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

Tax Client
,

The enclosed information is meant to ensure that your 2020 tax year is as smooth as possible for both you an your tax professionals.

No returns will be processed by Bottom Line Accounting without a signed engagement letter and completed tax organizer.

Please read carefully due to slight changes in questions and instructions related to Covid-19 concerns.

Your 2021 wall calendar is enclosed. We hope you find it useful.

Bottom Line Accounting
P.O. Box 40935
Fayetteville, NC, 28309
(910) 424-0004

February 5, 2020

____
Tax Client
,

Dear ___________________:

Wow, one totally unbelievable tax season barely ended and, on its heels, comes another with its own challenge's thanks again to Covid-19! And for those of you who have been with us for years, or even a short time, there is no doubt that you have heard of our home/office remodel project. Well, after years of design, thought, review, and more review, we are thrilled to say we are finally HOME. I am sure you can imagine the good mess we have been dealing with as we get back in and settle down. All of this follows one of the most challenging tax years in our memory and that of our colleagues. The 2020 tax season for processing the 2019 tax returns just went on and on. And for a few clients, we are still muddling through their 2019 tax returns and follow-up correspondence. It seems to never end, but whether you can believe it or not, we are not the only ones. There are thousands of our colleagues who are voicing the same concerns that we have had to the IRS and their State governments.

The 2021 tax season for filing the 2020 tax returns looks to be yet another unforgettable year as well. Between the Coronavirus Aid, Relief, and Economic Securities (CARES) Act that passed in March 2020, and the Coronavirus Response and Relief Supplemental Appropriations Act signed December 27, 2020, we are, in many cases, still waiting for official guidance to be issued from multiple agencies. Thus far there has been little to no guidance on these major changes.

With all the variables and unknowns, you will find us once again asking all kinds of questions that we expect will lead us in the correct direction as we process the 2020 tax returns. The IRS continues to double down on preparer accuracy which has us requesting the 2020 tax engagement letter and organizer as a way for us to meet the “due diligence” requirements. Additionally, we will continue to scan and save all major documents you provide for your tax preparation. Not providing all your tax documents will only slow down processing and put you in personal liability with the IRS should there be questions or an audit. Bottom Line Accounting will only be responsible for documents and data provided and will not be responsible if you omit information.

As you prepare your tax documents, please remember that we need ALL pages of your tax documents, both front and back. Not supplying all pages slows down the preparation process. We will return all your documentation in your completed tax package. Should it be necessary to amend your tax return later because documentation was not provided to us at the time of preparation/e-filing, there will be a minimum amended tax return fee of $150. This fee could be higher if additional forms are required with the amending of the tax return. Please make sure you have all your tax documents before you ask us to e-file your return.

Identity Theft and Tax Scams.
With the increase in identity theft and tax scams continuing to plague us all, the IRS is working hard to match data and cut the bad guys off before they take your identity or tax refund. As for those horrible tax scams, please remember that the IRS will never initiate contact with you via the telephone, e-mail, or by knocking on your front door. The IRS will never ask you to pay a tax liability with prepaid cards of any type. If there are issues with your tax returns and/or tax liability, the IRS will always contact you via letter correspondence first. Don't give crooks any information or fall for their tricks and scams. So, remember to either hang-up, hit the delete key, or shut the door on those scam artists!

Documents Typically Needed to Prepare a Tax Return.
The following documents and information are good examples of what is generally needed to complete your tax return:

