JAMES E. GEORGE, CPA, P.A.

4014-B Mountville Road Jefferson, MD 21755 • Phone: 301-473-4445 Fax: 301-473-4449

January 16, 2020

To our Valued Clients:

With the new year we find ourselves once again in tax season! We look forward to seeing you and will strive to make your tax preparation as easy as possible for you. The best way to accomplish this is by ensuring we have your tax information organized as early as possible. Therefore, we ask that you please review this entire packet and complete all requested information.

Enclosed is a **"How to Organize your Tax Information"** sheet which you should refer to when compiling your tax information. Also complete the enclosed **"Tax Questionnaire"** and sign the **"Engagement Letter"** when submitting your information. We cannot start your returns until the engagement letter is signed, ***by both parties*** if a joint return is being filed.

We can provide you with a "Tax Organizer," which is a helpful checklist of the income and deductions reported on your 2018 income tax returns. You may pick up your Tax Organizer at our office, or request delivery via fax or secure file transfer through our website. Our commitment to safeguarding your information prohibits us from mailing or emailing tax organizers.

We maintain high security measures to safeguard your information against identity theft and fraudulent tax return filings. Therefore, we discourage transmitting sensitive information via mail or email. For your protection, we offer a secure file transfer tool on our website, **www.jgeorgecpa.com**. This is a very easy and safe method for obtaining your Tax Organizer and communicating other confidential material. Please contact our office if you need assistance using this valuable tool. Please also be prepared to provide a copy of your driver's license when dropping off your paperwork in our office.

When you have received ***the majority*** of your tax information and have completed the enclosed forms, please contact our office. If you do not need an appointment with a preparer, you may stop in during business hours. We will conduct a brief intake interview for all drop-off clients. This will reduce the time spent requesting more documentation later in the process. If you have questions and would like to meet with a tax professional when submitting your information, please call to schedule an appointment.

Thank you for your continued business, kind words, and referrals. We look forward to serving you this tax season and helping you achieve your financial goals throughout this coming year.

Sincerely,

James E George CPA

James E. George, CPA

Hours beginning late January 2020

Monday, Wednesday, and Friday 8:00 - 5:00; Tuesday and Thursday 8:00 – 8:00; Saturday 8:00 to 12

How to Organize Your Tax Information

You can help minimize your tax preparation fee and our turnaround time by submitting your information as complete and organized as possible. Our bills are based on the specific tax forms required for your return, and the amount of time required to process them, including meetings and telephone time.

If you are using a Tax Organizer with your income and deductions from last year, follow it like a checklist. If you do not have an Organizer, we can provide you one to help organize your income tax information. While reviewing your data from last year please indicate any accounts that have been closed and make any other notes you feel will be helpful. For all returns, we need the following:

_____ Completed Tax Questionnaire. While we have documented your prior year issues, this helps us capture any new information that may affect your returns.

_____ Your signed engagement letter. If a joint return is being filed, please make sure BOTH SPOUSES have signed it prior to submitting your documents.

_____ Proof of Health Insurance Coverage. Copies of applicable 1095 forms for all household members that received coverage from any State Exchange.

_____ Copies of driver's licenses for taxpayer, and if a joint return, for spouse.

Enclose copies of the following documents, if applicable.

_____ Copies of mileage logs if you are deducting vehicle usage

_____ Copies of death certificate for spouse

_____ Copies of any bankruptcy or debt forgiveness documents

_____ Receipts for all charitable contributions you want to deduct

_____ Copies of estimated tax payments you made

_____ HUD1 statement from purchase, sale or refinance of property

Please include any other documents you feel may influence the accuracy or completeness of your tax returns.

If we receive your tax information prior to March 23, 2020, we will not require a deposit. After March 23, we require a $150 deposit prior to starting a return. This does not include any applicable extension fees.

Should you have any questions, feel free to contact our office.

Hours beginning late January 2020
M-W-F, 8:00 to 5:00, T-TH 8:00 to 8:00, SAT 8:00 to noon
Phone: 301-473-4445 Email: frontdesk@jgeorgecpa.com

2019 TAX QUESTIONNAIRE

Client name:____

Please check the appropriate box and provide an answer to each question, if applicable.

YES	NO	**Personal Information**
		Did your marital status change during the year? If yes, explain: ____
		Did your address change during the year?

