



Accounting & Tax Professionals

Date _____

Please fill in your responses as best you can. We will begin with taxpayer's info.

Marital Status as of 12/31/2017

- Life Partner
- Married
- Separated
- Single
- Divorced
- Widowed

Taxpayer

First Name

Last Name

--	--

Social Security #

DOB

Occupation

--	--	--

Street Address

City

State

Zip

--	--	--	--

Home Phone

Mobile Phone

Work Phone

--	--	--

Email

Fax

--	--

IRS Issued PIN

Blind/Disabled?

- Yes
- No

Spouse

First Name:

Last Name

--	--

Social Security #

DOB

Occupation

--	--	--

Street Address

City

State

Zip

--	--	--	--

Home Phone

Mobile Phone

Work Phone

--	--	--

Email

Fax

--	--

IRS Issued PIN

Blind/Disabled?

- Yes
- No

If we have questions who should we contact?

- Tax Payer
- Spouse

Preferred method of communication. Please list the number or email you prefer to be contacted in reference to your taxes.

Call <input style="width: 100%;" type="text"/>	Email <input style="width: 100%;" type="text"/>
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Are you a new or returning client?

- New
- Returning

If you are a new client how did you hear about us?

- Internet
- Drive By
- Networking
- Referral
- Newspaper
- Other

Delivery Option

Our firm will provide you with either a paper copy or an electronic copy saved to your client portal upon completion and receipt of full payment. Should you request both options then there will be a minimal additional fee of \$10.00. However if you request a copy later in the year the fee is \$25.00 and it is paid at the time extra copy is requested.

How would you like to receive your copy? Paper Electronic Both (\$10 additional charge)

Dependents

Please list all dependents you plan to claim for 2017. If we have dependents on-file from the previous year that you are not taking this year, please let us know to remove them.

Name	Birthdate / Age	Social Security #	Relationship	No. of months lived in your home in 2017	Add or remove

Child Care Deductions

Do you have child care expenses to report? (If yes, provide statement) Yes No

Did you receive employer provided dependent care assistance benefits? Yes No

How much?

Direct Deposit

If you are owed a REFUND, how would you like to receive it?

Mail Check Direct Deposit Apply To Next Year

What type of bank account? Checking Savings

9 digit Bank Routing Number

Account Number

Direct Debit

Payment is due by April 15th, even if you file an extension. Payments made after the 15th are considered late and will incur penalties and interest.

If you owe taxes, how would you like to pay them? Direct Debit Mail Check

9 Digit Bank Routing Number

Account Number

When would you like your direct DEBIT to occur? April 15 The day after I sign my e-file authorization form

Estimated Tax Payments

	Federal	State	City	Date
1st Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4th Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PAYMENT POLICY

Please read each statement below in its entirety and initial that you are in agreement and will abide by the policy.

initial

Payment in full expected at the time the services are rendered. SmartPlan will not release or file any return until full payment is made.

initial

Any work submitted to our office April 1st or later or with a history of delinquency will be required to pay a retainer to get started; however, full payment is due before we can file anything. If payment is not made the taxpayer is responsible for any penalties and interest assessed by the IRS for late filing.

initial

A \$10.00 late fee will be assessed for each month the return goes unpaid. Initialing states that you understand and will abide by our payment policy.

initial

Our invoicing is done once the return or project is completed. Our fees are based on a wide variety of methods which are listed on our website for your review. We DO NOT give out quotes as we can not tell how much time will be required to accurately complete your return. However, our fees are inline with national averages, and we find our fees are very fair in comparison to our competitors. Initial that you understand and agree to our billing and payment policy.

Signature

While SmartPlan does our best to ask all necessary questions to file an accurate return for you, it is the responsibility of the taxpayer to make us aware of any situations they think may effect their return.

To the best of my knowledge the responses I have provided are correct and include all income deductions and other information necessary for the preparation of this year's income tax returns for which I have adequate contemporaneous records.

Please sign that you are in agreement. _____

Today's Date _____

Privacy Notice

As tax preparers, we have always protected your right to privacy. Like all providers of personal financial services, we are now required by law to inform our clients of our policies regarding privacy of client information.

Types of Nonpublic Personal Information I 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 I 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. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of 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. Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

PART IV
REPORTING OF FOREIGN ASSETS

Client _____

Tax Year _____

Disclosure of Foreign Assets

We need to make further inquiries to ensure the \$10,000 penalty (or higher), and the loss of tax return statute of limitation, will not affect you:

Yes No

_____ _____ Do you own, directly or with others, any foreign stock or securities, financial instruments, foreign-issued annuities or life insurance, or foreign hedge or private-equity funds?
If so, what country? _____
Estimated value of the stock 12/31/2017 \$ _____

_____ _____ Do you have a retirement or deferred compensation plan/account in another country?
If so, what country? _____ FMV on 12/31/2017 \$ _____
Highest estimated value of the retirement plan during the year \$ _____

_____ _____ Do you have a bank/brokerage account or a custodial account in another country?
Highest value of the bank account during the year \$ _____

_____ _____ Do you have any other assets outside the U.S., such as land?
If so, what country? _____
Description and estimated value of the assets \$ _____

OR

_____ _____ At any time during 2017, did you have a financial interest in or signature authority over a financial account (such as a bank account, securities account, or brokerage account) located in a foreign country?
If yes, you may be require to file form FinCEN 114 to report that financial interest or signature authority. Enter the name of the foreign country where the financial account is located: _____
Highest value of the financial account during the year \$ _____

_____ _____ During 2017, did you receive a distribution from, or were you the granter of or transferee to, a foreign trust? If yes, you may have to file Form 3520.

The above information is correct to the best of my knowledge

Signature _____ Date _____

Print Name _____

Signature _____ Date _____

Print Name _____