Please Read Before You Begin

Thank you for choosing AAG San Diego. We are looking forward to working with you this year! Here are a few things we want to let you know as we get started with your tax preparation:

- **Complete Information –** All questions need to be answered on our documents before we can begin preparing your tax return. Please double-check to make sure all information has been provided.

- **Texting Lisa –** Please do <u>not</u> text any tax related information. It will not be used in preparing your tax return. All information should be sent via email, through the portal, or delivered to the AAG office.

- **Charitable Cash Donations –** We only need a year-end total for all cash donations

- **Charitable Non-Cash Donations –** If your non-cash donations total more than $500 this the tax year, please use https://itsdeductibleonline.intuit.com/login to complete the required information needed for the deduction. (We need the name, address, Tax ID, date of donation, and detailed list of items for each donation.)

- **1099s/ K1s/ W2s –** If you indicate that you have received 1099s, K1s, or W2s on our paperwork, we need copies of each document

- **Using Your Phone –** Some cell phones have trouble when being used to fill out our required documents. If you have trouble, please use a computer or call the office for hard copies.

- **Filing your Return –** You return will not be filed until we have received all required signatures and payments for services

- **Business Expenses –** We only need year end totals for each category of expenses. Any back-up documentation should be kept for your records.

- **Business Mileage –** Please only provide business mileage. Do not include personal miles in the total.

- **Original Documents –** all original documents in our office will be sent to you via FedEx/UPS with a $25 fee. If you would like to make other arrangements, please let us know.

________________ Taxpayer Initials

________________ Spouse Initials

Client Information Sheet

(Government Required Information)

Tax Year: ________________

Last Name: ____

Address To Be Used on Tax Return: ____
Street Address

☐ OWN ☐ RENT ____
City State Zip

State of Residency: __________________________________

PRIMARY TAXPAYER

Legal Name:____

Social Security Number: _________________________________ ☐ Male ☐ Female

Birthdate: ____

Telephone No: ____ ☐ Cell ☐ Landline ☐ Work

☐ Email address has changed

Email: ____ (must be different from spouse's email)

Driver's License Number: ___________________ State: _____ Issue Date: ________________ Expiration Date: _____________

SPOUSE

Legal Name: ____

Social Security Number: _________________________________ ☐ Male ☐ Female

Birthdate: ____

Telephone No: ____ ☐ Cell ☐ Landline ☐ Work

☐ Email address has changed

Email: ____ (must be different from spouse's email)

Driver's License Number: ___________________ State: _____ Issue Date: ________________ Expiration Date: ______________

If you are married, do you wish to file: ☐ Married Filing Jointly ☐ Married Filing Separate

Number of Dependents: ______ Children Under 23 years old ______ Parents or other qualifying adults

Please check all that apply:
(AAG needs this information EVERY year in order to properly prepare your tax return.)

- ☐ My spouse and I did not live together for at least 6 months of the year
- ☐ Someone else can claim me/spouse as a dependent ☐ Taxpayer ☐ Spouse
- ☐ Active military
- ☐ Employed as Educators ☐ Taxpayer ☐ Spouse
- ☐ Have dependents to claim this tax year
- ☐ Have active rental properties to report this tax year
- ☐ Donated to charity
- ☐ Had health insurance all tax year for the entire household
- ☐ Had health insurance for part of the year, or for some of the household members
- ☐ Obtained health insurance through the Marketplace (you MUST provide a 1095A to prepare your taxes)
- ☐ An HSA (Health Savings Account) was used through an employer
- ☐ Received 1099s
- ☐ Received W2s
- ☐ Received K-1s
- ☐ Received Social Security ☐ Taxpayer ☐ Spouse
- ☐ Received Disability or Paid Family Leave ☐ Taxpayer ☐ Spouse
- ☐ Received Unemployment ☐ Taxpayer ☐ Spouse
- ☐ Had Digital Asset or Virtual Currency activity ☐ Bought ☐ Disposed ☐ Lost/Scammed/Rug-Pulled
- ☐ Had debt cancelled (you MUST provide the 1099C)
- ☐ Sold real estate of any kind
- ☐ Sold your primary residence
- ☐ Sold stocks or other capital assets
- ☐ Paid a mortgage on your primary residence
- ☐ Paid property taxes on your primary residence
- ☐ Received more than $10 in bank interest
- ☐ Paid student loan interest
- ☐ Paid qualified tuition or higher education expenses for you or your dependents
- ☐ Gifted more than $15,000 to an individual
- ☐ Purchased something outside California for use in California (ex. cars, boats, equipment, etc.)
- ☐ Contributed to a Retirement Savings Account outside of payroll
- ☐ Received alimony Date of Divorce: ________________________________
- ☐ Paid Alimony Date of Divorce: ________________________________
- ☐ Had financial interest or signature authority over any foreign financial accounts
- ☐ Had financial interest or signature authority over any foreign financial accounts over $10,000
- ☐ Had interest or connection to a foreign trust
- ☐ Received an Identity Protection PIN from the IRS Taxpayer Number________________ Spouse Number________________

