T. Stark Tax Service
Tina M. G. Stark, E.A.
136 Towne Square Dr
Newport News, VA 23607
623-748-8000 Fax: 623-748-8001
Website: www.tstarktax.com Email: tina@tstarktax.com

Monday, January 17, 2022

Dear Client,

I do hope you survived 2021. It is now time to start thinking about taxes.

My office has moved. It has been said that I should tell my clients that my dad is in his 80's and I came home so I could spend more time with him. That would be great if it was the whole truth. But I don't lie to my clients because I ask my clients to be honest with me. The truth is, after 37 years of marriage we were not happy. We did NOT divorce so no trash talking. But we are trying separation, with no intentions of ever divorcing. The housing market in Arizona has gone through the roof once again. I couldn't afford a house there. By coming to Virginia, I have the support of my dad, my sister, 3 first cousins, and lots of extended family. Thanks to Covid most of my clients saw me virtually so my hope is that this move will not impact any of my wonderful clients. Should you choose that you want someone local, give me a call and I will help you find the EA for you.

I have several options available to assist my clients. Enclosed please find a label that is addressed to my office, you can use this on any envelop to mail me your documents. As your tax documents come in place them an envelope, when all have arrived, mail it to me. I will complete your return, any questions I have, and I will call or email you. Another option is to place your files into your Verifyle portal. To get a Verifyle account send me an email and I will set you up. Both Taxpayer and spouse will need separate e-mail addresses. IF you had a Verifyle account from a previous year it is still available. When the return is completed, I can scan it and put it in Verifyle for you to download, review and sign. Files placed in Verifyle are better if they are pdfs and not pictures. To that point I have researched and learned "Genius Scan" is a free app for your phone that is supposed to be super simple to use to create pdf's.

Enclosed find my color-coded forms, let me explain why I do each of these forms:

- Yellow: the yes/no questions on the questionnaire are designed to help me do the best possible job and to help you pay the lowest legal amount of tax. If you have any questions while answering them, please don't hesitate to call me. I am **requiring** this be returned and signed by **every client**. Please read ALL the questions before answering. If you are unsure of the answer put a question mark and I will be asking about it.
- Cream: The engagement letter is required by my insurance carrier I need to have a new one every year for EACH and EVERY client. **UNDER NO CIRCUMSTANCES SHALL I SIGN A COMPLETED TAX RETURN OR PREPARE AN EXTENSION UNTIL I RECEIVE FROM YOU A SIGNED ENGAGEMENT LETTER.**

Due to most of my returns being done remotely, I will need both returned to me. If you lose these forms, I can make them available to download in Verifyle.

IRS has expanded the due diligence **requirements**; my penalties have gone up. I can't afford not to comply. To put it in a nut shell if you have children you will be claiming on your return then I will need: PROOF of each child's relationship to you, i.e. birth certificates, adoption records, etc. I need PROOF of citizenship, so copies of Social Security cards. I will also need PROOF they lived with you. Lease agreement, school records, medical records, or other documents can be used. If you have court papers on the child, I would like copies of that as well. If you have a child in college, I need all of the above plus the 1098T. (If you gave me birth certificates or Social Security cards in a previous year I have them on file and you do not need to send them again.)

The Internal Revenue Service has announced that it cannot accept returns **until Monday January 24, 2022.** Further by law, the IRS cannot issue a refund involving the Earned Income Tax Credit or Additional Child Tax Credit before mid-February, though eligible people may file their returns beginning on January 24. The law provides this additional time to help the IRS stop fraudulent refunds from being issued.

Now what everyone wants to know, what do the new tax laws do to me? If you got the Stimulus checks I need to know how much it was, IRS should be sending a letter with the amount you received. I need to know about advanced child tax credit payments. Again, IRS will be providing a letter with the amount you received. These amounts must be reconciled on the 2021 return. If you got a PPP, I need to know about it and if it was forgiven. I need to know about EIDL's grants and loans. All these changes have created more work for tax preparers.

My fees are based on the estimated time required to organize your records, the complexity of the return, and the resources necessary to prepare your return. **My fee will be due and payable upon completion of your return**. Returns will not be processed without payment, with that said, I can take credit cards over the phone. If I must make repeated requests for additional information, I reserve the right to charge additional fees.

Any return not in my office by April 1st will be put on extension. Please remember I need the engagement letter signed and returned before I will file that extension. All information for extensions needs to be received by me before October 1.

I have been in business for myself since 2005; the highest compliment I can receive from my clients is a **referral** of your friends, family, and co-workers

If you have any questions, ask if I don't know the answer, I will get it.