1) Copies of Social Security Card/Numbers for each taxpayer and/or dependent (if not already provided);
2) Copies of current and valid driver's license or State ID cards for the taxpayer and tax spouse (a tool to help combat fraud);
3) IRS IP Pin (a six-digit number assigned to eligible taxpayers related to fraud and identity theft), if applicable or requested by the taxpayer and spouse;
4) Form(s) W-2 (wages, etc.) Pay stubs do not always have complete or accurate information. Therefore, the real thing is required and; additionally, it is illegal to preparer your return from a pay stub per IRS regulations;
5) Copy of your last pay stub of the year;
6) Form(s) 1099 (interest, dividends, miscellaneous, and non-employee compensation, etc.);
7) Schedule(s) K-1 (income/loss from partnerships, S Corps, etc.);
8) If you purchased your health insurance coverage through The Marketplace, you MUST have Form 1095-A to accurately complete your tax return. If you received Forms 1095-B or Forms 1095-C, please include those in your tax document although they are not mandatory;
9) Form(s) 1098 (mortgage interest) and property tax statements for houses and vehicles;
10) Copies of closing statements regarding the sale, purchase, or refinancing of real property;
11) Brokerage statements from stock, bond or other investment transactions, to include information regarding the original cost of stock and the date purchased for any stock sold during 2020;
12) Legal paperwork for adoption, divorce, separation, and /or custody issues;
13) All other supporting documents (schedules, checkbooks, etc.);
14) Any tax notices received from the IRS or other taxing authority;
15) Documentation regarding the Economic Impact Payments (Stimulus payments) received in both 2020 and 2021; and
16) A copy of your 2019 tax return only if it was not prepared by this office.

Free e-file. We are required to e-file your tax return and offer this service at no additional charge. There are many benefits to electronically filing: immediate acknowledgment that your return has been received, confirmation of acceptance/rejection, direct deposit in 10-20 days when refunds are due, and easy on-line payment options should you owe taxes.

Payment for Services. To keep our costs and prices as low as possible, payment for services can be made with cash, personal check, and/or credit card payment at the time of service. ***Payment is due when your return is complete*** *unless a payment arrangement has been requested and approved prior to tax preparation.*

Call When You Need Help. Remember that we are available year-round and your tax preparation fee generally covers the additional time we spend helping you during the year. And getting those pesky notices to us as soon as you receive them can make addressing them much easier, faster, and less costly.

Engagement Letter/Tax Questionnaire. The engagement letter is an agreement which simply confirms the arrangements and responsibilities involved in preparing your tax return(s). All clients will be required to sign and submit a 2020 Engagement Letter prior to any tax return preparation work beginning. The 2020 Tax Questionnaire is meant to assist you in gathering information necessary to prepare your return and to act as a "tax road map" for us as we begin to prepare your return.

Schedule Your Tax Preparation/Interview Appointment Early. Due in great part to the Covid-19 pandemic and related tax changes, few returns will be completed in-person. We are encouraging all our clients to make appointments to drop-off their tax returns and we will either call or video conference with you when we are prepared to discuss your return. Or there is the secure drop-box located at our front door that is available for drop-off use. Many clients may want to take advantage of our secure on-line Intuit Link which allows for uploading tax documents in a secure portal. If you are new to this option, be sure to call and we will send the needed invitation to that link. For those few clients for whom an in-person tax appointment is necessary, we will require full mask (mouth and nose) wearing at all times during the appointment.

We are now booking tax appointments and encourage you to make your appointment as soon as possible. For those of you who are out-of-state, we encourage you to either mail or scan documents as soon as you have all forms and documents. Returns received after March 31, 2021, may be subject to a $25 surcharge and additionally may require the filing of an extension. Our policy is to process all tax returns in the order that they are received. Individual and business returns can take hours or days to complete. The return(s) ahead of yours may take longer than expected; however, know that we are always aware of your tax completion needs and work to meet filing deadlines for all clients. While we work quickly and efficiently, it is impossible for us to work around the clock. If it looks like all your documents are not going to be available, or we are not going to be able to complete your return by the due date, we will file an extension on your behalf. Extensions do not raise "flags" with the IRS, but incorrectly filed returns can. Please keep in mind that we are processing tax returns in-and-around our normal business and accounting work, which have their own separate deadlines.

There Is NO Extension to Pay Taxes Due on/by April 15. Please remember that there is NO extension to pay taxes that are due on April 15 of each year. Tax returns and tax payments are two separate events. If you think you might owe taxes then you may have to make an estimated tax payment. 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*. Paying a little more can be a safer bet than not paying enough and owing late penalties on top of taxes. To be considered paid on time taxes must be paid by April 15, 2021. Filing an extension to file taxes does not extend the time you have to make tax payments. When you pay after the due date, you must pay additional late payment penalties and interest.