What states did you live and work in for this tax year?

Lived In: ____

Worked In: ____

Business Owners

- ☐ Had ownership in an S-corporation or Partnership
- ☐ My S-corporation or Partnership paid for my health insurance
- ☐ AAG prepares my/our corporate tax return. Name of Business:______________________________
- ☐ Operated a sole-proprietorship (unincorporated business) or Single Member LLC (SMLLC)
- ☐ Used a home office for my sole-proprietorship/unincorporated business/ SMLLC
- ☐ Used a vehicle for my sole-proprietorship/unincorporated business/SMLLC
- ☐ I have not filed my FinCen BOI Report for my Single Member LLC business

☐ **I/We would like to give AAG San Diego permission to speak to someone about this tax return and the information required (ex. assistant, bookkeeper, financial advisor, attorney, caregiver, relative, etc.)**

Name of Individual(s): ____

Quarterly Tax Payments

Quarterly Tax payments are required of some taxpayers. If you were required to make these payments, you would have received quarterly vouchers when you filed taxes last year. If you made these payments, or paid Quarterly Taxes for any other reason, please provide the following information:

☐ **I DID NOT MAKE ANY ESTIMATED/QUARTERLY TAX PAYMENTS**

NOTE: DO NOT INCLUDE ANY TAXES PAID THROUGH A W2, EMPLOYER PAYROLL, SOCIAL SECURITY, OR OTHER WITHHOLDING

1st Qtr Fed ____________	**3rd Qtr Fed** ____________	**1st Qtr State** ____________	**3rd Qtr State** ____________
2nd Qtr Fed ____________	**4th Qtr Fed** ____________	**2nd Qtr State** ____________	**4th Qtr State** ____________

Tax Payment, Direct Deposit, and Withdrawal Information

Check all that apply:

- ☐ Directly deposit any refunds to the account indicated below
- ☐ Apply my/our refunds to any estimated taxes owed for next year, and refund the remainder to the account indicated below
- ☐ Directly withdraw any tax liabilities from the account indicated below. Funds will be withdrawn when the return is e-filed
- ☐ I would like to pay AAG San Diego outstanding invoices with the account indicated below

Name of Individual on Bank Account: ____

Routing Number: ____

Account Number: ____ ☐ Ckg ☐ Svgs

I acknowledge that the above answers are true and correct.

______________________________ ______________________________
SIGNATURE **DATE**

______________________________ ______________________________
SPOUSE SIGNATURE (if applicable) **DATE**

Your Federal and State taxes are due on April 15 of each year. If they are not paid, whether you have or have not filed a tax return, you will incur interest and failure-to-pay penalty fees. If you have not filed a tax return there will be an additional failure-to-file penalty, which can be avoided by filing an extension before April 15.

Agency	Failure-to-File	Failure-to-Pay	Interest
IRS	5% per month, max 25%, on unpaid taxes until taxes are filed	.5% per month, max 25%, on unpaid taxes	Federal short-term rate + 3% on unpaid taxes
State CA	5% per month, max 25%, on unpaid taxes until taxes are filed	5% penalty plus .5% per month on unpaid taxes, max 40 months	7% on unpaid balance

_______________ Taxpayer Initials

_______________ Spouse Initials