

Date Signed _____

This letter is to confirm our understanding as to the terms, scope, and limitations of the services that we will provide. We will prepare the appropriate return depending on your organization's requirements (year)_____ U.S. Form 1040 as well as the related state filing requirement.

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns, including but not limited to the auto, travel, entertainment, and related expenses and the required documents to support charitable contributions. If you have any questions as to the type of records required, please ask us for advice in that regard. It is also your responsibility to carefully examine and approve your completed tax returns. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, or for resulting taxes, penalties and interest.

You will submit your tax information (as detailed above) to us no later than **twenty days prior** to your filing deadline. If, for some unforeseen reason, your data is not complete at that time, please submit whatever is ready. Be aware that if you submit your data after that date, it may be necessary to apply for an extension to file those returns. Ultimately, you may be subjected to late penalties on your returns because of this delay.

Fee for our services will be at our standard rate of \$200 per hour plus computer charges and out-of-pocket expenses. **Payment for service is due when rendered.** You acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services. By signing this engagement letter, you acknowledge and agree that Taylor's Accounting/365 Tax Strategy has the right to submit the overdue account to collections. Any travel to and from the client's locations will be billed at our hourly rate of \$65. We can estimate a range of your preparation fee upon request.

COMPLIANCE AND JUDGMENT

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

You are confirming that you will furnish us with all the information required for preparing the returns. We will use our professional judgment in preparing your returns. Given the magnitude of changes the Tax Act contains, as well as some new concepts introduced in the law, additional stated guidance from the Internal Revenue Service, and possibly from Congress in the form of technical corrections, may be forthcoming. We will use our professional judgment and expertise to assist you give the Tax Act guidance as currently promulgated. Subsequent developments issued by the applicable tax authorities

may affect the information we have previously provided, and these effects may be material. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. In accordance with our professional standards, we will follow whatever position you request, as long as it is consistent with codes, regulations, and interpretations that have been promulgated.

FOREIGN INVESTMENTS AND ACCOUNTS

If you and/or your entity have a financial interest in, or signature authority over, any foreign accounts, you may be subject to certain filing requirements with the U.S. Department of the Treasury, in addition to the IRS. Filing requirements may also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s).

The filing deadline for the Report of Foreign Bank and Financial Accounts (FBAR) required by the U.S. Department of the Treasury is April 15th and follows the federal income tax due date guidance, which notes that if the tax due date falls on a weekend or legal holiday, the form is considered timely filed if filed on the next business day. An automatic 6-month extension is available. Electronic filing of the FBAR is mandatory using the Bank Secrecy Act (BSA) e-filing system for the Financial Crimes Enforcement Network (FinCEN). We must receive a signed consent form from you prior to submitting the foreign reporting form. If we do not receive your signed authorization to file your foreign reporting form, we will not be able to file any of the required disclosure statements on your behalf.

Additionally, the IRS requires information reporting on foreign interests or activities under applicable IRS sections and related regulations, and the respective IRS tax forms are due when your income tax return is due, including extensions. The IRS reporting requirements are in addition to the U.S. Department of the Treasury reporting requirements stated above. Therefore, if you have any direct or indirect foreign interests that require disclosures to the IRS, you must provide us with the information necessary to prepare the applicable IRS forms.

Failure to timely file the appropriate forms with the U.S. Department of the Treasury and the IRS may result in substantial civil and/or criminal penalties. By your signature below, you agree to provide us with complete and accurate information regarding any foreign accounts that you and/or your entity may have had a direct or indirect interest in, or signature authority over, during the above referenced tax year. The foreign reporting requirements are very complex, so if you have any questions regarding the application of the U.S. Department of the Treasury and/or the IRS reporting requirements to your foreign interests or activities, please ask us for advice in that regard. We assume no liability for penalties associated with the failure to file or untimely filing of any of these forms.

SUBSTANTIATING DOCUMENTATION

It is our policy to keep records related to this engagement for 7 years. However, the firm does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

AUDIT AND CORRESPONDENCE

We are responsible for preparing only the return listed above. Our fee does not include responding to inquiries or examination by taxing authorities. However, we are available to represent you. To give our clients peace of mind, we have created our OPTIONAL Audit and Correspondence Program where we will cover any regulatory communication and/or audits for this tax year for a one-time fee of \$200. The Audit and Correspondence Program is only good for the current tax year and the fee is not refundable if you are not audited.