Web-page: www.bottomlineaccounting.org We would encourage you to not only look today, but from time-to-time check back to see what information we might have to share with you. And, as always, we would encourage you to share this information with friends and family. You will find a page with tax information and links which might be very useful if you need tax information or need to make a tax payment during the year.

We know this letter has a lot of information packed in it, but we truly believe that this information is important and necessary as we work together for a smooth tax year for all our tax clients. Please do not hesitate to contact us via phone or e-mail if you have a question or need further assistance regarding your tax return or this year's tax organizer. Your tax situation and information will be handled with the same respect and carefulness that we would want our own to be handled.

When the bottom line counts, count on Bottom Line Accounting!

Nona D. Fisher
Managing Partner
Bottom Line Accounting
Office: (910) 424-0004
e-mail: NonaFisher@aol.com

Rebecca M. Lewis
Senior Accountant
Bottom Line Accounting
Cell: (910) 476-6748
e-mail: Rebecca.M.Lewis0309@gmail.com

Fax: (910) 424-1803
www.bottomlineaccounting.org

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

2020 Engagement Letter for Tax Return Preparation

Dear ___________________:

We appreciate the opportunity to work with you and to assist and advise you regarding your 2020 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 complete 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 as long as all pages and both sides 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, 2021, may be subject to a $25.00 surcharge
5) If we are unable to complete your return by the due date, or if we receive your documents after March 31, you give us permission to file a tax extenstion (Form 4868) on your behalf with no further notice.
6) We will not be responsible for any penalties and/or interest charges that you might incur if you have not met your tax liabilty by the due date of the return. Whenever possible, we will attempt to advise you if we project there may be an unmet 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 due at the time the return is complete and in all cases must be paid within 30 days of acceptance by the IRS, or by *written* payment arrangement signed prior to tax preparation.
2) We reserve the right to ask for a retainer to be paid in advance.
3) We accept Cash, Personal Check, MasterCard, or Visa payments as a courtesy to our clients.
4) If you terminate this engagement before completion, you agree to pay the HIGHER of a $50.00 terminating fee or for actual time and expenses incurred prior to the date of termination, even if the tax return(s) are not completed.
5) In the event you have 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.
6) Past due balances of more than 30 days are subject to 18% annual interest.
7) At anytime 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.
8)All preparation fees are invoiced per tax return per tax year.
9) 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 might incur.

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 of time is required, any estimated taxes owed must 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 amount we recommend does not cover your tax liability.* Any amounts not paid by the 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 insure that we receive any notices you might receive thus insuring 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 are available for a mimium processing fee of $25.00. These fees may apply to additional electronic copies as well as paper copies

for the time and supplies involved in providing this service.
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 in writing or via email. Postage and/or processing fee ($25 minimum) may be invoiced.
8) It is your responsiblitie to retain and protect your tax records. 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 <u>in writing</u>.
Information that you authorize us to disclose by signing this engagement letter to electronically file your tax return.

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, we ask that both the taxpayer and spouse sign (except for a surviving spouse).

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.

2020 Engagement Terms Accepted by Taxpayer(s):

______________________________ ______________________________
Taxpayer's Signature Date Spouse's Signature Date

______________________________ ______________________________
Taxpayer's Printed Name Spouse's Printed Name

Accepted by BLA Representative:

______________________________ ______________________________
BLA Representative's Signature Date BLA Representative's Printed Name

2020 Engagement Letter and Tax Questionnaire
prepared for:

____
Tax Client
,

Bottom Line Accounting
P.O. Box 40935
Fayetteville, NC 28309
224 Addison Street
Fayetteville, NC 28314-1253

Phone: (910) 424-0004
Fax: (910) 424-1803
NonaFisher@aol.com

www.bottomlineaccounting.org

Your 2020 Engagement Letter MUST be signed and the Tax Questionnaire should 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 the continuing Covid-19 world-wide pandemic, we will be asking all tax clients consider dropping off their documents, mailing, or uploading them into our secure Intuit Link, or 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.

