



This Tax Organizer is designed to help you gather the information needed to prepare your 2020 personal income tax return.

The Tax Organizer worksheets are provided as a tool, and completion is not mandatory. As long as we have all your important tax forms (see list below), we can prepare your return. **However, completion of the Engagement Letter, Questionnaire (including Due Diligence Questions), Personal Information section, and a retainer (see below) is mandatory in order for us to begin working on your return.** Please answer all questions and attach a statement, when necessary, for additional information.

You will also need to provide the following information, as applicable:

- Forms W-2 for wages, salaries and tips.
- All Forms 1099 for interest, dividends, retirement, miscellaneous income, Social Security, state or local refunds, gambling winnings, unemployment, etc.
- Brokerage statements showing investment transactions for stocks, bonds, etc.
- Schedule K-1 from partnerships, S corporations, estates and trusts.
- Statements supporting educational expenses, deductions or distributions, including any Forms 1098-T, 1098-E, or 1099-Q.
- Form 1095-A related to the Premium Tax Credit.
- Statements supporting deductions for mortgage interest, taxes, and charitable contributions (including any Form 1098-C).
- Notice(s) 1444 for any Economic Impact Payments (EIP).
- Form(s) 5498-SA and/or 1099-SA for any Health Savings Account (HSA) Contributions and/or Distributions.
- Copies of closing statements regarding the sale or purchase of real property.
- Legal documents for adoption, divorce, or separation involving custody of your dependent children.
- Any tax notices sent to you by the IRS or other taxing authority (if not submitted previously).
- A copy of your income tax return from 2019.

If you are delivering paper documents to our office, please do not include staples, paper clips, or unopened envelopes.

**A minimum payment of \$275.00 is required in order to begin preparation of your tax return.** Full payment of the final preparation fee is required prior to filing your tax return.

For your convenience, you can make payment via our secure website:

<http://www.ChandlerKnowlesCPA.com/clients/payments/>



CHANDLER & KNOWLES  
CPAs, PLLC

Please let us know if you need more time and would like for us to file an extension on your behalf. Extensions are filed by request only. Our fee for filing extensions is \$35.00. See *"How do extensions work?"* in FAQs section.

**Important:** Our office will not be filing extensions after March 31<sup>st</sup>. If we receive your information on or after April 1<sup>st</sup>, you will need to file your extension by submitting Form 4868 to the IRS. The form is available via [irs.gov](https://www.irs.gov). Please provide a copy of Form 4868 when you submit your tax documents to our office.

We appreciate this opportunity to serve you.

Sincerely,

Rochelle Chandler  
Founding Partner



## CHANDLER & KNOWLES

CPAs, PLLC

### FAQs - Frequently Asked Questions

**What do I need to provide to you for my taxes to be prepared?** We need all of your supporting documents, your signed Engagement Letter, the completed Questionnaire (including the Due Diligence Questions), and payment noted on the Cover Letter.

**How do I get my documents to you?**

- 1) Send via the Client Portal: <https://www.ChandlerKnowlesCPA.com/clients/client-secure-document-portal-2/>
- 2) Drop them off at our Flower Mound office. You can place them in the locked drop box at the SW corner of the building should you arrive after hours. *Please do not include staples, paper clips, or unopened envelopes.*

**I uploaded my documents to the portal, but now I don't see them in folder "Send to Accounting Tax Team".**

**What happened to them?** You will find your documents in TY20, folder "Uploaded Documents – In Progress" or "Source Documents".

**I delivered my documents to your office. How are my documents returned to me?** Due to security concerns, you will need to pick up any hard copies delivered to our office within 3 weeks of your tax return being filed. Any documents that have not been picked up from our office within 3 weeks will be shredded. *Note that all documents used for tax preparation are available to you via the Client Portal.*

**I have moved. Can you still do my taxes?** Yes! We have many clients outside of the DFW area and out of state. We can prepare your taxes including any state returns that may be necessary. Important: Make sure you change your address with the IRS by submitting IRS Form 8822, available via [irs.gov](http://irs.gov).

**I am waiting on a K-1 from a business or trust that has its return prepared by someone else. Should I wait until I receive it before providing the rest of my documents to you?** No, if you have everything else, please forward your information to us and include a note that you are waiting on a K-1.

**How long does it take to prepare my taxes?** We prepare tax returns on a first-in, first-out basis and time varies since every tax return is different. We do not begin the preparation of the return until all documents and the retainer fee have been received.

**How will I know when my tax preparer has questions?** You will hear from your tax preparer during preparation. Once your tax return is ready, you will receive an email with instructions on reviewing your tax return and the remaining steps to file your return. It is very important that we have your current email address to facilitate these communications.

**How will I know when my tax return has been e-filed?** You will receive an e-file confirmation via email.

**When will my package be ready for pick-up?** If you delivered hard copies to our office, your package will be ready for pickup 2-3 business days after you receive the e-mail confirmation that your return has been e-filed.

**How can I check on the status of my refund?** After you receive the e-file notification via email, visit [www.irs.gov](http://www.irs.gov).

7370 Hawk Rd • Flower Mound, TX • 75022-6266  
817-430-3000 • Fax 817-430-7206  
[www.ChandlerKnowlesCPA.com](http://www.ChandlerKnowlesCPA.com)

**I may need to file an extension. Can you handle that?** Yes, we can file an extension on your behalf (see below on how extensions work). Please let us know as soon as possible, as extensions are filed by request only. Our fee for extensions is \$35.00.

