Laurel Mathieson, CPA, LLC
1661 Ringling Blvd #4152
Sarasota, FL 34230
941-960-2665

Dear Client:

This tax organizer is designed to help you gather the tax information to prepare your 2023 personal income tax return. Continue reading for important information.

Please check off when completed and return to Laurel Accounting & Tax with your tax information.

- ☐ I have completed the Mandatory Questionnaire.
- ☐ I have completed the Direct Deposit / Electronic Funds Withdrawal page. If I want any refunds direct deposited or taxes due paid directly from my bank account, I have included a copy of a voided check.
- ☐ I have completed the Tax Questionnaire.
- ☐ I have reviewed and signed the Engagement Letter.
- ☐ We encourage you to review the Client Organizer Checklist, included with your e-mailed Client Organizer packet, which includes information from your prior year tax return. Use these pages to indicate any changes we should be aware of, and to assist you with gathering this year's tax documents.

HOW TO SEND INFORMATION TO US

As always, do not text or e-mail confidential information.

TaxDome Portal (BEST)

Go to https://laurelcpa.taxdome.com/login.

NEW THIS YEAR: You will receive a separate e-mail with instructions and a link for setting up your new personal TaxDome portal. Contact our office if you have questions on getting started.

Mail Send via USPS to:

Laurel Accounting & Tax
1661 Ringling Blvd #4152
Sarasota, FL 34230

This is a USPS post office box. To avoid delays, do NOT use Federal Express or UPS.

Drop Off Contact our office for drop off options.

HOW WE SEND INFORMATION TO YOU

Electronic - **By default** we will send you an electronic copy of your tax return to your TaxDome portal, and e-file all returns whenever possible. Signatures will be collected electronically using E-Sign services. It is very important that we have a correct individual e-mail address on file for all tax return signers.

Paper - We will mail your tax return to you via USPS Priority Mail, which provides package tracking. **Additional fees** of $40 (or more for larger returns) will apply.

FEES

We have implemented a minimum fee of $450 for preparation of personal income tax returns. Our regular hourly rates are $125 - $225 per hour.

In order to meet the filing deadline for your 2023 income tax return, your completed tax organizer needs to be received by our office no later than March 15, 2024. Any information received after that date may require an extension of time be filed for your return.

Thank you for the opportunity to serve you.

Sincerely,

Laurel Mathieson

Laurel Mathieson, CPA, LLC

MANDATORY QUESTIONNAIRE

Y	N	
☐	☐	Did you receive an identity protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach the IRS letter for filing returns in 2023.
☐	☐	Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?
☐	☐	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?
☐	☐	Did you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?
☐	☐	At any time during 2023, did you (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)?
☐	☐	Did you make gifts of more than $17,000 to any individual?
☐	☐	If so, would you like us to prepare a gift tax return?
☐	☐	Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $2,500?
☐	☐	If so, would you like us to prepare their tax return?
☐	☐	Do you expect changes to your 2024 tax situation?
☐	☐	If so, would you like us to prepare a tax projection? Additional fees may apply.
☐	☐	Do you wish to receive a paper copy of your tax return? Additional fees will apply.
☐	☐	Do you want to designate $3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.

DIRECT DEPOSIT / ELECTRONIC FUNDS WITHDRAWAL

Check box to left to indicate your choices.

REFUNDS:

☐ I would like any refunds direct deposited to my bank account. *

☐ I would like any refunds returned to me via paper check.

We may advise that a refund be applied to next year's tax estimates. If so, we will discuss this with you prior to filing your 2023 tax return.

TAXES DUE:

☐ I would like you to schedule payment for any balance due to be automatically debited from my bank account on April 16, 2024, unless a different date is decided on in advance. *

☐ I would like to pay my balance due with a voucher.

You must fill out Banking Information below to be considered for these options.

BANKING INFORMATION:

Please deposit / withdrawal funds to / from the following bank account(s):

Routing Transit Number ____

Name of Financial Institution ____

Your Account Number ____

Type of Account

☐ Savings

☐ Checking

☐ Check if you are married filing jointly and this is a joint account.

We STRONGLY advise you to include a voided check to help prevent any errors in account information.

ENGAGEMENT LETTER

Please review and indicate your agreement by signing below and returning to our office.

Dear Client:

Laurel Accounting & Tax is pleased to provide you with the professional services described below. Please review and indicate your agreement by signing below and returning to our office.

We will prepare your 2023 federal and state income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1.5% per month. If you believe that any invoice is incorrect or if you wish to dispute any invoice, you must notify us within 60 days of your receipt of the invoice.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of the return copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

Laurel Mathieson, CPA, LLC

Accepted By

Print Name

Date

Tax Questionnaire

Please check the appropriate box and include all necessary details and documentation. If any section is not applicable, mark N/A and move to next section. By answering these questions, you will help us to prepare a complete and accurate tax return.