2020	1040	US	Miscellaneous Questions

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 2020 tax return and insure that we are meeting the IRS Due Diligence requirements for your 2020 tax return.

Please answer as many of the following questions pertaining to your 2020 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, 2020, were you ___Married? ___Single? ___Legally Seperated? ___Divorced?

If legally seperated, what is the month/year of your 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 spouses full name and social security number as it appears on their Social Security Card:
____
____

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

Yes ☐ No ☐ Did ___you, or ___your spouse, ____pay or ____receive alimony in 2020?
Paid to_____ or Received from_____:
Full Name of person paid or received from: ___________________________________
Social Security Number of person paid: ____
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?

What is your job title? ____

Spouse's job title?____

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

Taxpayer's preferred e-mail address:____

2020 | 1040 | US | Miscellaneous Questions

Spouse's preferred e-mail address: ____

Please record your current mailing address:

____

____

____

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

Yes ☐ No ☐ Could ___you, or ___your spouse, be claimed as a dependent on another person's tax return for 2020?

DEPENDENTS

Yes ☐ No ☐ Were there any changes in dependents such as births or deaths? If yes, pleases name and give date of birth or date of death.

____

____

____

Yes ☐ No ☐ Did any of your children under age 19 or who were full-time students under age 24 at the end of 2020 have a total investment income in excess of $2,200?

Yes ☐ No ☐ Do ___you, or ___your spouse, have dependents under age 24 who must file a tax return?

Yes ☐ No ☐ If your dependent(s) need to file a tax return, would they like Bottom Line Accounting to prepare their tax return(s)?

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?

Yes ☐ No ☐ Did you pay any expenses related to the adoption of a child during the year?

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

2020	1040	US	Miscellaneous Questions

MILITARY

Yes ☐ No ☐ Are you an active duty military member, retired from the military, or have you ever served in the military?

Date of enlistment?________________ Date of seperartion: _________________
(A copy of DD-214 may be requested.)

If active duty military, what is the State of residence that you claim for pay purposes?
____

Yes ☐ No ☐ Did you serve outside of the US at any time during 2020? If yes, can you please describe the location and dates?
____
____

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

Date of enlistment?________________ Date of seperartion: __________________
(A copy of DD-214 may be requested.)

If active duty military, what is the State of residence that your spouse claims for pay purposes?_______________________________

Yes ☐ No ☐ Did your spouse serve outside of the US at any time during 2020? If yes, can you please describe the location and the dates?
____
____

Yes ☐ No ☐ If ___you, or ___your spouse, are a member of the military, did you incur moving expenses due to a change of duty station that were not fully reimbursed?

STATE RESIDENCY

Yes ☐ No ☐ Are you a North Carolina resident? If not, then what State do you claim residency in?_________________

Yes No Is your spouse a North Carolina resident? If not, then what State does your spouse claim residency in?_________________

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

2020 | 1040 | US | Miscellaneous Questions

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)?
____
____

GENERAL

Yes No
Do ___you, or ___your spouse, have ALL records to substantiate the PERSONAL deductions you are claiming on your 2020 tax return?

Yes No
Do you know of any changes to a prior year's tax information which would require an amended tax return? Please explain
____
____
____

Yes No
Have ____you, or ____your spouse, been a victim of tax related identity theft?
If ___you, or ___your spouse, received an Identity Theft Pin from the IRS, you WILL need to provide this information for electronic filing.

Yes No
Did ___you, or ___your spouse, pay anyone <u>not operating as a business</u> $2,000 or more in 2020 for ___housekeeping, ___babysitting, ___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 2020?

Yes No
Did ___you, or ___your spouse, individually make gifts (cash or property) equal to or totaling more than $15,000 to any one individual(s) during 2020?

Yes No
Are ___you, or ___your spouse, a grade K-12 educator?

Yes No
If you or your spouse were K-12 educators did you have out-of-pocket expenses including expenses related to Covid-19 protection? If yes, please describe:
____
____
____

Yes No
Did you ___purchase, ___sell, or ___refinance your principal home or second home during 2020?

