sales and use tax?

HEALTH CARE COVERAGE (______Check here if this section does not apply.)

Yes ☐ No ☐

Did you, your spouse, and your dependents (that is anyone you claim on your tax return) have healthcare coverage, such as employer-sponsored coverage or government-sponsored coverage (i.e. Medicare/Medicaid/VA Benefits/Tri-Care) for the full-year?

Yes ☐ No ☐

Did you, or your spouse, receive any of the following IRS Documents? ___Form 1095-A (Health Insurance Marketplace Statement), ___1095-B (Health Coverage) or ___Form 1095-C (Employer Provided Health Insurance Offer and Coverage)

Yes ☐ No ☐

Did you, or your spouse, make any contributions to a Health Savings Account (HSA) or Archer MSA? If you did, you should receive a Form 5498-SA which is needed to prepare your tax return.

Yes ☐ No ☐

Did you, or your spouse, receive any distributions from a Health Savings Account (HSA) or Archer MSA? If you did, you should receive a Form 1099-SA which is needed to prepare your tax return.

Yes ☐ No ☐

Did you, or your spouse, pay long-term care premiums for yourself or your family? (This is normally thought of as nursing care insurance.)

ESTIMATED TAXES (______Check here if this section does not apply.)

Yes ☐ No ☐

Did you, or your spouse, make estimated Federal or State income tax payments? Please provide proof of all amounts paid and dates paid.

Paid to/Amount Paid/Date Paid:

____
____
____
____

Yes ☐ No ☐

Did you, or your spouse, apply an overpayment of 2021 taxes to your 2022 estimated tax (instead of receiving a refund for the previouse tax year)?

Yes ☐ No ☐

If you have an overpayment of 2022 taxes, do you and your spouse want the excess applied to your 2023 estimated tax (instead of being refunded)?

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MISCELLANEOUS

Yes ☐ No ☐ Do you, and your spouse, want to electronically file your tax return?

Yes ☐ No ☐ May the IRS discuss your tax return with your tax preparer?

Yes ☐ No ☐ Were you, or your spouse, notified or audited by either the Internal Revenue Service or a State taxing agency?

Yes ☐ No ☐ Do ____you, or ____your spouse, want to allocate $3 to the Presidential Election Campaign Fund? If yes, the funds are budgeted from the National Budget and do not come out of your tax refund. Funds are divided equally between political parties.

Yes ☐ No ☐ How did you learn about Bottom Line Accouting?_____Internet Search ____Friend or Family (Please tell us who:______________________________)

FINANCIAL INSTITUTION

Yes ☐ No ☐ Do you want to have any 2022 Federal refund deposited directly into your financial account?

Yes ☐ No ☐ Do you want to use the same financial information for any 2022 State refunds?

Please supply financial information:

Type of financial account: ___Savings Account or ___Checking Account:

Name of financial institution:____
Routing Number: ____
Account Number:____

****

Tax Organizer Completed by:

Signature: ____

Printed Name: ______________________________________ Date:______________

****

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Please review the Client Information and Dependents (if applicable) sections on the following page. Please complete and/or update any information that is missing or needs updating.

You **DO NOT** need to fill in any dollar amounts from your tax documents onto this organizer. We enter data directly from the actual tax documents you provide into your tax return.

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Bottom Line Accounting
P.O. Box 40935
Fayetteville, NC 28309
Telephone number: (910) 424-0004
Fax number: (910) 424-1803
E-mail address:

Tax Return Appointment

Date:
Time:
Location:

This tax organizer will assist you in gathering information necessary for the preparation of your 2022 tax return. Please enter all pertinent 2022 information. If you have attached a government form for an item, check the box and do not enter a 2022 amount.

CLIENT INFORMATION

	Taxpayer	Spouse
First name and initial.......		
Last name.......................		
Title/suffix.......................		
Social security number....		
Occupation.....................		
Date of birth (m/d/y)........		
Date of death (m/d/y).......		
1=blind...........................		
Home phone...................		
Work phone....................		
Work extension...............		
Cell phone......................		
E-mail address...............		
Drivers License #............		
Drivers License State......		
Issue Date......................		
Expiration Date...............		

Address	Street address............	
	Apartment number......	
	City............................	
	State........................	
	ZIP code.....................	

OTHER GOVERNMENT FORMS - INCOME

		2022 Amount	2021 Amount
☐	Form 1099-B - Sales of stock (also include transaction history)..............	Attach Forms 1099	
☐	Form 1099-MISC - Miscellaneous income..		
☐	Form 1099-K - Merchant card and third party network payments............		
☐	Form 1099-S - Sales of real estate (also include closing statements)......		
☐	Form 1099-G - State tax refunds..	Attach Forms 1099	
Taxpayer:			
☐	Form SSA-1099 - Social security benefits..	Attach Forms 1099	
☐	Form 1099-G - Unemployment compensation......................................		
Spouse:			
☐	Form SSA-1099 - Social security benefits..	Attach Forms 1099	
☐	Form 1099-G - Unemployment compensation......................................		