Sincerely,

Tina M. G. Stark, EA

Tina M. G. Stark E.A.

YES/NO QUESTIONS

Please note: Answering is now MANDATORY for me to do your return.

The IRS requires that I have certain representations from clients in order to prepare their return. This questionnaire - which must be ***SIGNED*** *after the last question - is meant to satisfy those guidelines, as well as to alert me to situations which might save you money.*

Any question you leave blank will be assumed to be a NO answer.

PLEASE PROVIDE DETAIL FOR ANY "YES" ANSWER!

Yes	No	
☐	☐	1. During 2021, were there any **births, adoptions, marriages** or **deaths** in your immediate family, or any other change to your filing status or dependents you can claim?
☐	☐	2. Do you **qualify as someone else's dependent** for tax year 2021?
☐	☐	3. At the end of 2021, were you legally married to someone whose name DOES NOT appear along with your name on this organizer? (If yes, please provide info and a copy of that person's previous years return.)
☐	☐	4. During 2021, did you **buy, sell or refinance** your Principal Residence, or ANY other real estate, or property? (***If yes to change of address please provide new address for return***. *Please provide closing statement on all real estate transactions.)*
☐	☐	5. Were you (or your spouse, if filing jointly) on ACTIVE DUTY in the military during any part of 2021?
☐	☐	6. Are you claiming a dependent child under 19 who DID NOT live with you the entire tax year? (If residing at school, you count as if staying with you.) If yes, please bring any documentation that would support that you are entitled to claim the exemption and possible tax benefits, including: the child's Social Security card, a doctor's or school's document showing your address for the child, info on the other person with custody and how many nights the child stayed with each of you. (*If provided in past years I do not need it again)*
☐	☐	7. During 2021, did you have a dependent child under age 19 living at home (or under age 24 if a full-time student for at least some part of five months of the year) who had **NON-WAGE** income over $1,100? (*If yes, the "Kiddie Tax" may apply. Provide info on all of their income. They should NOT file their own return before you do yours.)*
☐	☐	8. Did any of your dependent children (or will they) file an income tax return for 2021? If already filed, I need to see a copy. If not filed as yet, bring send the information. (whether or not you want me to prepare it.) *Note: IRS now requires preparers to check this*.
☐	☐	9. Did **you** or any of your **dependent children** *receive a distribution* from an education savings plan account? (*If yes, I will need the type of account, amount, and how it was spent*.)
☐	☐	10. Are there any changes in the dependent information from the prior year?
☐	☐	11. Do you have dependents who are neither U.S. Citizens or U.S. Residents?

PLEASE PROVIDE DETAIL FOR ANY "YES" ANSWER!

Yes	No	
☐	☐	***12. Arizona clients only***: Did you make any 2021 contributions to a Section 529 (educational) account?
☐	☐	13. Did you pay someone for **childcare** so you could work OR are you excluding the childcare benefits provided by your employer? *(If yes, provide name and address of care provider, amount paid, and Federal ID number/Social Security number.)*
☐	☐	14. Did you or your spouse **receive money** from an employer retirement plan, 401(k), tax sheltered annuity, insurance contract, IRA, or Roth IRA during 2021? (*If yes, provide Form 1099R received.)*
☐	☐	115. Did you receive an early distribution for a Coronavirus (CARES Act) qualified distribution?
☐	☐	16. During tax year 2021, did you or your spouse **"rollover"** a pension or IRA distribution to an IRA, or convert any account to a Roth IRA? (*If yes, bring statements*)
☐	☐	17. **Have you (or your spouse) contributed** (or intend to do so, by 4/15/2022) **to an IRA or Roth IRA** for 2021? Check here ___ if this is possible, but you want to discuss it with me first.
☐	☐	18. During 2021, did you have any property foreclosed upon, or disposed of in a "short sale" or have any debt compromised for less than you owed?
☐	☐	19. During 2021, did you **receive any municipal ("tax free") interest** or dividend income? *(Note: Such income is reportable, even if not taxable on federal. Provide year-end statements AND inserts showing SOURCE of income by state.)*
☐	☐	20. If you **received dividends** from a mutual fund, did they notify you that any portion of the dividends were attributable to **"US Government Obligations"**? (*If yes, provide the booklet/insert they sent you, showing the source of the dividends. These may be excludable from your STATE return.)*
☐	☐	21. Did you **sell any stocks, bonds, mutual fund shares** or other investment property during 2021? (*If yes, provide documentation on sale, as well as information on when and for how much you purchased the property.)*
☐	☐	22. Did anyone **owe you** a personal debt that became **uncollectable** in 2021? (*If yes, provide debtor's name, amount, details of what collection attempts you made, and how you determined it is worthless*.)
☐	☐	23. Did you pay any ADOPTION expenses in 2021, whether or not final as yet?
☐	☐	24. During 2021, did you pay any **tuition** or fees for postsecondary education (even if financed with a loan) for yourself, your spouse or a dependent child or grandchild? *(MUST provide Form 1098-T issued by the educational institution, as well as an accounting of all tuition paid during the calendar year.)*
☐	☐	25. During 2021, did you pay any **interest on a student loan** in your name?
☐	☐	26. During 2021, did you have a **household employee** to whom you paid over $1,900 for the year OR more than $1,000 in any calendar quarter?