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:
____
____
____

2020 1040 US Miscellaneous Questions

Yes ☐ No ☐ Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell energy sources?

Yes ☐ No ☐ At any time during 2020, did ___you, or ___your spouse, receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?

INCOME

Yes ☐ No ☐ Did ___you, or ___your spouse, work for an employer and receive a W-2(s)? Please provide final pay stub(s) 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 unreported tip income of $20 or more in any month?

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 receive any ___Social Security Benefits, ___unemployment benefits, ___disability income, or ___VA disability benefits during the year?

Yes ☐ No ☐ Did 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 cancelled or forgiven? This would be reported to you on a Form 1099-C or Form 1099-A.

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

Yes ☐ No ☐ Did ___you, or ___your spouse, run a sole-proprietorship business at any time during 2020?

Yes ☐ No ☐ Did ___you, or ___your spouse, own any rental property?

2020	1040	US	Miscellaneous Questions

INTEREST, DIVIDENDS, AND CAPITAL FROM INVESTMENTS

Yes ☐ No ☐

Did ___you, or ___your spouse, receive: ___interest, ___dividends,___capital gains distributions or did you sell ___stock or ___mutual funds in 2020? Please provide ALL pages of the related Form 1099's (These are the Year End Brokerage Statements.)

Yes ☐ No ☐

Did ___you, or ___your spouse, inherit any form of ___interest, ___dividend account(s), ___ stock, or ___ property in 2020?

Yes ☐ No ☐

Did ___you, or ___your spouse, buy or sell any stocks, bonds or other investment property in 2020?

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 2021?

RETIREMENT PLANS

Yes ☐ No ☐

Did you 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),___IRS levy, or ___Covid-19 issues?

Yes ☐ No ☐

If you are age 70 1/2 and have an IRA or other retirement plan, have you taken your Required Minimum Distribution? Special rules exist due to Covid-19 for 2020.

Yes ☐ No ☐

Did your spouse receive a distribution from a retirement plan ___401(k), ___403(b),___IRA, ___SEP, ___SIMPLE, ___Qualified Plan,___disability, ___Military Retirement? If yes, they 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 for your spouse, was it due to ___disability, ___death, ___divorce, ___first-time home purchase, ___education, ___medical expenses, ___unemployment, ___military service, ___separation from company (after age 55), ___IRS levy, or ___ Covid-19 issues?

Yes ☐ No ☐

If your spouse is age 70 1/2 and has an IRA or other retirement plan, have they taken their Required Minimum Distribution? Special rules exist due to Covid-19 for 2020.

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, transfer or rollover any amount from one retirement plan to another retirement plan?

2020 | 1040 | US | Miscellaneous Questions

Yes ☐ No ☐ Did ___you, or ___your spouse, convert part or all of your ___traditional, ___SEP, or___ SIMPLE IRA to a Roth IRA in 2020?

Yes ☐ No ☐ Did ___you, or ___your spouse, inherit any form of retirement or pension account(s) in 2020?

BUSINESS-Taxpayer

Yes ☐ No ☐ Did you provide services for which a Form 1099(s) was received?

Yes ☐ No ☐ Did you start a business in 2020? Are you a ____sole-proprietor, ___member, ____partner, or ____investor in this business(es)?

Yes ☐ No ☐ Is there 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 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 have ALL records to substantiate the BUSINESS deductions you are claiming on your 2020 tax return?

Yes ☐ No ☐ Do you ___have or will you ___need the preparation of income and expense reports for this business(es)?

Yes ☐ No ☐ Was your home used for business in 2020?
If yes, what is the total square footage of your home you used for business? _______
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.)

BUSINESS-Spouse

Yes ☐ No ☐ Did your spouse provide services for which a Form 1099(s) was received?

Yes ☐ No ☐ Did your spouse start a business in 2020? Are they a ____sole-proprietor, ___member, ____partner, or ____investor in this business(es)?

Yes ☐ No ☐ Is there a Federal Employer Identification Number (FEIN) for this business? If yes, please provide FEIN and business name:

____

____

2020	1040	US	Miscellaneous Questions

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 you are claiming on your 2020 tax return?