**Important:** Our office will not be filing extensions after March 31<sup>st</sup>. If we receive your information on or after April 1<sup>st</sup>, you will need to file your extension by submitting Form 4868 to the IRS. The form is available via [irs.gov](https://www.irs.gov). Please provide a copy of Form 4868 when you submit your tax documents to our office.

**How do extensions work?** Extensions give you more time to file your tax return, *but not more time to pay your tax*. If you owe when your tax return is filed, and payment wasn't made with the extension, the IRS will assess late payment penalties. If you need our help with this calculation, submit your tax documents along with notes on the information you might still be waiting on as soon as possible. Personal extensions are filed by request only. Our fee for filing extensions is \$35.00.

7370 Hawk Rd • Flower Mound, TX • 75022-6266  
16479 Dallas Pkwy #850 • Addison, TX • 75001  
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# CHANDLER & KNOWLES

CPAs, PLLC

## **Privacy Policy**

Like all providers of personal financial services, tax professionals are required by law to inform clients of their policies regarding privacy of client information. Our firm continues to adhere to professional standards of confidentiality that are even more stringent than those required by law. We have always protected the security and privacy of your personal and financial information.

### **Types of Nonpublic Personal Information We Collect**

The only nonpublic personal information we collect is provided to us by you or obtained with your authorization.

### **Parties to Whom We Disclose Information**

We do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures may include providing information to our employees, or, in limited situations, to unrelated third parties who need that information to assist us in serving you. In all situations, we stress the confidential nature of the information being shared.

### **Protecting the Confidentiality and Security of Clients' Information**

We retain records relating to our professional services to better serve your professional needs and, in some cases, to comply with professional guidelines. In order to protect your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.



## CHANDLER & KNOWLES

CPAs, PLLC

### Engagement Letter

Thank you for selecting Chandler & Knowles CPAs, PLLC to assist you with preparation of your tax returns. When you submit your tax information to us you acknowledge and agree to the following terms and conditions for our services.

We will prepare your Federal Income Tax Return(s) and State Income Tax Return(s) (if applicable) beginning with the tax year ending December 31, 2020. It is your responsibility to provide us with all of the information necessary to complete your tax return(s) and to advise us of any state income tax return filing requirements. In that regard you affirm that, to the best of your knowledge and belief:

You have provided true, correct and complete information regarding your income as listed on the included forms and/or written summaries. You will retain for four years all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on your return.

You have provided us true, correct and complete information regarding amounts you claimed as tax deductions and have maintained written documentation supporting all amounts, including log books and receipts. You understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to us, especially business travel and entertainment deductions, business use % of autos and other assets, barter activities, and the required documents to support all charitable contributions, and that penalties may be imposed on returns that are late, underpaid or incorrect.

We will not audit or otherwise verify any information. We may require clarification or additional information. We are not responsible for disallowed deductions, or for the inclusion of additional unreported income or any resulting taxes, penalties or interest.

We may observe opportunities for tax savings that require planning or changes in the way you handle some transactions. While an engagement for tax return preparation does not include significant tax planning services, we will share any ideas we have with you and discuss terms for any additional work that may be required to implement those ideas.

Our fees for preparing your return(s) will be based on the time required at our standard rates for such services. Consequently, your retainer is not necessarily equal to that fee. In the event that the preparation fee is more than your retainer, the resulting balance must be paid prior to the release of your return.

At least 50% payment of the estimated retainer is required in order to begin your tax preparation. Final payment is due when the return is complete and the invoice is submitted to you. Late charges may be added to past due amounts in accordance with state law.

Your return may be selected for examination by state or federal tax agencies. In that event, we will be available to assist you in defending and explaining the return. That service is not part of our engagement to prepare your return(s) and would be subject to a separate agreement for services.

You will contact us immediately if you discover additional information that will lead to a change in your return, or if you receive any letters from the IRS, state, or local taxing authorities. Our policy is to put all tax advice in writing and that you will not rely upon any unwritten advice because it may be tentative, incomplete, or not fully reviewed.

We will use our educated judgment to resolve questions in your favor where a tax law is unclear or if there is a reasonable justification for doing so. Whenever we are aware that a possible 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(s). We will follow whatever position you request, as long as it is consistent with the codes and regulations and interpretations that have been promulgated. If the IRS should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties or assessments.

**RECORD RETENTION**

In accordance with our firm's current document retention policy we will retain our work papers and your tax returns for your engagement for seven years. We will provide you a copy of the depreciation schedule(s) and tax return(s) and other pertinent work papers that should be a part of your books and records. If you should need replacements, we will provide additional copies at our standard reproductions fees. All of your original records will be returned to you. After seven years, our work papers and files will no longer be available. The working papers and files of our firm are not a substitute for the original records of your company.

It is agreed and understood that in connection with the performance of this engagement by Chandler & Knowles CPAs, PLLC that the work papers prepared by us shall remain the property of Chandler & Knowles CPAs, PLLC.

**ATTORNEY FEES**

If any disputes arise among the parties, they agree to try first in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its Commercial Mediation Rules. All unresolved disputes shall then be decided by final and binding arbitration in accordance with the Commercial Arbitration Rules of the AAA.