PLEASE PROVIDE DETAIL FOR ANY "YES" ANSWER!

Yes No

27. Did you claim the **First-Time Homebuyer Credit** for a home purchased in **2008**? (The one you have to re-pay) *(Mark yes if you are still re-paying it)*

28.Was there a change in the use of your main home for which you claimed the First Time Homebuyer Credit?

29. Did you receive a distribution from a trust or estate, or acquire a new interest in a partnership, s-corporation or limited liability company? *(If yes, ask them for the **Schedule K-1**, which I will need to report your share of income and other items.)*

30. At any time during 2021, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? (Bitcoin, Ripple, Ethereum, Litecoin, Dash, Peercoin, etc.)

31. Do you receive any **other income** of any kind (whether or not you believe it to be taxable) which is not indicated somewhere on the Organizer? (This includes Lyft, Uber, Upwork, TaskRabbit, Poshmark, ThredUP, Kickstarter, Indiegogo, AirBNB, HomeAway and all internet selling platforms like Amazon, Ebay and Etsy. It also includes gambling, fantasy sports leagues and Bitcoin or Ripple. This does not include child support, gifts from relatives, loans you will repay, workmen's comp or veterans disability benefits.)

32. Did you make any 2021 **gifts** to one individual (cash or property) that **total more than $15,000** for the year?

33. During this past year, did you have any interest or signature authority in a **bank account or trust based in a foreign country**?

34. Did you receive income from a foreign source or pay taxes to a foreign government?

35. Is any of your "home mortgage" interest from a **home equity** loan or line of credit, the proceeds of which were NOT used to add capital improvements to that property? (Please bring copies of year-end statements from ALL loans on your home.)

36. If you have and HSA, and used it you will receive a 1099 SA, (I will need it!). Were all proceeds used for Qualified Medical expenses?

37. Did you buy a NEW vehicle in 2021, on which you paid SALES TAX? (*If yes, provide copy of purchase invoice showing that tax.*)

38. Did you list any charitable contributions for which you DO NOT have receipts or canceled checks as proof**?** ***(ALL contributions must have such documentation, regardless of amount. Please revise your figures accordingly.)***

39. Were any of your listed "contributions" actually to political or lobbying groups or candidates for public office, OR directly to needy individuals, OR for raffle tickets, OR to a charity not based in the United States? (*If yes, these are not deductible, so remove from list.*)

PLEASE PROVIDE DETAIL FOR ANY "YES" ANSWER!