Our tax preparation fee does not include responding to inquiries or examination by taxing authorities. If you decline to opt into our Audit and Correspondence Program, any letters you receive from the state or IRS, office visits, telephone consultations, and/or emails through the current tax year is subject to our tax rate of \$200 per hour.

COMMUNICATION

In connections with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting tax returns and other confidential documents. However, as emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered to and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or the unauthorized use or failed delivery of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

We may from time to time, and depending on the circumstances and nature of the services we are providing, share your confidential information with third-party service providers, some of whom may be cloud-based, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and will take reasonable

precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Although we will use our best efforts to make the sharing of your information to such third parties secure from unauthorized access, no completely secure system for electronic data transfer has yet been devised. As such, by your signature below, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

ARBITRATION/MEDIATION

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes, except that under all circumstances the arbitrator must follow the laws of Colorado. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

If the above fairly sets for your understanding, please sign the enclosed copy of this letter and return it to us. Please note that you are affirming to Taylor's Accounting your understanding of, and agreement to, the terms and conditions of this engagement letter by any one of the following actions: returning your signed engagement letter to our firm, returning your income tax information to us for use in the preparation of your returns, the submission of the tax returns we have prepared for you to the taxing authorities, or the payment of our return preparation fees.

We are pleased to have you as a client and look forward assisting with your tax needs!

Sincerely,

Jason Taylor

Taylor's Accounting
365 Tax Strategy

Were you required to file 1099's for _____?

YES – I was required to file 1099's and filed with appropriate regulatory agency.

NO – I was not required to file 1099's for 2022

Did you have any foreign investments, property, accounts? YES NO

Would you like to Opt in to the Audit and Correspondence Program for \$200?

YES – Please enroll me in the Audit and Correspondence Program for an additional fee of \$200.

NO – I do not wish to enroll in the Audit and Correspondence Program for my _____ Tax Return. I understand any letters received from taxing authorities, office visits, telephone consultations, and/or emails are subject to the hourly tax rate.

Do you give permission to Taylor's Accounting to use the information on my tax return to update me on any tax changes throughout the year? YES NO

Do you want your Final Tax Return and Supporting Documents priority mailed to you for a fee of \$25? If you live out of state, we will automatically apply the fee to your invoice.

YES – Please priority mail.

NO – Please do not mail, I will pick up all documents at the office.

IMPORTANT - Reserve your spot at Taylor's Accounting / 365 Tax Strategy for a \$100 deposit. This will be credited towards your final tax preparation fee. YES NO

Approved:

Client – Signature

Client Spouse (if applicable)

Client – Printed

Client – Printed

Date

Audit and Correspondence Program Agreement

Membership.

The following terms and conditions of this Agreement (the "Agreement") govern the Taylor's Accounting/365 Tax Strategy Audit and Correspondence Program ("Program") provided to members of the Program ("Members") by Taylor's Accounting/365 Tax Strategy (cumulatively referred to as "Company"). By accepting enrollment in the Program, you are agreeing to the terms of this Agreement.

1. Definitions: The following definitions are applicable to the Agreement.

- a. "ERO" means the Electronic Return Originator participating in the Program approved and authorized by Company.
- b. "Taylor's Accounting/365 Tax Strategy Audit and Correspondence Program" (or the "Program") is a service program offered by Company.
- c. "Return" means an IRS acknowledged individual federal tax return form 1040 (including schedule A, C and E) for the previous year's tax return and is not otherwise excluded in this Agreement.
- d. "Tax Preparer" means the individual completing and signing the acknowledged 1040 Return as the paid preparer.
- e. "Taxpayer" or "Member" means the individual for whom the Tax Preparer completes and signs an acknowledged 1040 Return, and Company receives payment of the Company Program Fee.
- f. "Program Fee" the fee charged by the Tax Preparer or ERO and paid by Member for the Program.
- h. "Company" Taylor's Accounting/365 Tax Strategy

2. Services provided by Company under the Program: From the date the IRS has acknowledged transmission of your Return and Company receives payment of the Company Program Fee and for a period of three (3) years after the filing deadline of April 15 (the Membership Term), for the tax year preceding the year of enrollment, if the Taxpayer's Return is audited by the IRS or the IRS denies any of the credits described in Section 2.7, Company will provide the Taxpayer with the following services (collectively, the "Services"):