Fees charged by any mediators, arbitrators, or the AAA shall be shared equally by all parties. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE A DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to serve you and look forward to a continuing, mutually satisfying relationship.

Very truly yours,

Chandler & Knowles CPAs, PLLC.

Tax Payer Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If applicable)

**Chandler & Knowles CPAs**  
**Questionnaire**

**PREFERRED CONTACT NAME:** \_\_\_\_\_

**BEST EMAIL ADDRESS:** \_\_\_\_\_

**BEST PHONE NUMBER:** \_\_\_\_\_

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**Please check the appropriate box and include all necessary details and documentation.**

**Personal Information**

Did your marital status change during the year?  Yes     No  
If yes, please provide the following **for your Spouse:**

Legal Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Did your address change from last year?  Yes     No  
If yes, please provide current address: \_\_\_\_\_

Important: You must notify the IRS of your address change by submitting Form 8822.  
The form is available via [irs.gov](http://irs.gov).

Can you be claimed as a dependent by another taxpayer?  Yes     No

Did you change any bank accounts, or did routing transit numbers (RTN) and/or bank account number change for existing bank accounts that have been used to direct deposit (or direct debit) funds from (or to) the IRS or other taxing authority during the tax year?  Yes     No

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.  Yes     No

Did you reside in or operate a business in a Federally declared disaster area?  Yes     No  
The Federally declared disaster areas include victims of hurricanes, tropical storms, floods, as well as wildfires.

**COVID-19 Information**

Did you receive an Economic Impact Payment (EIP) as reported on Notice 1444?  Yes     No  
If yes, include Notice 1444.

Did you receive an Economic Injury Disaster Loan (EIDL) for your Schedule C Business?  
If yes: Amount received \$ \_\_\_\_\_  Yes     No

Did you receive a Paycheck Protection Program (PPP) loan for your Schedule C Business?  
If yes: Amount received \$ \_\_\_\_\_  Yes     No

If yes, did you apply for Paycheck Protection Program (PPP) loan forgiveness?  
If yes: Amount Forgiven \$ \_\_\_\_\_  Yes     No

Are you a telecommuting employee that was required to "shelter in place" due to local COVID-19 protocols while working in a state that was not your home state?  Yes     No

Did you receive emergency leave sick pay?  Yes     No



- Did you receive emergency family leave wages?
- Did you receive any special unemployment benefits or compensation under the Coronavirus Relief Act during the year?
- If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you needed?
- If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to your son or daughter under the age of 18?
- If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to another?

**Dependent Information**

- Were there any changes in dependents from the prior year?
- If yes, explain: \_\_\_\_\_
- Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of \$2,200?
- If you have dependents who must file a tax return, do you need our assistance?
- Did you provide over half the support for any other person(s) other than your dependent children during the year?
- Did you pay for child care while you worked, looked for work, or while a full-time student?
- 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?
- Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft? If yes, include the IRS letter.

**Purchases, Sales, Business, and Debt Information**

- Did you start a new business or purchase rental property during the year?
- If yes, *do not provide receipts for either income or expenses to our office.*
- Contact your tax preparer to obtain a list of additional information required.
- Did you sell, exchange, or purchase any assets used in your trade or business?
- Did you acquire a new or additional interest in a partnership or S corporation?
- Did you sell, exchange, or purchase any real estate during the year?
- If yes, include the Closing Disclosure.
- Did you purchase or sell a principal residence during the year?
- If yes, include the Closing Disclosure.
- Did you foreclose or abandon a principal residence or real property during the year?
- Did you acquire or dispose of any stock during the year?
- Did you take out a home equity loan this year?
- Did you refinance a principal residence or second home this year?
- If yes, include the Closing Disclosure.
- Did you sell an existing business, rental, or other property this year?
- 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)?
- Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year? If yes, include the receipt.

**Income Information**

- Did you have any foreign income?
- Did you receive any interest or dividend income? If yes, upload Form(s) 1099.

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Did you receive any income from property sold prior to this year?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive any unemployment benefits during the year?<br>If yes, include Form 1099-G.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive any disability income during the year?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive any Medicaid waiver payments as difficulty of care during the year?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive tip income not reported to your employer this year?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did any of your life insurance policies mature, or did you surrender any policies?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive any awards, prizes, hobby income, gambling or lottery winnings?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive any income considered to be nonemployee compensation?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you expect a large fluctuation in income, deductions, or withholding next year?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you have any sales or other exchanges of virtual currencies (including from an airdrop or a hard fork), or used virtual currencies to pay for goods or services? | <input type="checkbox"/> | <input type="checkbox"/> |

### Retirement Information

- |   |                          |                          |
|---|--------------------------|--------------------------|
| Are you an active participant in a pension or retirement plan?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive any Social Security benefits during the year?<br>If yes, include Form SSA.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you make any withdrawals from an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan? If yes, include Form(s) 1099-R. | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, were any withdrawals due to a Federally declared disaster or COVID-19?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If you received any qualified disaster retirement plan distributions, did you repay any of the distributions in 2020?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan? If yes, include Form(s) 1099-R.                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you make any contributions to an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan? If yes, include Form 5498.      | <input type="checkbox"/> | <input type="checkbox"/> |