Yes ☐ No ☐ Does your spouse ___have or will they ___need the preparation of income and expense reports for this business(es)?

Yes ☐ No ☐ Was your home used for business in 2020?
If yes, what is the total square footage of your home your spouse used for their business? _______ 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.)

EDUCATION

Yes ☐ No ☐ Did ___you, or ___your spouse, pay any student loan interest during 2020? 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?

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 2020?

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.

2020 | 1040 | US | Miscellaneous Questions

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

Yes ☐ No ☐ Did ___you, or ___your spouse, buy a motor vehicle(s) in 2020?

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. And for 2020 there is a special "above the line" option to claim cash contributions even if you cannot itemize.

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 the 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 NC State sales and use tax?

HEALTH CARE COVERAGE

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.)

2020 | 1040 | US | Miscellaneous Questions

ESTIMATED TAXES

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 2019 taxes to your 2020 estimated tax (instead of receiving a refund)?

Yes ☐ No ☐ If you have an overpayment of 2020 taxes, do ___you and ___your spouse want the excess applied to your 2021 estimated tax (instead of being refunded)?

Yes ☐ No ☐ Do you expect your 2021 taxable income and withholdings to be substantially different from 2020?

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 preparer?

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

Yes ☐ No ☐ Do you want to allocate $3 to the Presidential Election Campaign Fund?

Yes ☐ No ☐ Does your spouse want to allocate $3 to the Presidential Election Campaign Fund?

FINANCIAL INSTITUTION

Yes ☐ No ☐ Do you want to have any 2020 Federal refund deposited directly into your financial account?

Yes ☐ No ☐ Do you want to use the same financial information for any 2020 State refunds?

Please supply financial information:

Type of financial account: ___Savings Account or ___Checking Account:

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

2020	1040	US	Miscellaneous Questions

****

Completed by:

Signature: ____

Printed Name: _______________________________________ Date:______________

****

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/numbers from your tax documents onto this organizer.** We enter data directly from the actual tax documents you provide into your tax return.

2020 | 1040 | US | Tax Organizer

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 2020 tax return. Please enter all pertinent 2020 information. If you have attached a government form for an item, check the box and do not enter a 2020 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	Tax Client
	Apartment number	
	City	
	State	
	ZIP code	

DEPENDENTS

	Dependent No.	Dependent No.
First name		
Last name		
Title/suffix		
Date of birth (m/d/y)		
Date of death (m/d/y)		
Date of adoption (m/d/y)		
Social security number		
Relationship		
Months lived at home		

WAGES, SALARIES AND TIPS

Employer Name:	2020 Amount	2019 Amount
	Attach Forms W-2	

2020	1040	US	Tax Organizer

Please enter all pertinent 2020 information. If you have attached a government form for an item, check the box and do not enter a 2020 amount.

INTEREST INCOME

Payer Name:

		2020 Amount	2019 Amount
☐		Attach Forms 1099-INT	
☐			

DIVIDEND INCOME

Payer Name:

		2020 Amount	2019 Amount
☐		Attach Forms 1099-DIV	
☐			

PENSION AND IRA INCOME

Payer name:

		2020 Amount	2019 Amount
☐		Attach Forms 1099-R	
☐			

GAMBLING WINNINGS

Payer name:

		2020 Amount	2019 Amount
☐		Attach Forms W-2G	
☐			
	Total gambling losses		
	Winnings not reported on Form W-2G		

OTHER GOVERNMENT FORMS - INCOME

		2020 Amount	2019 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		

MISCELLANEOUS INCOME

	2020 Amount	2019 Amount
Alimony received		
Spouse: Alimony received		
Other:		

2020 | 1040 | US | Tax Organizer

Please enter all pertinent 2020 information. If you have attached a government form for an item, check the box and do not enter a 2020 amount.