- 2.1 Evaluation of all related IRS correspondence.
- 2.2 Explanation of claim requirements and the available options.
- 2.3 Professional IRS document review, consultation, and organization.
- 2.4 Drafting of letters and other necessary correspondence with the IRS as needed.
- 2.5 Assistance with telephone communication with the IRS agent for explanations and discussions during the audit process.
- 2.6 Assistance with all IRS forms including schedules A, C, and E unless excluded below in section 3.
- 2.7 Assistance with denied credits, including: Earned Income Credit, Child and Dependent Care Credit, Education Credits, Child Tax Credit, Additional Child Tax Credit, Adoption Credit, Credit for the Elderly or Disabled, Savers Credit.

2.8 Assistance with rejected W-7 applications.

2.9 Assistance with IRS Identity Theft

2.10 Tax debt relief including but not limited to Installment Agreements, Offer in Compromise, Tax Penalty Abatement, Streamline Installment

Agreements, Tax Liens, Wage Garnishment Relief, Innocent Spouse Relief provided that Taxpayer meets all IRS guidelines for approval of the

applicable debt relief and pays all associated governmental fees.

2.11 The Services are subject to change, modification, or substitution at any time without notice to the Member.

3. Services provided by Company under the Tax Reimbursement Program: From the date the IRS has acknowledged transmission of your return and for a period of three (3) years after the filing deadline of April 15 (the Membership Term), for the tax year preceding the year of enrollment, if the Participant's Return is audited by the IRS, and it is determined that additional fees, penalties and interest are due as the direct result of a legitimate Error made by a Participating Tax Preparer, Company will provide the Participant with the reimbursement of up to \$2,500.00 in additional fees, penalties and interest, subject to the limitations and qualification criteria described in section.

4. Program Exclusions: The following types of tax returns and or IRS Inquiries are specifically excluded. Company is under no obligation to provide Taxpayer with the Services in connection with such returns and or IRS Inquires:

4.1 Non-Resident federal returns.

4.2 Returns other than individual 1040 returns including, but not limited to, corporate, partnership, trust, estate, gift and employment returns.

4.3 Returns in which the Taxpayer, Tax Preparer or ERO had knowledge of additional taxes owed as of the date Taxpayer enrolled in the

4.4 Returns prepared with gross negligence, recklessness, intentional misrepresentation, or fraud.

4.5 Local city and county returns.

4.6 Returns that have become subject to IRS criminal investigations.

4.7 IRS inquiries related to foreign income, flow-through entities (partnerships and S-corporations as reported on Schedule K), court awards and damages, bartering income, cancelled debt, estate and gift tax.

4.8 IRS inquiries related to the following credits: Foreign tax credit, Plug-in electric vehicle credit, Residential energy efficient property credit, Mortgage interest credit, Credit to holders of tax credit bonds, Health coverage tax credit, "Credit" for prior year minimum tax, "Credit" for excess Social Security tax or railroad retirement tax withheld.

4.9 Due to a lack of Clarity from the IRS on the Affordable Care Act, we may not be able to assist with all IRS inquiries and audits related to the Affordable Care Act.

5. Taxpayer Responsibilities: In order for Company to be obligated to provide the Services to Taxpayer, the Taxpayer agrees to take the following actions:

5.1 Contact the IRS (with the assistance of Company) per the audit notice received to request an extension of the deadline for responding.

5.2 Notify Company of any IRS correspondence or notice regarding the Return within fifteen (15) days from the date of such notice along with a complete copy of the Return.

5.3 Provide Company any further assistance or documents as requested that support claims made on the Return.

5.4 Pay the Program Fee. In the event ERO charges Taxpayer a Program Fee, Taxpayer agrees to pay the Program Fee by paying such fee directly to the ERO.

6. **Disclosure of Information:** Taxpayer hereby agrees that his/her specific Taxpayer information, including all information that Taxpayer has disclosed to the ERO or has been included on the Return, may be disclosed by the ERO to Company and used by Company in the manner consistent with this Agreement.

7. **Cancellation and Refund Option:** If, for any reason, a Member is not satisfied with the Program and wishes to terminate his/her membership, the Member may cancel the membership by notifying Company in writing or by telephoning an employee of Taylor's Accounting/365 Tax Strategy. Membership in the Program shall terminate on the date that Company receives written notice of cancellation. Cancellations within the *first 30 days* of Membership may be eligible for refund.