### Education Information

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? If yes, include any Form(s) 1098-T and receipts for qualified tuition and related expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| Did anyone in your family receive a scholarship of any kind during the year?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you make any withdrawals from an education savings or 529 Plan account?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, were any of these withdrawals rolled over into an ABLE (Achieving a Better Life Experience) account?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you make any contributions to an education savings or 529 Plan account?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you pay any student loan interest this year?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you cash any Series EE or I U.S. Savings bonds issued after 1989?  | <input type="checkbox"/> | <input type="checkbox"/> |

### Health Care Information

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? If yes, include any Form(s) 1095-A you received.                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act and share a policy with anyone who is not included in your family? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you make any contributions to a Health savings account (HSA) or Archer MSA? Note: an HSA is different from a flex spending Account. If yes, include Form 5498-SA       | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year? If yes, include Form 1099-SA.                      | <input type="checkbox"/> | <input type="checkbox"/> |

- Did you pay long-term care premiums for yourself or your family?
- Did you make any contributions to an ABLER (Achieving a Better Life Experience) account? If yes, include Form(s) 5498-QA.
- Did you receive any withdrawals from an ABLER (Achieving a Better Life Experience) account? If yes, include Form(s) 1099-QA.
- If you are a business owner, did you pay health insurance premiums for your employees this year?
- Did you receive any Health Coverage Tax Credit (HCTC) advance payments? If yes, include Form(s) 1099-H.

**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 out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)? If yes, provide expenses in total by category. *Do not provide receipts to our office.*
- Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? If yes, provide evidence such as a receipt from the donee organization, a canceled check, or record of payment, to substantiate all contributions made.
  
- Did you donate a vehicle or boat during the year? If yes, include Form 1098-C or other written acknowledgment from the donee organization.
- Did you pay real estate taxes for your primary home and/or second home?
- Did you pay any mortgage interest on an existing home loan? If yes, provide Form(s) 1098.
- Did you incur interest expenses associated with any investment accounts you held?
- Did you make any major purchases during the year (cars, boats, etc.)? If yes, include receipts.

**Miscellaneous Information**

- Did you make gifts of more than \$15,000 to any individual?
- Did you utilize an area of your home for business purposes?
- Did you engage in any bartering transactions?
- Did you retire or change jobs this year?
- Did you incur moving costs because of a permanent change of station as a member of the Armed Forces on active duty?
- Did you pay any individual as a household employee during the year?
- Did you make energy efficient improvements to your main home this year? If yes, include receipts.
- Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?
- Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?
- Did you receive correspondence from the State or the IRS? If yes, explain: \_\_\_\_\_
- Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?
- If you are due a refund, would you like to have it applied to next year's taxes? If no, would you prefer to have the refund direct deposited into your bank account?
- If you have tax due, would you prefer to have it automatically withdrawn from your bank account?
- Do you wish to designate \$3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.

Did you make any 2020 estimated tax payments?

If yes, please provide the amount and date of each payment made.  
For your reference, the due date for each 2020 estimated tax payment is provided below:

Due Date	Amount Paid	Date Paid
Q1 ES: 07/15/2020	_____	_____
Q2 ES: 07/15/2020	_____	_____
Q3 ES: 09/15/2020	_____	_____
Q4 ES: 01/15/2021	_____	_____

ANSWER DUE DILIGENCE QUESTIONS FOLLOWING THIS SECTION:

## DUE DILIGENCE QUESTIONS

Dear Client:

IRS regulations require paid tax preparers to perform a series of due diligence requirements for certain credits and/or filing statuses. **We believe you are/may be eligible for one or more of the credits or the filing status.** In order to comply with these requirements, we ask all clients for whom returns are prepared to answer the following due diligence questions. Please respond to the questions below by entering Y (yes) or N (no) where indicated.

### **Earned Income Credit - *Y or N***

Were you (taxpayer(s)) a US citizen or resident alien for all of 2020? \_\_\_\_\_

Are dependent(s) claimed on your tax return your: son, daughter, stepchild, foster child, or a descendant of any of them (for example, your grandchild), or brother, sister, half-brother, half-sister, stepbrother, stepsister, or a descendant of any of them (for example, your niece or nephew)? \_\_\_\_\_

Did any dependent(s) file a joint return with another person for 2020? \_\_\_\_\_

Did dependent(s) live with you in the United States for more than half of 2020? \_\_\_\_\_

\*You can't claim the EIC for a child who didn't live with you for more than half of the year, even if you paid most of the child's living expenses.

Do you believe dependent(s) could also meet the qualifications to be a qualifying child of another tax filer? \_\_\_\_\_

\*Sometimes a child meets the tests to be a qualifying child of more than one person. However, only one of these persons can actually treat the child as a qualifying child. Only that person can use the child as a qualifying child.

