



Dear client:

Thank you for choosing EPL Tax Group, LLC to assist you with your taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will review your current federal and state income tax returns. We will depend on you to provide the information we need to complete an accurate assessment and provide recommendations. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. Review or revision of prior year(s) returns is also available at an additional charge.

We will perform services only as needed to review, revise or prepare your tax returns. Our work will not include procedures to find misappropriated funds or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fee will be based on the quote provided at the time of preparation.

We will return your original records to you at the end of this engagement as an electronically scanned .pdf format and will shred the copies you've sent us physically, if any. You will be able to download these from your Intuit portal account. You should securely store these records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.

Our engagement to prepare your tax returns will conclude with the delivery of our analysis of your return along with any recommended clarifications or corrections. If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated.

Signed & Dated: _____

Please provide the following information needed to prepare your tax return

- What is your current address? _____
- Please confirm the full legal name(s) and birthdates for any dependents being claimed this year and for how many months they lived in the home for 2020. _____
- Provide your Drivers License(s) info (if married, please provide your spouses info as well): ID#, State, Issue and Expiration dates. _____
- What is your best phone number to reach you at? _____
- Please provide the occupation for both taxpayer and spouse, where applicable. For single income families, it is common for the spouse to be entered as "Homemaker" _____
- Did your marital status change before the end of last year? _____
- Have you been issued an identity theft pin number (IP PIN) by the IRS? If yes, please provide the legal name and IP PIN# for who it was assigned to. You will receive this confirmation by an IRS letter if so. _____
- If you anticipate receiving a refund and would like to have it directly deposited, please provide your Bank Name, Routing Number and Account Number. _____
- If you end up owing taxes and would like to have it directly debited from your bank account, please provide your Bank Name, Routing Number and Account Number. _____
- Are you claimed as a dependent by anyone? _____
- Have any of your dependents changed from last year, if new please include Full Name, Date of Birth, Relationship, Social Security Number, Months in Home (12 for all year or new baby), and whether you provide over half of their support.
- Did you have any child or dependency care expenses? Please include care provider's name, address, SSN, and total amount paid to care provider. _____
- Have you ever had the Earned Income Credit (EIC), Child Tax Credit (CTC), Additional Child Tax Credit (ACTC) or Credit for Other Dependents (ODC) disallowed or reduced in a previous year? (Answer Yes, No, N/A) _____
- Did you and your dependents have health care coverage for the full-year? _____
- Did you donate money, clothes, cars, or stock? If so, please detail the full date of donation, total amount donated etc. _____
- Did you incur any tuition or continuing education expenses? _____
- Did you make a contribution to an HSA, IRA, SEP or SIMPLE account outside of your paycheck or W2 during the year, if so what type of account and how much? _____
- Did you receive a tax document from a brokerage account for stock sales or dividends _____
- Please provide any K1s you received or indicate whether you are still waiting on any to arrive _____
- Did you receive any of the following IRS documents? Form 1095-A, 1095-B, or Form 1095-C? If so, please send. _____

Please provide the following information needed to prepare your tax return

- Did you make any alimony or spousal support payments, if so provide the amount, legal date of separation or divorce, and information on the person paid. _____
- Did you receive a recovery rebate/stimulus payment in 2020? If so which round/date and how much were the payments per family member. (For reference, the first round of stimulus was maximum \$1200 per adult, and \$500 per qualifying child dependent under 17. The second round of stimulus checks was maximum \$600 per adult, and \$600 per child dependent under 17, but these amounts may have been reduced.)
- Did you receive a PPP loan, if so which round and how much? If you did receive a loan please also include a wage breakdown for each employee per quarter if it is not included elsewhere in your organizer. _____
- In 2020, did you or your Spouse/Dependents receive, sell, send, exchange or acquire interest in any virtual currency (ie. Bitcoin, Ethereum, Dogecoin)? If yes, please provide details. _____
- Are you planning on retiring soon? _____
- Do you have a 401k or retirement plan you need to roll over? EPL Is a Fee-Only Fiduciary investor, holding assets at Schwab and TDAM. Would you like to schedule a free consultation? _____
- Did you or are you planning on selling any real estate? EPL Realty Group is a licensed real estate group in the state of Arizona with over 20 years of experience. Would you like to schedule a free consultation? _____
- Do you own or rent your primary residence? _____
- Do you own any rental properties? Do you have an income statement? Please upload your income statement(s) or ask for our Rental organizer to help you compile if not. _____
- Did you inherit any money or do you plan to inherit any money? _____
- Did you receive any dividends or interest or K-1. _____
- Do you currently have a business or are you considering opening a business? _____
- Do you have a trust? _____
- Would you like to establish a trust? _____
- Please list any questions or other concerns you might have. _____