9. **Disclaimer:** Failure to comply with procedure and strategy actions recommended by Company may result in an IRS ruling unfavorable to the Taxpayer. Failure or refusal to comply with requests or instructions from the IRS during the audit may result in adverse actions taken by the IRS to Taxpayer's detriment. In either case, Company will not be held responsible for the outcome and reserves the right to cease providing services when reasonably warranted.

10. **General Release:** Each Member who uses the Services under the Program membership hereby forever releases, acquits and discharges Company and their employees, agents and affiliates from any and all liabilities, claims, demands, actions, and causes of action that such Member or Member's legal representative(s) may have by reason of any monetary damage or personal injury sustained as a result of or during the cause of the use of any and all Services under the Program. The sole recourse available to a Member or Member's legal representative(s) against Company shall be cancellation of the Program membership as provided in Section 6 and any refund available as provided in Section 6.

11. **Notices:** Any and all notices, consents, approvals, requests, and other written communications given or required under the terms of this Agreement shall be deemed to have been duly given and served when sent by email, U.S. Postal mail, postage prepaid and addressed to the Member, at the address provided by the Member.

12. **Entire Agreement:** This Agreement sets forth the entire agreement and understanding of the parties with regard to membership in the Program. No representations, inducements, promises or agreements, or otherwise, shall be of any force or effect. The validity or unenforceability of any term of this Agreement shall in no way affect the validity or enforceability of any other terms or provisions of this Agreement. Member Acknowledges that THE PROGRAM IS NOT INSURANCE.

13. **Binding Effect:** This Agreement shall be binding upon and inure to the benefit of the parties as well as their respective successors and permitted assigns.

14. **Governing Law:** This Agreement shall be governed and construed in accordance with the laws of the State of North Carolina regardless of any application of principles regarding conflicts of laws.

15. **Headings:** The headings or captions provided throughout this Agreement are for reference purposes only and shall in no way affect the meaning or interpretation of this Agreement.

16. **Waiver of Breach:** Waiver of breach of any provision of this Agreement shall not be deemed a waiver of any other breach of the same or different provision.

Consent to enroll into Taylor's Accounting/365 Tax Strategy Audit and Correspondence Program

You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. If you agree to enroll in our Program, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

You will be automatically enrolled in our program upon completion of your 1040 tax preparation. You must "Opt out" to be excluded from this Program. If you choose to "Opt out" of the Program, any and all Audit or Tax Notice responses will be billed at an hourly rate of \$200.00 per hour.

Tax Year _____

_____ Yes, please enroll me into the Program

_____ No, I am opting out of the Program.

Taxpayer signature: _____ Date: _____

Joint taxpayer signature: _____ Date: _____

Basic Information

Taxpayer _____ Phone Number _____
Spouse _____ Phone Number _____
Address _____ City _____
County _____ Zip _____
Taxpayer SSN _____ Birthdate _____ Occupation _____
Spouse SSN _____ Birthdate _____ Occupation _____
Taxpayer Email _____ Spouse Email _____

Bank Information (for direct deposit of refund checks) Checking _____ Savings _____
Routing Number _____ Account Number _____

Taxpayer Driver's License Number _____ Expiration _____ Issued _____
Spouse Driver's License Number _____ Expiration _____ Issued _____

Completed Return

How would you like to receive your completed return? PDF _____ Hard Copy _____ Both _____

Health Insurance

Do you have Health Insurance? Yes _____ No _____
If purchased through the exchange, bring Form **1095-A** _____

Crypto

Do you have a Crypto Currency Account? Yes _____ No _____

If yes, please bring in Form 8949.

Have you been assigned a PIN by the IRS? What is your 2023 PIN _____

Dependents

Name	Relationship	Birthdate	SSN	Months In House
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

W-2 Wages - Please bring in your W-2 forms

Employer	Box 1	Box 2	Box 4	Box 6	Box 17	Box 19
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Interest and Dividend Income Amount Please bring in your Dividend 1099's

Interest Income	Amount	Dividend Income	Total	Qualified
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Do you have a foreign bank account? Yes _____ No _____ **Please bring in last statement**

Mutual Fund Dividends - Please bring in your 1099's

Payer	Dividends	Qualified Dividends	Capital Gain
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Income

2022 State Refund Received in 2023 _____
 Unemployment Income _____
 Partnership Income- Attach K-1 _____
 Prizes, Awards, Lottery _____
 Royalties _____