### **Child Tax Credit - *Y or N***

Are dependent(s) claimed on your tax return your: son, daughter, stepchild, foster child, brother, sister, stepbrother, stepsister, half-brother, half-sister, or a descendant of any of them (for example, your grandchild, niece, or nephew)? \_\_\_\_\_

Did any dependent(s) provide over half of his or her own support for 2020? \_\_\_\_\_

Did all dependent(s) live with you for more than half of 2020? \_\_\_\_\_

Did any dependent(s) file a joint return with another person for 2020? \_\_\_\_\_

Are all dependent(s) a U.S. citizen, a U.S. national, or a U.S. resident alien? \_\_\_\_\_ If yes:

\*We are required to obtain from the taxpayer a document proving the existence of the child such as one of the following (that would have the child's name on it). Please upload:

- School record or statement
- Health care provider statement
- Child care provider record
- Place of worship statement

**American Opportunity Tax Credit- *Y or N***

As of the beginning of 2020, has the student completed the first 4 years of postsecondary education (generally, the freshman through senior years of college), as determined by the eligible educational institution? \_\_\_\_\_

For the student, has either the American Opportunity Tax credit or the Hope Scholarship credit been claimed by you or anyone else for this student for any 4 tax years before 2020? \_\_\_\_\_

\*If the American Opportunity Tax credit (and Hope Scholarship credit) has been claimed for this student for any 3 or fewer tax years before 2020, this requirement is met.

For at least one academic period beginning (or treated as beginning) in 2020, has the student met both of the following? \_\_\_\_\_

(a) Was enrolled in a program that leads to a degree, certificate, or other recognized educational credential; and

(b) Carried at least one-half the normal full-time workload for his or her course of study, for at least one semester.

As of the end of 2020, has the student been convicted of a federal or state felony for possessing or distributing a controlled substance? \_\_\_\_\_

**Head of Household Filing Status - *Y or N***

Are you, the taxpayer, unmarried on 12/31/2020 and do you provide more than half of the cost of keeping up a home for the year for a qualifying person (i.e., dependent)? \_\_\_\_\_

**General - *Y or N***

Can you provide documentation to substantiate the above answers? \_\_\_\_\_

Have you ever had any of these credits disallowed or reduced in the past? \_\_\_\_\_

Sincerely,

Chandler & Knowles CPAs, PLLC

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

General: 1040

**Personal Information**

Filing (Marital) status code (1 = Single, 2 = Married filing joint, 3 = Married filing separate, 4 = Head of household, 5 = Qualifying widow(er)) \_\_\_\_\_

Mark if you were married but living apart all year \_\_\_\_\_ Mark if your nonresident alien spouse does not have an ITIN \_\_\_\_\_

**Taxpayer** **Spouse**

Social security number \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Occupation \_\_\_\_\_

Designate \$3.00 to the presidential election campaign fund? (1 = Yes, 2 = No, 3=Blank) \_\_\_\_\_

Mark if legally blind \_\_\_\_\_

Mark if dependent of another taxpayer \_\_\_\_\_

Taxpayer between 19 and 23, full-time student, with income less than 1/2 support? (Y, N) \_\_\_\_\_

Date of birth \_\_\_\_\_

Date of death \_\_\_\_\_

Work/daytime telephone number/ext number \_\_\_\_\_

Do you authorize us to discuss your return with the IRS (Y, N) \_\_\_\_\_

General: 1040, Contact

**Present Mailing Address**

Address \_\_\_\_\_

Apartment number \_\_\_\_\_

City/State postal code/Zip code \_\_\_\_\_

Foreign country name \_\_\_\_\_

Foreign phone number \_\_\_\_\_

Home/evening telephone number \_\_\_\_\_

Taxpayer email address \_\_\_\_\_

Spouse email address \_\_\_\_\_

General: 1040

**Dependent Information**

First Name	Last Name	Date of Birth	Social Security No.	Relationship	Months in home	Care expenses paid for dependent
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Credits: 2441

**Child and Dependent Care Expenses**

Provider information:

Business name \_\_\_\_\_

First and Last name \_\_\_\_\_

Street address \_\_\_\_\_

City, state, and zip code \_\_\_\_\_

Social security number OR Employer identification number \_\_\_\_\_

Tax Exempt or Living Abroad Foreign Care Provider (1 = TE, 2 = LAFCP) \_\_\_\_\_

Amount paid to care provider in 2020 \_\_\_\_\_

**Taxpayer** **Spouse**

Employer-provided dependent care benefits that were forfeited \_\_\_\_\_

**Preparer - Enter on Screen Contact**

Tax matters person (Indicate which spouse handles tax return related questions) (Blank = Both, T = Taxpayer, S = Spouse) \_\_\_\_\_ [8]

Taxpayer email address \_\_\_\_\_ [9]

Spouse email address \_\_\_\_\_ [10]

**Taxpayer**

**Spouse**

Fax telephone number \_\_\_\_\_ [11] \_\_\_\_\_ [19]

Mobile telephone number \_\_\_\_\_ [12] \_\_\_\_\_ [20]

Mobile telephone #2 number \_\_\_\_\_ [13] \_\_\_\_\_ [21]

Pager number \_\_\_\_\_ [14] \_\_\_\_\_ [22]

Other: \_\_\_\_\_ [15] \_\_\_\_\_ [23]

    Telephone number \_\_\_\_\_ [16] \_\_\_\_\_ [24]

    Extension \_\_\_\_\_ [17] \_\_\_\_\_ [25]

Preferred method of contact: \_\_\_\_\_ [18] \_\_\_\_\_ [26]  
    Email, Work phone, Home phone, Fax, Mobile phone, Mobile phone #2

**NOTES/QUESTIONS:**



**IRS regulations require paid tax preparers who expect to prepare a certain amount of federal individual tax returns to file them electronically. To comply with this requirement your return will be electronically filed this year if it qualifies for electronic filing under IRS rules. Taxpayers may choose to file a paper return instead of filing electronically.**

Mark if you want to file a paper return even if you qualify for electronic filing \_\_\_\_\_[1]

Receive email notification(s) when your electronic file is accepted by the taxing agency (Blank = None, 1 = Return, 2 = Return & Extension) \_\_\_\_\_[2]

If 1 or 2, please provide email address on Organizer Form ID: Info

Mark if you are filing a balance due return electronically and you want to pay the amount due by debiting your financial institution account \_\_\_\_\_[9]

The IRS requires a Personal Identification Number (PIN) be used in signing returns that are electronically filed.

