

*****DO NOT TURN IN THIS PACKET UNTIL YOU HAVE COMPLETE DOCUMENTATION!*****

Multiple submissions add time to your preparation.

Please drop off your paperwork to our offices at your convenience or upload to your Smart Vault portal
(TY21, Client Source Documents).

An appointment is not required but can be made if desired.

Should you have any questions or need additional guidance, contact our office at 970-949-5383.



Personal Tax Preparation Document Checklist

Tax filing season is here! Please provide us with the following information necessary to complete your 2021 personal tax filing. This year's due date for your personal tax return is Monday, **April 18th**. Any information received after 3/14 may require us to place your tax filing on a 6-month extension to allow us proper time for accurate filing. Keep in mind, this is only an extension of time to file your return. If you think you will owe taxes with your filing, it needs to be paid with your extension request, due 4/15

Read, sign & date **Engagement Letter**.

Complete Questionnaire.

Copy of 2020 Tax Return, *if not prepared by Vail Tax & Accounting*.

Forms W-2 (wages).

Forms 1099 (interest, dividends, contract labor, etc.).

Form 1098 (mortgage interest).

Form 1095-A, *if you obtained health insurance through the marketplace aka Connect for Health Colorado*.

Letter 6419 from IRS reporting Advanced Child Tax Credit payments.

Letter 6475 from IRS reporting "Your Third Economic Impact Payment".

Brokerage statements from stock, bond or other investment transactions.

Charitable contribution letters or receipts, *even if you do not itemize deductions*.

Closing statements pertaining to real estate transactions.



Schedules K-1 (income/loss from partnerships, S-corps or trusts).

Confirmation of any quarterly estimated tax payments made, *including date paid and amount*.

All other **supporting documents** that you think might be necessary in preparation of your return.

The better completed & organized your information, the easier it is to process your return, which is reflected in your preparation fee.

Thank you for your continued business.

We look forward to working with you again this year!

2021 Individual Tax Engagement Letter

Vail Tax & Accounting
111 Swift Gulch Road
PO Box 5940
Avon, CO 81620

(PLEASE READ, SIGN AND RETURN)

Dear Client:

This letter is to confirm and specify the terms of our engagement with you for the year ended December 31, 2021 and to clarify the nature and extent of the tax services we will provide. Please read this letter carefully because it is important to both our firm and you that you understand what you can and cannot expect from our work.

SERVICES TO BE PROVIDED

We will prepare your Federal and Colorado individual tax returns for the calendar year 2021. We are under no duty to review the information you provide to determine whether you may have a filing obligation with another state, city, or other locality. If you have taxable activity in another state other than Colorado, you are responsible for providing our firm with all information necessary to prepare any additional returns.

If you have derived income from a foreign country, we will use the foreign country income information which you provide to calculate any applicable federal or state foreign tax credit or other affected federal or state income tax items. However, you are responsible for meeting any foreign country reporting requirements.

It is your responsibility to provide us with all the information necessary for the preparation of complete and accurate returns. You should retain all the documents, receipts, canceled checks, and other data that form the basis of income and deductions for a minimum of four years. 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 the tax return(s) does not include any procedures designed to discover defalcations or other irregularities, should any exist. The returns will be prepared solely from information provided to us without verification by us.

We will use our 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 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. We will follow whatever position you request, so 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.

If during our work, we discover information that affects prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. We will be happy to prepare appropriate amended returns as a separate engagement which will be billed separately from the preparation of this year's tax returns.

The IRS permits you to authorize us to discuss, on a limited basis, aspects of your return for one year after the return's due date. You consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your return with us.

CLIENT RESPONSIBILITIES

We will provide you with an information checklist and questionnaire requesting specific information. Completing these forms will assist us in making sure you are well served for a reasonable fee. In providing this information to us, you represent that the information you are supplying is accurate and complete to the best of your knowledge and that you have truthfully disclosed to us all income and other relevant facts affecting the returns. You further represent that 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 logbooks and receipts. We will not audit or otherwise verify the information you give us; however, we may ask for additional clarification of some information.

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.

The Internal Revenue Code and regulations impose preparation and disclosure standards with non-compliance penalties on both the preparer of a tax return and on the taxpayer. These standards differ and are higher for return preparers than taxpayers. To avoid exposure to these penalties, it may be necessary in some cases to make certain disclosures to you and/or in the tax return concerning positions taken on the return that don't meet these standards. Accordingly, we will discuss tax positions that may increase the risk of exposure to penalties and any recommended disclosures with you before completing the preparation of the return. If we conclude that we are obligated to disclose a position and you refuse to permit the disclosure, we reserve the right to withdraw from the engagement and you agree to compensate us for our services to the date of withdrawal. Our engagement with you will terminate upon our withdrawal.

TAX EXAMINATIONS

You understand that taxing authorities may examine the returns and that penalties may be imposed on returns that are late, underpaid or incorrect. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. As such, you should know that IRS audit procedures will almost always include questions on bartering transactions and on deductions that require strict documentation such as charitable contributions and expenses for business usage of autos, travel, meals and home office. In preparing your returns we rely on your representations that we have been informed of all such transactions and that you understand and have complied with the documentation requirements for your expenses and deductions. We are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties, or interest. If you have questions about these issues, please contact us.

Any proposed adjustments by the examining agent are subject to certain rights of appeal. Our standard tax preparation fee does not include responding to inquiries or examination by taxing authorities. However, we will be available, upon request, to represent you. ***You understand that you will be charged an additional fee if we are asked to assist or represent you in a tax examination or inquiry.***

You understand that, in the event of a preparer error, you are responsible for additional tax that may be due, but our responsibility is to pay for any penalty that the IRS, state or local taxing authorities may assess.