	Payer	Amount	Fed W/H	State W/H
Pension Income	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Social Security Income- Taxpayer _____ Spouse _____

Medical Expenses (These expenses must exceed 7.5% of your Gross Income)

1. Hospitalization Insurance Premiums _____
2. Prescription _____
3. Transportation, Miles for Medical _____
4. Medical Equipment, Eye Glasses, etc. _____
5. Doctors, Dentists, and Hospital payments _____
6. Long Term Care Insurance _____ # of Policies _____
7. HSA Contributions-Please bring Form 1099-SA _____

Taxes Paid

1. Real Estate Taxes on Home _____
2. State Income Tax Withheld _____
3. Ownership Tax on Cars _____
4. Sales Tax paid on Auto Purchase _____

Interest Paid- Please bring in Form 1098

- | | Bank Name | Amount |
|--|-------------------------|--------|
| 1. Home Mortgage Interest 1 st Mortgage _____ | _____ | _____ |
| Additional Loan Information: | Purchase Price of House | _____ |
| | Original Loan Amount | _____ |
| | Current Loan Amount | _____ |
| 2. 2 nd Mortgage Interest _____ | _____ | _____ |
| What were these funds used for? | _____ | |
| 3. Did you refinance this year? If yes, what is the length of new loan _____ | | |
| If yes, please bring a copy of the closing disclosure! | | |

Other

1. Alimony/Maintenance _____
 List recipients SSN _____ Date of Divorce _____
2. Solar Energy Expenses - New windows, insulation etc. _____

3. Child Care Expenses:

Paid To	Federal ID/SSN	Address	Amount	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Sales of Stock or Property

Description	Date Acquired	Date Sold	Sale Price	Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Retirement

Payment to IRA _____

Payments to SEP _____

Payments to Roth IRA _____

College Education Expenses-Please Bring Form 1098-T

Student Name	Year in College	School Name	Tuition Expense
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Education Related Interest _____

Payments to 529 Plans _____

Did you pay quarterly estimates in 2023?

	Federal	State
4/18/23	_____	_____
6/15/23	_____	_____
9/15/23	_____	_____
1/15/24	_____	_____

Charitable Contributions

1. Cash Contributions, for which you have receipts/cancelled checks/CC transactions.
A receipt from the organization is needed for all donations.

Organization	Amount	Do you have a Receipt?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Non-Cash Contributions – If over \$500 – Itemized list needed – (www.itsdeductible.com)

Organization	Amount	Date	Description of items	How was value determined?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. How many miles did you travel during the year in connection with church and/or other charitable work as a volunteer fireman, scout master, PTA, etc. _____

***The answers to all questions are complete and accurate. If I become aware of any oversight or missing information before the return is prepared, I will notify you immediately.**

Signature	Date
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*****If you have a rental property or small business see next page*****

Rental Income & Expenses- (List each property separately)

Property Address _____ Date Purchased _____
 Total Rents Received-2023 _____ Purchase Price _____
 # of Days Rented _____ Date Rented _____
 Hours spent on Rental activity _____

Expenses:

Advertising _____	Legal _____
Auto & Travel _____	Repairs _____
HOA _____	Supplies _____
Commissions _____	Taxes _____
Insurance _____	Utilities _____
Interest _____	Misc. _____

Appliances/Major Improvements/Etc.

Description	Amount	Date Purchased
_____	_____	_____
_____	_____	_____

Small Business Income & Expenses

If you use a portion of your home for business use, please provide:

Square footage of office _____ Square footage of home _____

Home Insurance _____ Home Utilities _____ Home Repairs _____

Business Income _____ **Bring in Forms 1099-K**

Expenses

Advertising _____	Office Supplies _____
Bank Charges _____	Professional Fees _____
Car Expenses/Miles _____	Rent _____
Commissions _____	Repairs _____
Dues _____	Supplies _____
Freight _____	Taxes _____
Insurance _____	Utilities _____
Interest _____	Misc. _____
Cell Phone _____	Travel & Entertainment _____

Major Purchases (Description) _____

	Car 1	Car 2		
1. Auto expenses: Gas, Ins., Repairs, Lease	_____	_____		
2. Total Miles Driven – 2023	_____	_____		
3. Business Miles	_____	_____		
4. Do you have written evidence to support car mileage?	Yes	No	Yes	No