Each taxpayer and spouse, if applicable, must provide a 5 digit self-selected PIN of your choice other than all zeroes.

Taxpayer self-selected Personal Identification Number (PIN) \_\_\_\_\_[7]

Spouse self-selected Personal Identification Number (PIN) \_\_\_\_\_[8]

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## NOTES/QUESTIONS:

General: Bank

**Direct Deposit/Electronic Funds Withdrawal Information**

Per IRS Security Summit requirements, verify the name of financial institution, routing transit number, account number, and type of account below. If you would like to have a refund direct deposited into or a balance due debited from your bank account(s), please enter information in the fields below. Note that electronic funds will be withdrawn only from the primary account listed below.

Mark to verify all accounts listed below have been reviewed, updated as needed, and are correct. \_\_\_\_\_

Primary account:

Financial institution routing transit number \_\_\_\_\_  
 Name of financial institution \_\_\_\_\_  
 Your account number \_\_\_\_\_  
 Type of account (1 = Savings, 2 = Checking, 3 = IRA\*) \_\_\_\_\_  
 Mark if married filing jointly and this is a joint account (Both taxpayer and spouse names are on the account) \_\_\_\_\_  
 Mark if financial institution is foreign based (Not located in the territorial jurisdiction of the United States) \_\_\_\_\_  
 Enter the maximum dollar amount, or percentage of total refund Dollar \_\_\_\_\_ or Percent (xxx.xx) \_\_\_\_\_

Secondary account #1:

Financial institution routing transit number \_\_\_\_\_  
 Name of financial institution \_\_\_\_\_  
 Your account number \_\_\_\_\_  
 Type of account (1 = Savings, 2 = Checking, 3 = IRA\*) \_\_\_\_\_  
 Mark if married filing jointly and this is a joint account (Both taxpayer and spouse names are on the account) \_\_\_\_\_  
 Mark if financial institution is foreign based (Not located in the territorial jurisdiction of the United States) \_\_\_\_\_  
 Enter the maximum dollar amount, or percentage of total refund Dollar \_\_\_\_\_ or Percent (xxx.xx) \_\_\_\_\_

Secondary account #2:

Financial institution routing transit number \_\_\_\_\_  
 Name of financial institution \_\_\_\_\_  
 Your account number \_\_\_\_\_  
 Type of account (1 = Savings, 2 = Checking, 3 = IRA\*) \_\_\_\_\_  
 Mark if married filing jointly and this is a joint account (Both taxpayer and spouse names are on the account) \_\_\_\_\_  
 Mark if financial institution is foreign based (Not located in the territorial jurisdiction of the United States) \_\_\_\_\_  
 Enter the maximum dollar amount, or percentage of total refund Dollar \_\_\_\_\_ or Percent (xxx.xx) \_\_\_\_\_

\*Refunds may only be direct deposited to established traditional, Roth or SEP-IRA accounts. Make sure direct deposits will be accepted by the bank or financial institution.

Electronic Filing: ID Auth

**Identity Authentication**

**Taxpayer -**

Form of identification ( 1 = Driver's license, 2 = State issued identification card, 3 = No applicable identification, 4 = Identification not provided) \_\_\_\_\_  
 Identification number \_\_\_\_\_  
 Issue date \_\_\_\_\_  
 Expiration date \_\_\_\_\_  
 Location of issuance \_\_\_\_\_  
 Document number (New York only) \_\_\_\_\_

**Spouse -**

Form of identification ( 1 = Driver's license, 2 = State issued identification card, 3 = No applicable identification, 4 = Identification not provided) \_\_\_\_\_  
 Identification number \_\_\_\_\_  
 Issue date \_\_\_\_\_  
 Expiration date \_\_\_\_\_  
 Location of issuance \_\_\_\_\_  
 Document number (New York only) \_\_\_\_\_

**NOTES/QUESTIONS:**

Credits: Rebate

**Economic Impact Payment (EIP)/Stimulus Payment**

Please provide all copies of Notices 1444 that you receive.

Economic impact payment (EIP) received (also known as the stimulus payment) \_\_\_\_\_  
 Mark if taxpayer or spouse, if married, was member of US Armed Forces in 2020 \_\_\_\_\_  
Taxpayer Spouse

Income: W2

**Salary and Wages**

Please provide all copies of Form W-2 that you receive.

Below is a list of the Form(s) W-2 as reported in last year's tax return. If a particular W-2 no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable
___	_____	_____	___
___	_____	_____	___
___	_____	_____	___
___	_____	_____	___
___	_____	_____	___

Retirement: 1099R

**Pension, IRA, and Annuity Distributions**

Please provide all copies of Form 1099-R that you receive.

