

# Gateway Tax Service

## INTAKE QUESTIONNAIRE

This form applies to both the taxpayer and spouse

### PERSONAL INFORMATION

YES NO Marital status change during the year  
YES NO Address change during the year  
YES NO Can be claimed as a dependent on another person's tax return  
YES NO Changes in dependents

### INCOME, PURCHASES, SALES, AND DEBT

YES NO Foreign income or foreign taxes paid  
YES NO Interest in, signature, or other authority over a financial account in a foreign country (bank, securities, etc.)  
YES NO Distribution from, grantor of, or transferor to a foreign trust or interest in foreign assets or accounts  
YES NO Started a business, purchased rental property, or acquired interest in a partnership, S corporation, or trust  
YES NO Purchase or disposal of business assets or conversion of personal assets to business use  
YES NO Sale or transfer of stock, or employee stock options granted or exercised  
YES NO Sale of rental or investment property  
YES NO Purchase, sale, or refinance of principal home or second home, or home equity loan taken  
YES NO Mortgage loan proceeds or home equity lines of credit used for purposes other than to buy, build, or substantially improve your home  
YES NO Interest paid on loan for boat or RV with living quarters  
YES NO Income from installment sale  
YES NO Residential energy-efficient improvements or purchases (solar, wind, geothermal, fuel-cell)  
YES NO Foreclosure, repossession, or debt (including credit cards) cancelled  
YES NO Income from jury duty, prizes, awards, gambling, or lottery winnings

### ADJUSTMENTS AND DEDUCTIONS

YES NO Contribution to retirement plan (IRA, SEP, SIMPLE, etc.) other than through payroll withholding  
YES NO Transfer/rollover of amount from one retirement plan to another  
YES NO HSA contributions other than through payroll withholding  
YES NO Alimony paid to spouse or former spouse under divorce or separation instrument  
YES NO Home rented out or used for business  
YES NO Child or dependent care expenses paid to work or attend school

### MISCELLANEOUS

YES NO Estimated taxes paid or overpayment from last year applied to current year's estimated tax  
YES NO Anticipate significant changes next year (e.g., retirement)  
YES NO Household employees (e.g., nanny) paid directly more than \$2,100, not through an agency  
YES NO Participation in sharing/gig economy activities (Airbnb, Uber, Lyft, etc.)  
YES NO Notified or audited by IRS or state tax lien agency  
YES NO Tuition expenses paid by you, spouse, or dependent for college or university

# Gateway Tax Service

## TAX PREPARATION ENGAGEMENT LETTER

This letter is to inform you, the taxpayer, of the services we will provide you and the responsibilities you have for preparation of your tax return.

### TAX RETURN PREPARATION

We will prepare your Form 1040, U.S. Individual Income Tax Return, and applicable state and local taxes based on information you provide. Services for the preparation of your returns do not include:

- Auditing or verification of information provided by you.
- This engagement does not include any audit or examination of your books or records. In the event your return is audited, you will be responsible for verifying the items reported.
- Assisting you with your compliance with the Corporate Transparency Act, including beneficial ownership information reporting, is not within the scope of this engagement.
- The tax return preparation fee does not include bookkeeping. Additional fees apply for these services.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- Preparation fees do cover limited assistance and consultation during the year.

The engagement to prepare your tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and tax returns in a secure place for at least seven years. A fee will apply for duplicate copies of tax returns or supporting documentation requested after initial delivery.

### TAXPAYER RESPONSIBILITIES

- You agree to provide us with all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask you to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the returns carefully before signing to make sure the information is correct.
- Fees are paid before your tax returns are delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer may be required.

By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities, and that you understand our responsibilities in preparing your tax returns, as explained above. For a joint return, both taxpayers must sign.

Taxpayer Name (print)

Date

Taxpayer Signature

Spouse Name (print)

Date

Spouse Signature

### PRIVACY POLICY

The nature of our work requires us to collect certain nonpublic personal information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receiving payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission. Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.