Post Office Box 408
Granite Quarry NC 28072

Dear Sir or Madam,

Enclosed is your Tax Organizer for tax year 2017.

Your Organizer contains several sections that include common expenses and deductions that many taxpayers overlook. Please review these sections carefully. This is provided to you for use as a guide and a more detailed review will be conducted in person.

If our firm prepared your return last year, you may request a customized organizer by contacting our office. Use this information to help you remember the types of income and deductions you reported last year.

To complete the Organizer, enter all relevant information in the designated areas on each page or if applicable provide the supporting document. Please add any notes or questions that will help us prepare a complete and accurate return for you and to plan with you how to manage your tax situation in future years.

If you answer 'Yes' to any of the General Business and Investment questions, please provide detailed information with your answer.

We request that you schedule an appointment by visiting our website or contacting our office.

Please provide this Organizer and any of the following that apply to your tax situation:

- Last year's tax return (if not in our possession)
- Original Form(s) W-2
- Schedule(s) K-1 from partnerships, S-corporations, estates or trusts
- Information about contributions to a pension or other retirement plan if this is the first year you received income from the plan
- Form(s) 1099 or statements reporting dividend, interest, retirement or other income
- Broker statements providing details of capital gains transactions
- Form(s) 1098 and copies of real estate tax bills, etc.
- Legal documents pertaining to the sale or purchase of real property

All documents and information can be sent via our secure online portal. If you have not already received access to this secure portal, please call or email to request access, even if this is your first year with us. Please do not email sensitive personal information to our office. Our secure portal can be accessed from our webpage.

The secure portal is our preferred and most efficient method of receiving documents but is not required. Sending them prior to your appointment reduces your wait in our office and minimizes your cost.

Please note that new regulations require tax filers have a valid state issued Identification Card/Drivers License, please remember to bring this and copies of social security cards for tax filers and any dependents.

Sincerely,

Nickalaus A. Goodman, MBA

nick@moneymedicnc.com www.moneymedicnc.com (704) 762-1040

Post Office Box 408
Granite Quarry NC 28072

Dear Sir or Madam,

Thank you for choosing The Money Medic to assist you with your 2017 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2017 federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if you have concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fee is based on the time required at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation. All accounts not paid within thirty (30) days are subject to interest charges to the extent permitted by state law.

We will return your original records to you at the end of this engagement. Store these records, along with all supporting documents, canceled checks, etc., in a secure location in case these items are needed later to prove accuracy and completeness of a return. We retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.

Our engagement to prepare your 2017 tax returns will conclude with the delivery of the completed returns to you (if paper-filing) or your signature and our subsequent submittal of your tax return (if e-filing). If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them.

You are responsible for maintaining appropriate records, such as official tax documents you receive, receipts and substantiation for your deductions, and purchase and sales information for assets.

It is your responsibility to review your returns before they are filed to determine that all income has been correctly reported and that you have substantiation for your deductions. Filing your returns by the due dates is your responsibility.

If your returns are later selected for review or audit by taxing authorities, we will be glad to assist you if you desire. Our fees for preparing your returns do not include time that might be necessary to assist you during a taxing authority review.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, sign the enclosed copy of this letter in the space indicated and return it to us.

Thank you for the opportunity to be of service, I appreciate your business

Sincerely,

Nickalaus A. Goodman MBA

Accepted By:

__________________________________ Date: __________ __________________________________ Date: _________

(Both spouses must sign for preparation of joint returns)

nick@moneymedicnc.com www.moneymedicnc.com (704) 762-1040

PLEASE NOTE: THIS SHEET WILL DETERMINE HOW YOUR INFORMATION WILL APPEAR ON YOUR TAX RETURN

1040 GENERAL INFORMATION SHEET FOR NEW CLIENTS

Filing Status (Circle One): Single Married Filing Joint Married Filing Separate Head of Household

Is this the same filing status as last year? YES NO

	Taxpayer		Spouse	
First Name and Middle Initial				
Last Name				
Social Security Number				
Date of Birth				
Date of Death (if applicable)				
Occupation				
Blind or Disabled?	YES	NO	YES	NO
Claimed as a dependent on another tax return?	YES	NO	YES	NO
Cell Phone Number				
Email address				

Please remember to bring your valid State Issues Identification Card/Drivers License with you to your appointment or upload a copy into our secure online portal.