Below is a list of the Form(s) 1099-R as reported in last year's tax return. If a particular 1099-R no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable
___	_____	_____	___
___	_____	_____	___
___	_____	_____	___
___	_____	_____	___

Income: K1, K1T

**Schedules K-1**

Please provide all copies of Schedule K-1 that you receive.

Below is a list of the Schedule(s) K-1 as reported in last year's tax return. If a particular K-1 no longer applies, mark the not applicable box.

T/S/J	Description	Form	Mark if no longer applicable
___	_____	_____	___
___	_____	_____	___
___	_____	_____	___
___	_____	_____	___

Income: W2G

**Gambling Income**

Please provide all copies of Form W-2G that you receive.

Below is a list of the Form(s) W-2G as reported in last year's tax return. If a particular W-2G no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable
___	_____	_____	___
___	_____	_____	___

Educate: 1099Q

**Qualified Education Plan Distributions**

Please provide all copies of Form 1099-Q that you receive.

Below is a list of the Form(s) 1099-Q as reported in last year's tax return. If a particular 1099-Q no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable
___	_____	_____	___
___	_____	_____	___

Income: B1 **Interest Income**

Please provide all copies of Form 1099-INT or other statements reporting interest income.

T/S/J	Payer Name	Interest Income	Prior Year Information
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Income: B3 **Seller Financed Mortgage Interest**

T, S, J \_\_\_\_\_ Payer's name \_\_\_\_\_ Payer's social security number \_\_\_\_\_  
 Payer's address, city, state, zip code \_\_\_\_\_  
 Amount received in 2020 \_\_\_\_\_ Amount received in 2019 \_\_\_\_\_

Income: B2 **Dividend Income**

Please provide copies of all Form 1099-DIV or other statements reporting dividend income.

T/S/J	Payer Name	Ordinary Dividends	Qualified Dividends	Prior Year Information
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Income: D **Sales of Stocks, Securities, and Other Investment Property**

Please provide copies of all Forms 1099-B and 1099-S.

T/S/J	Description of Property	Date Acquired	Date Sold	Gross Sales Price (Less expenses of sale)	Cost or Other Basis
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Income: Income **Other Income**

Please provide copies of all supporting documentation.

State and local income tax refunds \_\_\_\_\_ **2020 Information** \_\_\_\_\_ **Prior Year Information** \_\_\_\_\_

Alimony received \_\_\_\_\_ **T/S** \_\_\_\_\_ **Agreement Date** \_\_\_\_\_ **2020 Information** \_\_\_\_\_ **Prior Year Information** \_\_\_\_\_

Unemployment compensation \_\_\_\_\_ **Taxpayer** \_\_\_\_\_ **Spouse** \_\_\_\_\_ **Prior Year Information** \_\_\_\_\_  
 Unemployment compensation repaid \_\_\_\_\_  
 Social security benefits \_\_\_\_\_  
 Medicare premiums to be reported on Schedule A \_\_\_\_\_  
 Railroad retirement benefits \_\_\_\_\_

**T/S/J** \_\_\_\_\_ **2020 Information** \_\_\_\_\_ **Prior Year Information** \_\_\_\_\_  
 Other Income: \_\_\_\_\_

\_\_\_\_\_

1040 Adj: IRA

**Adjustments to Income - IRA Contributions**

Please provide year end statements for each account and any Form 8606 not prepared by this office.

Taxpayer Spouse

**Traditional IRA Contributions for 2020 -**

If you want to contribute the maximum allowable traditional IRA contribution amount,

enter the applicable code: (1 = Deductible only, 2 = Both deductible and nondeductible)

Enter the total traditional IRA contributions made for use in 2020

**Roth IRA Contributions for 2020 -**

Mark if you want to contribute the maximum Roth IRA contribution

Enter the total Roth IRA contributions made for use in 2020

Educate: Educate2

**Higher Education Deductions and/or Credits**

Complete this section if you paid interest on a qualified student loan in 2020 for qualified higher education expenses for you, your spouse, or a person who was your dependent when you took out the loan.

T/S	Qualified student loan interest paid	2020 Information	Prior Year Information
_____	_____	_____	_____
_____	_____	_____	_____

Complete this section if you paid qualified education expenses for higher education costs in 2020. Qualified education expenses include tuition and fees required for enrollment or attendance at an eligible educational institution.

Please provide all copies of Form 1098-T.

T/S	Ed Exp Code*	Student's SSN	Student's First Name	Student's Last Name	Qualified Expenses	Prior Year Information
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

\*Education Expense Code: 1 = American opportunity credit; 2 = Lifetime learning credit; 3 = Tuition and fees deduction

The student qualifies for the American opportunity credit when enrolled at least half-time in a program leading to a degree, certificate, or recognized credential; has not completed the first 4 years of post-secondary education; has no felony drug convictions on student's record.

1040 Adj: 3903

**Job Related Moving Expenses**

Complete this section if you moved to a new home due to service in the armed forces.