Yes	No	
☐	☐	40. Did you receive any **goods or services** (other than religious benefits) in exchange for any charity contribution you listed? *(If yes, please remove the value of those goods/services from amount, as only the excess is deductible.)*
☐	☐	41. Are there any single charity contributions (money or property) of $250 OR MORE for which you do NOT have a receipt that states the charity's name, address, a description of what you gave, and the disclaimer that you did not get any goods or services in exchange for the donation? *(If yes, you need to get that specific documentation before I can claim it on your return.)*
☐	☐	42 Just between you and me, did you actually read all of these questions? (Just checking to make sure you are paying attention.)
☐	☐	43. Did you incur any **out-of-pocket expenses** (including mileage), not deducted elsewhere (such as on your business) in working as an unpaid volunteer **or a charity**?
☐	☐	44. Are you claiming any donations of clothing, furniture or household goods for which you do not have a receipt on which is listed (either by you or the charity) a general description of what you gave, its condition (must be "Good" or better), and the value you set on the donation? *(If your receipts are **missing any of this information**, fill it in. Otherwise, you **cannot** claim a deduction.)*
☐	☐	45. Did you **donate a car** or other motor vehicle to charity? *(I am **required** to see Form 1098-C received from the charity, in order to determine your deduction amount.)*
☐	☐	***46. Arizona clients only*****:** Did you make any contributions qualifying for a state tax credit for donations to public schools, private schools, military families and/or certain public charities that benefit the working poor or foster children? (***I MUST see the receipt that certifies that you qualify for the credit.)***
☐	☐	47. Did you give any b**usiness gifts** that exceeded $25 per recipient? (Any excess is not deductible.)
☐	☐	48. Do you have any **business expenses which you cannot properly document**? *(Note: You need to have actual receipts for business-related lodging, gifts and entertainment, OR for any expense that is over $75. For the rest, a logbook or printout noting the kind of expense, date, amount and reason for the expense is sufficient.)*
☐	☐	49. During 2021, did you add any Energy Efficient property improvements to your residence that were SOLAR, WIND or GEOTHERMAL system qualifying for the credit? *(If yes, I must see the certification and the final, dated invoice for the purchase.)*
☐	☐	50. During the past year, were you notified of any **changes** concerning any previous year's return, or did you submit an offer-in-compromise for any previous tax debt? *If yes, please bring copies of applicable paperwork and notices*.
☐	☐	51. If you are due a refund on any 2021 return, would you like to receive it as a DIRECT DEPOSIT to your bank account? (*If yes, and the account is something OTHER than the checking account you used last year with me, I must have a printout from the bank that contains the full routing and*

account number, including any check digits. For a checking account, a voided CHECK or a scan of the check, from that account is required, A DEPOSIT SLIP IS NOT ACCEPTABLE.)

PLEASE PROVIDE DETAIL FOR ANY "YES" ANSWER!

Yes	No	
☐	☐	**52. If you owe a balance due** *o*n any 2021 return, would you like it to be electronically withdrawn (direct debit) from your bank account on April 15, 2022? (or any earlier date you specify) *(If yes, include a VOIDED check from that account. Note that returns with a balance due that you choose to pay by check will involve an additional form.)*
☐	☐	**53. If you owe Estimated taxes for next year,** would you like it to be electronically withdrawn (direct debit) from your bank account on due dates? *(If yes, include a VOIDED check from that account.)*
☐	☐	54. Did you or a member of your family have minimum essential coverage in 2021? (The entity that provided the coverage may have sent you a Form 1095-A, 1095-B, or 1095-C, that lists individuals in your family who were enrolled in minimum essential coverage and shows their months of coverage.)
☐	☐	55. Did your bank account information change within the last twelve months?
☐	☐	56. Did you included a copy or picture of the Drivers Licenses or State ID for all Taxpayers and Spouses included in this return?
☐	☐	57. Have you or your spouse been an identity theft victim and given an identity theft protection six-digit PIN by the IRS? (*If yes, include letter from IRS showing this PIN.)*
☐	☐	58. Do you (and your spouse, if married filing jointly) wish to designate $3 of your tax to be applied to the Presidential Election Campaign Fund?
☐	☐	59. Do you want to allow your tax preparer to discuss this year’s return with the IRS?

☐ ☐ *Have you provided an e-mail address where you can receive a confidential document to be read by Adobe Acrobat or Adobe Reader? (If you answer NO, you'll be sent the forms to sign via regular mail.) (Please Print)*

Do you want a paper hard copy or a digital copy of your return? ____________________________________
(All mailed hard copies will include a postage fee)

Tax Payer’s Email Address: ____

Spouse’s Email Address: ____

Best Phone Number to reach you at: _____________________________ Who/ Where: ___________________

If have questions you would like me to get back to you about, please check here _____ and list them below or on additional pages.

YOU MUST SIGN BELOW, in order to represent that you (1) have read the questions and answered to the best of your ability, (2) made any necessary adjustments to your figures to reflect the limitations explained in the questions, (3) believe that you have the required documentation for any deductions or credits claimed, (4) have not omitted any amounts or sources of income you're aware of, and (5) are not aware of any other items or factors which have not been disclosed but you believe may impact on your tax filing.

X____**SIGNATURE REQUIRED**
(For a joint return, first spouse listed should sign.)

T. Stark Tax Service

Tina M. G. Stark EA
136 Towne Square Dr.
Newport News, VA 23607
tina@tstarktax.com **623-748-8000**

Dear Client,

Thank you for choosing my firm to prepare your income tax returns for tax year 2021. This letter is to confirm the terms of engagement and the nature and extent of the income tax services I will provide. For married filing joint returns I represent both individuals equally even though one person may be my primary contact throughout the preparation process. I am always available to both persons to discuss any information or issues involved with your tax return.