RETIREMENT PLAN CONTRIBUTIONS

	2020 Amount	2019 Amount
Taxpayer:		
Traditional IRA contributions (1=maximum)......		
Roth IRA contributions (1=maximum)......		
Self-employed SEP, SIMPLE, & qualified plan contributions (1=maximum)		
Spouse:		
Traditional IRA contributions (1=maximum)......		
Roth IRA contributions (1=maximum)......		
Self-employed SEP, SIMPLE, & qualified plan contributions (1=maximum)		

OTHER GOVERNMENT FORMS - DEDUCTIONS

☐ Form 1098-E - Student loan interest......	Attach Forms 1098	
☐ Form 1098-T - Tuition and related expenses......		

Affordable Care Act

☐ Form 1095-A - Health Insurance Marketplace Statement......	Attach Forms 1095

ADJUSTMENTS TO INCOME

Taxpayer:		
Self-employed health insurance premiums......		
Educator expenses......		
Expenses from rental of personal property......		
Other adjustments to income:		
Alimony Paid - Recipient name & SSN		
Spouse:		
Self-employed health insurance premiums......		
Educator expenses......		
Expenses from rental of personal property......		
Other adjustments to income:		
Alimony Paid - Recipient name & SSN		

MEDICAL AND DENTAL EXPENSES

Prescription medicines and drugs......		
Doctors, dentists and nurses......		
Hospitals and nursing homes......		
Insurance premiums......		
Taxpayer: Long-term care premiums......		
Spouse: Long-term care premiums......		
Insurance reimbursements......		
Out-of-pocket lodging and transportation expenses......		
Number of medical miles......		
Other:		

2020	1040	US	Tax Organizer

Please enter all pertinent 2020 information. If you have attached a government form for an item, check the box and do not enter a 2020 amount.

MEDICAL AND DENTAL EXPENSES (Continued)

Other:	2020 Amount	2019 Amount

TAXES PAID

	2020 Amount	2019 Amount
State income taxes - 1/15 payment on 2019 state estimate....................		
State income taxes - paid with 2019 state extension...............................		
State income taxes - paid with 2019 state return.....................................		
State income taxes - paid for prior years and/or to other states..............		
City/local income taxes - 1/15 payment on 2019 city/local estimate.........		
City/local income taxes - paid with 2019 city/local extension...................		
City/local income taxes - paid with 2019 city/local return.........................		
State and local sales taxes paid (except autos and special items)...........		
Use taxes paid on 2020 purchases..		
Use taxes paid on 2019 state return..		
Sales tax on autos not included above..		
Sales taxes paid on boats, aircraft and other special items.....................		
Real estate taxes - principal residence..		
Real estate taxes - property held for investment.....................................		
Foreign income taxes..		
Other:		
☐ Personal property taxes (including automobile fees in some states)........	Attach Tax Notice	

INTEREST PAID

	2020 Amount	2019 Amount
Home mortgage interest and points paid		
☐	Attach Forms 1098	
☐		
Home mortgage interest not on Form 1098 (include name, SSN, & address of payee)		
Points not reported on Form 1098		
Mortgage insurance premiums on post 12/31/06 contracts.....................		
Investment interest (interest on margin accounts):		
Passive Interest..		

CASH CONTRIBUTIONS

Note: No deduction is allowed for cash or check contributions unless the donor maintains a bank record, or a written communication from the donee, showing the name of the organization, contributions date(s), and contribution amount(s).

	2020 Amount	2019 Amount

2020	1040	US	Tax Organizer

Please enter all pertinent 2020 information. If you have attached a government form for an item, check the box and do not enter a 2020 amount.

CASH CONTRIBUTIONS (Continued)

	2020 Amount	2019 Amount
Volunteer Expenses (out-of-pocket)........		
Number of charitable miles........		

NONCASH CONTRIBUTIONS

Note: No deduction is allowed for contributions of clothing and household items that are not in good used condition or better.
In addition, a deduction for any item with minimal monetary value may be denied.

MISCELLANEOUS DEDUCTIONS

Union and professional dues........		
Tax return preparation fee........		
Safe deposit box rental........		
Investment expenses........		
Estate tax, section 691(c)........		
Unreimbursed employee expenses:		
Other:		