COMPENSATION

Fees for our tax return preparation services are based upon the appropriate market rate for the level and value of services rendered. Our hourly rate for tax preparation is \$250 per hour. Our bill for this engagement will be due and payable upon completion of these returns and additional services will not be performed until the bill for these services is paid in full.

If payment is not received when due, we reserve the right to suspend or terminate our work due to non-payment. The suspension or termination of our work may cause you to fail to meet deadlines imposed by creditors, governments, or other third-parties or may result in adverse consequences and is a proper consequence of nonpayment of our invoices. In the event that our work is suspended or terminated as a result of nonpayment, you agree that we will not be responsible for your failure to meet government and other filing deadlines, or for penalties or interest that may be assessed against you resulting from your failure to meet said deadlines. Additionally, if we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed the services contemplated in this engagement. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through date of termination.

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 schedules and tax returns 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 copying fees. All your original records will be returned to you. After seven years, our work papers and files will no longer be available. Physical deterioration or catastrophic events may shorten the time during which our records will be available. The working papers and files of our firm are not a substitute for the original records of your company. When any records are returned to you, it is your responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies. It is agreed and understood that in connection with the performance of this engagement that the work papers prepared by us shall remain the property of our firm.

PRIVILEGED INFORMATION

Should we receive any request for the disclosure of privileged information from any third party, including a subpoena or IRS summons, we will notify you. In the event you direct us to not make the disclosure, you agree to hold us harmless from any expenses incurred in defending the privilege, including, by way of illustration only, our attorney's fees, court costs, outside advisor's costs, or penalties or fines imposed because of your asserting the privilege or your direction to us to assert the privilege.

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

Very truly yours,

Vail Tax & Accounting

The terms described in this letter are acceptable and are hereby agreed to and shall remain in effect until terminated by either party in writing.

Accepted by: _____ Date: _____
(Signature)

PRINTED NAME: _____

Did you have any interest in or signature or other authority over a financial account in a **foreign country**, such as a bank account, or other financial account in 2021? YES NO

At any time during 2021, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any **virtual currency**? YES NO



New Client Questionnaire

1. Personal Information

Taxpayer Name:	
Social Security Number:	
Date of Birth:	
Occupation:	
Phone Number:	
Email Address:	
Mailing Address:	
Driver's License Number, Issue & Expiration Date:	

Spouse Name:	
Social Security Number:	
Date of Birth:	
Occupation:	
Phone Number:	
Email Address:	
Driver's License Number, State Issue Date & Expiration Date:	

2. Dependents (Children & Others)

Name:	Relationship:	Date of Birth:	Social Security #:	Check if:
				Full-Time Student <input type="checkbox"/>
				Disabled <input type="checkbox"/>
				Full-Time Student <input type="checkbox"/>
				Disabled <input type="checkbox"/>
				Full-Time Student <input type="checkbox"/>
				Disabled <input type="checkbox"/>

Do you own a business? Yes No If yes, Name of Business: _____

Would you prefer future year tax organizers be sent via: USPS Mail E-mail

Would you prefer your client copy of tax return be delivered via: Paper File Electronically

Client Questionnaire 2021

If any of the following items pertain to you or your spouse for 2021, please check the appropriate box and provide additional information if necessary.

Yes

No

Did your marital status change during the year?

Did your address change during the year?

Did you change your bank account during the year?

Were there any changes in dependents?

Could you be claimed as a dependent on another person's tax return?

Did you receive health insurance through the Connect for Health Colorado marketplace? If so, provide Form 1095-A

Did you receive unreported tip income of \$20 or more in any month?

Did you receive any disability income?

Did you receive any unemployment benefits?

Did you buy or sell any stocks, bonds, or other investment property?

Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan?

Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell energy sources?

Did you receive a distribution from or contribute to a retirement plan (401(k), IRA, etc.)?

Did you transfer or rollover any amount from one retirement plan to another retirement plan?

Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA in 2021?

Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school?

Was your home rented out or used for business?

May the IRS discuss your tax return with your preparer?

Were you notified or audited by either the Internal Revenue Service or the State taxing agency?

Did you make any quarterly estimated tax payments?

Did you receive any Advanced Child Tax Payments?



2022 Fee Schedule

Tax Services (includes personal and business tax filings & consulting on tax matters)	\$250/hr
Live Payroll & HR Consulting Services (includes live paycheck creation, electronic payroll tax payments, copy of management reports, guidance regarding hiring/firing practices & employee benefits.)	\$150/hour + direct deposit fees Approx cost based on size of staff: 1-4 employees = \$37.50/payroll 5-9 employees = \$75/payroll 10-14 employees = \$112.50/payroll 15+ ask for quote
Payroll Tax Filing Services (includes quarterly & year end return filings including 941, 940, UETR, CO DR1045 & W-2 filings, 1099 filings)	\$150/hour
Bookkeeping Services (includes: QuickBooks data entry & bank reconciliation, bill pay, deposit processing & admin tasks)	\$75/hour
Accounting Services (includes financial statement compilation, QuickBooks training & Accounting consulting)	\$150/hour



Privacy Policy

CPAs and public accountants, like all providers of personal financial services, are required by law to inform their clients of their policies regarding privacy of client information. CPAs and public accountants have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

Types of Nonpublic Personal Information We Collect

We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization.

Parties to Whom We Disclose Information

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

We provide a copy of the tax return or work completed to each client upon completion of services. This copy is for your records or to provide to a designated third party. **We will not provide copies of completed work to third parties under any circumstances.**

Protecting the Confidentiality and Security of Current and Former Clients' Information

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with our professional standards. Records are retained according to our record retention policy then are destroyed in-house upon expiration of retention time requirement by law.

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Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.