Description of move	_____
Taxpayer/Spouse/Joint (T, S, J)	_____
Mark if the move was due to service in the armed forces	_____
Number of miles from old home to new workplace	_____
Number of miles from old home to old workplace	_____
Mark if move is outside United States or its possessions	_____
Transportation and storage expenses	_____
Travel and lodging (not including meals)	_____
Total amount reimbursed for moving expenses	_____

1040 Adj: OtherAdj

**Other Adjustments to Income**

Alimony Paid:

T/S	Date*	Recipient name	Recipient SSN	2020 Information	Prior Year Information
_____	_____	_____	_____	_____	_____
Street address		_____			
City, State and Zip code		_____			

\*Enter the divorce/separation agreement date

Taxpayer Spouse Prior Year Information

Educator expenses:

_____	_____	_____	_____
_____	_____	_____	_____

Other adjustments:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Itemized: A1 **Medical and Dental Expenses**

T/S/J		2020 Information	Prior Year Information
—	Medical and dental expenses	_____	_____
—	Medical insurance premiums you paid***	_____	_____
—	Long-term care premiums you paid***	_____	_____
—	Prescription medicines and drugs	_____	_____
—	Miles driven for medical items	_____	_____

\*\*\*Do not include pre-tax amounts paid by an employer-sponsored plan, amounts paid for your self-employed business, or Medicare premiums entered on Form Lite-3

Itemized: A1 **Tax Expenses**

T/S/J		2020 Information	Prior Year Information
—	State/local income taxes paid	_____	_____
—	2019 state and local income taxes paid in 2020	_____	_____
—	Sales tax paid on actual expenses	_____	_____
—	Real estate taxes paid	_____	_____
—	Personal property taxes	_____	_____
—	Other taxes	_____	_____

Itemized: A2 **Interest Expenses**

T/S/J		2020 Information	Prior Year Information																
—	Home mortgage interest From Form 1098	_____	_____																
T/S/J	Other home mortgage interest paid to individuals:																		
—	<table border="0"> <tr> <td>Payee's Name</td> <td>SSN or EIN</td> <td>2020 Information</td> <td>Prior Year Information</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Address</td> <td>City</td> <td>State</td> <td>Zip Code</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Payee's Name	SSN or EIN	2020 Information	Prior Year Information	_____	_____	_____	_____	Address	City	State	Zip Code	_____	_____	_____	_____		
Payee's Name	SSN or EIN	2020 Information	Prior Year Information																
_____	_____	_____	_____																
Address	City	State	Zip Code																
_____	_____	_____	_____																
T/S/J	Investment interest expense, other than on Sch K-1s:	2020 Information	Prior Year Information																
—	_____	_____	_____																
	Refinancing Information:	Refinance #1	Refinance #2																
T/S/J	Recipient/Lender name	_____	_____																
—	Total points paid at time of refinance	_____	_____																
—	Date of refinance	_____	_____																
—	Term of new loan (in months)	_____	_____																
—	Reported on Form 1098 in 2020	_____	_____																

Itemized: A3 **Charitable Contributions**

T/S/J		2020 Information	Prior Year Information
—	Contributions made by cash or check	_____	_____
—	Volunteer miles driven	_____	_____
—	Noncash items, such as: Goodwill, Salvation Army	_____	_____

Itemized: A3, A-St **Miscellaneous Deductions**

T/S/J		2020 Information	Prior Year Information
—	Other expenses	_____	_____
—	_____	_____	_____
—	Gambling losses (enter only if you have gambling income)	_____	_____
	***STATE USE ONLY - Complete the following fields only if you file a state return in AL, AR, CA, HI, MN, NY or PA		
T/S/J	Unreimbursed expenses***	2020 Information	Prior Year Information
—	Union dues, other than amounts reported on Form W-2***	_____	_____
—	Tax preparation fees***	_____	_____
—	Other expenses, subject to 2% AGI limitation***:	_____	_____
—	_____	_____	_____
—	Safe deposit box rental***	_____	_____
—	Investment expenses, other than on Schedule(s) K-1 or Form(s) 1099-DIV/INT***	_____	_____

The American Tax Relief Act of 2012 provides credits for energy efficient improvements made to personal residences. There are certain restrictions and limits but some of the home improvements that may qualify include exterior windows and doors, metal roofs, solar electric, or solar heating property. Please provide copies of any prior year Forms 5695 not prepared by this office.

Taxpayer/Spouse/Joint (T, S, J)		__	[1]
Were the costs incurred made to your main home located in the United States? (Y, N)		__	[2]
Were the costs incurred related to the construction of your main home located in the United States? (Y, N)		__	[3]
Enter the total amount of costs for insulation material or system to reduce heat loss or gain	+	_____	[5]
Enter the total amount of costs for exterior windows	+	_____	[7]
Enter the total amount of costs for exterior doors	+	_____	[9]
Enter the total amount of costs for qualified metal roofs	+	_____	[11]
Enter the total amount of costs for energy-efficient building property	+	_____	[6]
Enter the total amount of costs for qualified natural gas, propane, or oil furnace or hot water boilers	+	_____	[8]
Enter the total amount of costs for advanced main circulating fan used in a natural gas, propane, or oil furnace	+	_____	[10]
Enter the total amount of costs for qualified solar electric property	+	_____	[12]
Enter the total amount of costs for qualified solar water heating property	+	_____	[14]
Enter the total amount of costs for qualified small wind energy property	+	_____	[16]
Enter the total amount of costs for qualified geothermal heat pump property	+	_____	[13]
Enter the total amount of costs for qualified fuel cell property	+	_____	[15]
Enter the total amount of kilowatt capacity of the qualified fuel cell property		_____	[17]

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**NOTES/QUESTIONS:**