Current Address ______________________ **Apt** ____________

City State Zip ______________________ **County** ____________

Phone Number you wish to be listed on your tax return : ______________

Did you move during this tax year? YES NO

Did all family members have creditable healthcare coverage last year? YES NO
Was is purchased through the marketplace? YES NO

If you are/were Legally and Lawfully Married at any time in the current tax year and NOT filing a joint return please answer the following questions:

Are you still legally Married?	
Are you legally Separated from your spouse?	
On what date did you separate?	
What date did you stop living in the same home?	
Did you move into separate homes? If yes when?	
How long during the year did your child(ren) live with you?	
Did you live with anyone else?	
Have you paid for more than ½ the cost of maintain your current residence?	

Dependent Information:

	Dependent 1	Dependent 2	Dependent 3	Dependent 4
First Name & Middle Initial				
Last Name				
Social Security No.				
Date of Birth				
Relationship				
Number of Months they lived in your home				
Full Time Student?	YES NO	YES NO	YES NO	YES NO
Are they Disabled?	YES NO	YES NO	YES NO	YES NO
Did they have any income?	YES NO	YES NO	YES NO	YES NO
Can anyone else claim this dependent?	YES NO	YES NO	YES NO	YES NO

Have you ever been disallowed or had a credit reduced in previous years? YES NO Did you file a form 8862? YES NO

Please provide the name of any person living with you who is claimed as a dependent on someone else's tax return:

____

If you are claiming a child as part of the tie breaker room or other legal agreement please list the years of which a release was given:

____

Please provide the names of anyone else whom you provide support for:

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Additional Comments:

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PLEASE REVIEW THIS LIST, INDICATE WHAT APPLIES AND BRING ALL APPLICABLE DOCUMENTS WITH YOU FOR YOUR APPOINTMENT

This is a guide and not an all-inclusive list when in doubt bring the document with you

Personal Information

- ☐ Copies of Last 3 years tax returns (If we have not completed your return in the past)
- ☐ Social Security Card for tax payers and dependents
- ☐ Voided Check for Direct Deposit of any tax return
- ☐ Forms 1095
- ☐ Current Valid State issued Photo Identification

Income:

- ☐ W2 Forms for all tax payers and dependents
- ☐ Form 1099-C Cancellation of debt
- ☐ Form 1099-G Unemployment income, or state or local tax refunds
- ☐ Form 1099-MISC or any Self Employment Income documentation
- ☐ Form 1099-R or Form 8606 for payments/distributions from IRAs or Retirement Plans/Pensions
- ☐ Form 1099 INT, DIV, B, or K-1s for investment and interest income
- ☐ Form 1099 S Sale of property
- ☐ Form SSA-1099 for Social Security Benefits Received
- ☐ Document of Alimony received or paid
- ☐ Business or Farming income – Profit and loss statements, Balance Sheets, Capital equipment information. If you are filing these forms please contact our office for more information on needed documentation
- ☐ Rental property income and expenses. Profit and loss statements, or suspended loss information
- ☐ If you participated in an instalment sale or need to file forms 6252 (principle and interest collected during the year) please bring the other parties tax ID number (SSN) and their address
- ☐ Miscellaneous income; jury duty, gambling winnings, Medical Savings Accounts, Scholarships, Fellowships, etc
- ☐ Other sources of Income not mentioned above domestic or abroad

Taxes you've paid

- ☐ State and Local taxes
- ☐ Real estate taxes paid
- ☐ Personal Property Taxes

Adjustments to your income

- [ ] Form 1098-E for student loan interest paid or current statements
- [ ] Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-secondary education
- [ ] Teachers: Canceled checks or receipts for expenses paid for classroom supplies, etc
- [ ] Records of IRA Contributions made during the year
- [ ] Any record of energy-efficient home improvements made during the year
- [ ] Records of MSA / HAS contributions
- [ ] Health Insurance Payment records
- [ ] Moving expenses
- [ ] Keogh, SEP, SIMPLE, and other self-employed pension plan contributions or distributions

Deductions and Credits

- [ ] Child Care Cost: Provider's name, address, tax ID and amount paid
- [ ] Education Cost
- [ ] Adoption cost: SSN of child, records of legal, medical and transportation costs
- [ ] From 1098 : Mortgage interest, private mortgage insurance (PMI) and any points paid
- [ ] Investment Interest expenses
- [ ] Charitable Contributions, cash amounts, official charity receipts, canceled checks; value of donated property with receipt; miles driven
- [ ] Medical and dental expense records
- [ ] Casualty and theft losses
- [ ] Any miscellaneous tax deductions; Union dues, unreimbursed employee expenses etc
- [ ] Records of home business expenses, home size/office size total home expenses.

Other Information

- [ ] Estimated Tax Payments made throughout the year
- [ ] Prior-year refund applied to current year
- [ ] Foreign bank account information for any and all foreign accounts you have ownership in. Peak value of account and any prior FBAR documents filed
- [ ] ____