Yes **No**

Personal Information

Did your marital status change during the year? ☐ ☐
If yes, explain: ____
Did you live separately from your spouse during the last six months of the year? ☐ ☐
Do you have a separate decree, instrument, or agreement and are not living in the same household by the end of the year? ☐ ☐

Did your address change from last year? ☐ ☐

Dependent Information

Were there any changes in dependents from the prior year? ☐ ☐
If yes, explain: ____
Did you provide over half the support for any other person(s) other than your dependent children during the year? ☐ ☐

Did you pay for childcare while you worked, looked for work, or while a full-time student? ☐ ☐

Is there any other person(s) who lived with you more than half the year but not claimed by you last year? ☐ ☐

Did you pay any expenses related to the adoption of a child during the year? ☐ ☐

If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities? ☐ ☐

Purchases, Sales, and Debt Information

Did you sell, exchange, or purchase any real estate during the year? ☐ ☐
If yes, please provide a copy of settlement statement(s).

Did you foreclose or abandon a principal residence or real property during the year? ☐ ☐

Did you take out a home equity loan this year? ☐ ☐
If yes, were proceeds used to improve principal residence? ☐ ☐
Did you refinance a principal residence or second home this year? ☐ ☐
If yes, please provide a copy of settlement statement.

Did you lend money with the understanding of repayment and this year it became totally uncollectable? ☐ ☐
Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)? ☐ ☐

Income Information

Did you receive any income from property sold prior to this year? ☐ ☐

Did you receive any unemployment benefits during the year?
Did you receive any disability income during the year?
Did you receive tip income not reported to your employer this year?
Did any of your life insurance policies mature, or did you surrender any policies?
Did you receive any awards, prizes, hobby income, gambling or lottery winnings?

Business Information

Did you start a new business or purchase rental property during the year?
If yes, include purchase agreement and/or property settlement statement.
Did you acquire a new or additional interest in a partnership or S corporation?

Did you sell an existing business, rental, or other property this year?

If you are a business owner, did you pay health insurance premiums for you and your family this year?

Did you utilize an area of your home for business purposes?
If yes, was it used ***regularly and exclusively*** for business purposes?
Be sure to fill out tax organizer page with home office information.

Did you make any payments that would require you to file Form(s) 1099?
If yes, did you or will you file required Form(s) 1099?

Did you use a vehicle for business purposes?
If yes, do you have evidence to support your business mileage deduction?
Is your evidence written?

Retirement Information

Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?
If available, are you interested in contributing to a retirement plan?
Did you receive any social security benefits during the year?
Did you make any withdrawals from a retirement plan?
Did you make any qualified charitable distributions (QCD) during the year?

Education Information

Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent?
Did anyone in your family receive a scholarship of any kind during the year?
If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?

Did you make any withdrawals from an education savings or 529 Plan account?
Did you make any contributions to an education savings or 529 Plan account?

Did you pay any student loan interest this year?
Did you cash any Series EE or I U.S. Savings bonds issued after 1989?

Health Care Information

Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act?
If yes, include Form 1095.

Did you make any contributions to a Health savings account (HSA) or Archer MSA?
If yes, include Form 5498-SA

Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year?
If yes, was the distribution used to pay for qualified medical expenses?
Include Form 1099-SA.

Did you pay long-term premiums for yourself or your family?

Itemized Deduction Information

Did you incur a casualty or theft loss or any condemnation awards during the year?
If yes, did the loss occur in a Federally declared disaster area?

Did you pay ***significant*** out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?

Did you make any charitable contributions by cash, check, or credit card?
If yes, and donation was more than $250, please provide confirmation letter from donee organization.

Did you make any noncash charitable contributions (clothes, furniture, etc.)?

If yes, please provide a list showing date of contribution, fair market value, where donated, and description of donated items. If contribution was a vehicle or boat, provide Form 1098-C.

Did you pay any mortgage interest on an existing home loan?
If yes, provide Form 1098-Mortgage Interest Statement.

Did you incur interest expenses associated with any investment accounts you held?

Did you make any major purchases during the year (cars, boats, etc.)?

Did you make any out-of-state purchases (by telephone, internet, mail, or in person) for which the seller did not collect state sales or use tax?

Miscellaneous Information

Did you purchase a new or previously owned Clean vehicle this year that is eligible for the new clean vehicle credit?

If yes, attach the vehicle statement from the dealer.

Did you engage in any bartering transactions?

Did you retire or change jobs this year?

Did you pay any individual as a household employee during the year?

Did you make energy efficient improvements to your main home this year?

Did you receive correspondence from the State or IRS?

If yes, attach the vehicle statement from the dealer.