This agreement covers only tax return preparation. It does not include representation before any taxing authorities for any audit or for the collection of any tax that might be due. If you are selected for review or audit before any tax agency, I will be glad to assist or represent you, a separate agreement will be prepared, and separate fees will be charged.

As your tax firm, I will prepare your tax returns in accordance with current laws and regulations using information you supply. It is not my responsibility to verify your deductions or audit your records. It is your responsibility to provide all the information and original documents necessary to complete your tax returns. I may make copies of some of your documents, I do not retain originals and they will be returned to you by the end of the engagement. It is your responsibility to maintain, in your records, the documentation required to support the data used in preparing your tax returns. You should retain all the schedules, worksheets, logs, documents, receipts, canceled checks and other records necessary to substantiate income and deductible expenses that are claimed on your tax returns. Taxing authorities, by regulation require you to both maintain and retain your information substantiating all items reported on your returns. Requirements for documentation are especially important for deductions of travel, auto, computer use, and charitable contributions. These records must be kept by you for a minimum of four (4) years. Unless you otherwise advise me, your signature below also confirms that you have the necessary documentation under code §274 for the business gift, travel, entertainment, and related expenses claimed. Your tax returns will be prepared with extreme care; however, **should you receive any correspondence from any taxing agency, please contact this office immediately**. If there is an error on the returns prepared from your data, I am not liable for the payment of any additional taxes that would have been properly due on the original return. Anything you tell me is confidential, but not protected by any accountant-client privilege. If at any time I feel that you require legal advice, I will advise you to consult an attorney.

Federal law has extended the attorney-client privilege to some, but not all communications between a client and the client's tax professional. The privilege applies only to non-criminal tax matters that are before the Internal Revenue Service or brought by or against the U.S. government in a federal court. The communications must be made in connection with tax advice. Communications solely concerning the preparation of a tax return will not be privileged.

Since you have the final responsibility for the information on your income tax returns, I highly recommend that you review the tax returns carefully before signing or authorizing them to be filed electronically for you.

I collect certain personal information about you, but only when it is provided by you or is obtained with your permission. As a general rule, I do not disclose nonpublic information about my clients to anyone. To the extent permitted by law, however, certain nonpublic information about you may be disclosed to comply with a validly issued and enforceable subpoena or summons, or to allow me to render appropriate services to you. I also maintain physical, electronic, and procedural safeguards in compliance with applicable laws and regulations to guard your personal information from unauthorized access. This firm uses 3rd party software known as an Intermediate Service Provider (ISP) to file tax returns, access your IRS records and download IRS transcripts.

My fees are based on the estimated time required to organize your records, the complexity of the return, and the resources necessary to prepare your return. My tax preparation fees do not include additional services such as consulting, tax planning, tax advice or other professional services provided at other times during the year. **My fee will be due and payable upon completion of your returns**. If I must make repeated requests for additional information, I reserve the right to charge additional fees. If for any reason I have to take collection action, any and all costs of collection, including attorney fees that I incur, will be added to the final amount to be collected. I may withdraw from the engagement for any reason I view appropriate under the circumstances. You can withdraw upon ten days written notice and payment of any fees accrued to date.

Any litigation arising out of this engagement, except actions by me to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the fee charged by us, and paid by you, for the services set forth in this engagement letter.

If, after full consideration and consultation with counsel, if so desired, you agree to authorize me to prepare your personal income tax returns pursuant to the terms set forth above, please execute this letter on the line(s) below designated for your signature(s) and return the executed letter to this office. You should keep a copy of this fully executed letter for your records. **HOWEVER, UNDER NO CIRCUMSTANCES SHALL I SIGN A COMPLETED TAX RETURN OR PREPARE AN EXTENSION UNTIL I RECEIVE FROM YOU THIS SIGNED ENGAGEMENT LETTER.** If this office receives from you no response to this letter, then this office will not proceed to provide you with any professional services and will not prepare your income tax returns.

I look forward to providing our services to you in accordance with the terms of the engagement as outlined in this letter. If you have any questions concerning the terms of this engagement, please feel free to ask me. If you agree with the terms of our engagement, please sign below and return it to me. These engagement terms will apply until either you or I cancel them. Thank you again for choosing T. Stark Tax Service to prepare your 2021 tax returns. I appreciate your business.

Sincerely,

Tina M. G. Stark, EA

Tina M. G. Stark, EA

We (I) have read and agree to the terms of this **Tax Preparation** agreement.

____ Dated_________________________

Taxpayer Signature

____ Dated _________________________

Spouse Signature

Thank you for Choosing T. Stark Tax Service