2019 Tax Guide

LYNN A. GROSS
Certified Public Accountant, LLC

LYNN A. GROSS
Certified Public Accountant, LLC

2019 Engagement Letter

Thank you for choosing Lynn A. Gross, CPA 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.

Our firm will:

- Prepare your current federal and, if indicated, state income tax returns.
- Only prepare your Texas franchise tax return *if* expressly requested.
- Depend on you to provide the information we need to accurately complete the returns.
- Use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretation of the law and other supportable positions. (Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.)
- Not audit or otherwise verify the data you submit. The accuracy and completeness of the information submitted to us is your responsibility.

Our Fees:
Our fees are based on a standard minimum fee, and if necessary, on the time required at the standard hourly billing rate plus any out-of-pocket expenses. Any estimate we give is based upon information you initially provide to us. Actual fees may vary if circumstances change and/or new corrected information is made available. All fees and costs incurred to prepare your income tax returns are due and payable before the returns are released from our office. If there is an error on the due to incorrect or incomplete information supplied by you or due to your subsequent receipt of amended or corrected tax forms (W-2's, 1099's, K-1's), you are responsible for the payment of any additional taxes which would have been properly due on the original return(s), along with any interest and penalties charged by the IRS. Any further work that is required in this situation will be billed at our hourly rates. Review or revision of prior year(s) returns is also available at an additional charge.

After the returns are complete:
You are ultimately responsible for the accuracy of your return and should review it carefully before signing it. You are also responsible to pay our preparation fee regardless of whether or not you agree with the outcome. Our engagement to prepare your tax returns will conclude with the delivery of your return through DocuSign or printed return in our office. Your original source documents will be available for retrieval from our office after your return is completed. If requested, we will mail them to you for the cost of postage.

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 electronic copies of your records and our work papers for your engagement for seven years, after which these documents will be deleted. 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.

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

Signed: ____ Date ________________

Print Name: ____

LYNN A. GROSS
Certified Public Accountant, LLC

CLIENT INTAKE FORM

CLIENT INFORMATION

☐ No Changes from Last Year ___________

Taxpayer SSN # ______________________ Spouse SSN # ______________________

Taxpayer Name: First ______________________ Spouse Name: First ______________________

Taxpayer M.I._____ Last ______________________ Spouse M.I. ____ Last ______________________

Taxpayer DOB ______________________ Spouse DOB ______________________

Occupation ______________________ Occupation ______________________

Mobile Phone # ______________________ Mobile Phone # ______________________

Email Address ______________________ Email Address ______________________

Preferred Method of Contact ______________________ Preferred Method of Contact ______________________

Address ____

City ______________________ State ___________ Zip ___________

Which of you is our primary contact? ______________________

DEPENDENTS

☐ No Changes from Last Year ___________

Name ______________________ DOB ___________ SS# ___________

Name ______________________ DOB ___________ SS# ___________

Name ______________________ DOB ___________ SS# ___________

Name ______________________ DOB ___________ SS# ___________

QUESTIONS / ADDITIONAL RETURNS

Did you move in 2019? ___________ If so, when? ___________ From where? ______________________

Do you own a business? ___________

Do you own rental property? ___________ File state return: ______________________

Do you claim dependents? ___________ File Texas franchise tax return for: ______________________ WebFile: ___________

DISCUSSION

List items to discuss during your consultation:

LYNN A. GROSS
Certified Public Accountant, LLC

OFFICE USE ONLY

Client Manager: ______________________________ Date: _______________________ Initials:_________________

Portal Use: Yes / No / Setup Needed E-Signature: Yes / No Paper Copy ($10) : Yes / No

ENGAGEMENT

Individual Tax Return: $__________ State Tax Return: ____________ Business Tax Return: ____________________

Schedule C - Taxpayer / Spouse / Both ☐ Self Employed Health Insurance

Franchise Tax ☐ Child(ren) Tax Return+

Home Office ☐ IRA/SEP

Sale of Home ☐ Other ______________________

Schedule E no. ______

NOTES

2019	1040	US	Tax Preparation Guide - Lynn A. Gross CPA, LLC

Name: ________________________

This guide is optional. Use it to help gather the correct tax information. Return this document with your tax documents. If any of the following items pertain to you or your spouse for 2019, please check the appropriate box and provide additional information.

YES	NO	PERSONAL INFORMATION
☐	☐	Did your marital status change during the year?
☐	☐	Did your address change during the year?
☐	☐	Could you be claimed as a dependent on another person's tax return for 2019?
		DEPENDENTS
☐	☐	Were there any changes in dependents?
☐	☐	Were any of your unmarried children who might be claimed as dependents 19 years of age or older (or 24 years or older if student) at the end of 2019?
☐	☐	Did you have any children under age 19 or full-time students under age 24 at the end of 2019, with interest and dividend income in excess of $1,100, or total investment income in excess of $2,200?
		HEALTH CARE COVERAGE
☐	☐	Did you receive IRS document Form 1095-A (Health Insurance Marketplace Statement), If so, please attach.
		INCOME
☐	☐	Did you receive any disability income? Attach corresponding 1099 or W-2.
☐	☐	Did you have any foreign income or pay any foreign taxes? Provide details.
		PURCHASES, SALES AND DEBT
☐	☐	Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S corporation, trust, or REMIC?
☐	☐	Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use?
☐	☐	Did you buy or sell any stocks, bonds or other investment property in 2019? Attach 1099-B.
☐	☐	Did you purchase, sell or your principal home or second home, or did you take a home equity loan? If so attach closing statements and all mortgage interest and property tax statements.
☐	☐	Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell energy sources?
☐	☐	Did you have any debts cancelled or forgiven? Attach 1099-C.

ORGANIZER

2019	1040	US	Tax Preparation Guide - Lynn A. Gross CPA, LLC

If any of the following items pertain to you or your spouse for 2019, please check the appropriate box and provide additional information if necessary.

YES	NO	RETIREMENT PLANS
☐	☐	Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)? Attach 1099-R.
☐	☐	Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)? Attach 5498 or details.
☐	☐	Did you transfer or rollover any amount from one retirement plan to another retirement plan? Provide details.
		EDUCATION
☐	☐	Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program? Attach 1098-T or 1099-Q.
☐	☐	Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school? Attach 1098-T and additional details (books, room/board, etc.).
		ESTIMATED TAXES
☐	☐	Did you apply an overpayment of 2018 taxes to your 2019 estimated tax (instead of being refunded)?
☐	☐	If you have an overpayment of 2019 taxes, do you want the excess applied to your 2020 estimated tax (instead of being refunded)?
☐	☐	Do you expect your 2020 taxable income and withholdings to be different from 2019?
		MISCELLANEOUS
☐	☐	Do you want to allocate $3 to the Presidential Election Campaign Fund?
☐	☐	Does your spouse want to allocate $3 to the Presidential Election Campaign Fund?
☐	☐	May the IRS discuss your tax return with your preparer?
☐	☐	Did you have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?
☐	☐	Was your home rented out or used for business?
☐	☐	Did you receive a distribution from an Achieving a Better Life Experience (ABLE) savings account?
☐	☐	Are you a member of the Armed Forces of the United States on active duty who moved pursuant to a military order related to a permanent change of station?
☐	☐	Did you engage the services of any household employees?
☐	☐	Were you notified or audited by either the Internal Revenue Service or the State taxing agency?
☐	☐	Did you or your spouse make any gifts to an individual that total more than $15,000, or any gifts to a trust?
☐	☐	Did your bank account information change within the last twelve months?
☐	☐	At any time during 2019, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?