YES	NO	**Dependent Information**
		Did you add or lose any dependents during the year?
		-If yes, explain: ____
		Did you have any childcare expenses during the year?

YES	NO	**Health Care Information**
		Did any member of your household **NOT** have healthcare coverage for the entire year?
		Did any member of your household have healthcare coverage through the Marketplace?
		-If yes, provide copies of Form 1095-A
		Did you receive a distribution from a Health Savings Acct., Archer MSA,or Medicare Advantage MSA during the year?

YES	NO	**Income, Purchases, Sales and Debt Information**
		Did you have any income (other than wages) from a state other than where you currently live?
		Did you have a financial interest or signature authority over a financial account or property in a foreign country?
		Did you have any income from, or pay taxes to, a foreign country?
		Did you own property in a foreign country?
		Did you receive any tips not reported to your employer?
		Did you receive any disability income during the year?
		Did you cash any U.S savings bonds during the year?
		Did you receive any other income such as Gambling Winnings or Jury Pay?
		-If yes, explain: ____
		Did you start a new business or close a business this year?
		Did you sell, exchange, or purchase any real estate during the year?
		-If yes, provide closing documentation for the purchase or sale of the property.
		Did you foreclose or abandon a principal residence or other property during the year?
		Did you refinance your principal home or take out a home equity loan during the year?
		-If yes, provide all escrow, closing, and pertinent documentation and information.
		Did you receive any principal or interest during this year from property sold in prior years?
		Did you have any debts canceled or forgiven this year?
		Did you inherit any property or were the beneficiary of any inherited retirement accounts?

2019 TAX QUESTIONNAIRE

Client name:____

Please check the appropriate box and provide an answer to each question, if applicable.

YES	NO	**Itemized Deduction Information**
		Did you pay any long-term (Nursing Home) healthcare premiums during the year?
		Did you pay any state or local income taxes for prior years?
		Did you make non-cash donations to charity (clothes, furniture, etc.) during the year?
		Did you donate a boat or vehicle during the year? -If yes, attach Form 1098-C.
		Did you have any gambling losses during the year?

YES	NO	**Retirement Information**
		Did you receive any payments from a pension, profit sharing, or 401(k) plan this year?
		Did you make withdrawals from or contributions to: IRA, SIMPLE, SEP plan, (Other than a 401k)?
		Did you receive any Social Security benefits during the year?

YES	NO	**Education Information**
		Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
		Did you pay student loan interest for yourself, your spouse, or your dependent(s) during the year?

YES	NO	**Miscellaneous Information**
		Did you make any energy-efficient improvements to your main home during 2018 or 2019? -If yes, attach receipts
		Did you apply an overpayment of your 2018 taxes to your 2019 estimated taxes?
		Did you make any estimated payments toward your 2019 taxes?
		If you have an overpayment of 2019 taxes, do you want the refund applied to your 2020 taxes?
		Did you receive any notices from the IRS or state taxing authority?
		Would you like any tax refunds directly deposited into your bank? -If yes, please provide a voided check for the account you want to receive the refund.

- This is not intended to be an all inclusive list.
- Additional questions may arise during the preparation of your returns.
- Please assist us by submitting any additional documents and information you feel may be helpful.

Hours beginning late January 2020
Monday, Wednesday, and Friday 8:00 - 5:00; Tuesday and Thursday 8:00 – 8:00; Saturday 8:00 to noon
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INDIVIDUAL ENGAGEMENT LETTER

Dear Client:

We appreciate the opportunity to work with you and advise you regarding your income tax returns. In order to ensure an understanding of our mutual responsibilities, we require all clients for whom returns are prepared to confirm the following arrangements:

RESPONSIBILITIES

We will prepare your 2019 federal and requested ________________state income tax returns from information which you will furnish to us. If you have taxable activity in a state other than those specifically listed above, you are responsible for informing us of that activity so we may determine if you have a filing requirement. If you have a financial interest in any foreign accounts, you are responsible for filing FinCen114 by June 30th of each tax year. Please let us know if you need assistance with these filing requirements.

It is your responsibility to make certain that the information you are supplying to us is accurate and complete to the best of your knowledge. The firm relies solely on information furnished by you. There is no responsibility on the part of the firm to audit, verify or extensively analyze the information provided. We will render bookkeeping assistance as determined necessary for the preparation of your returns.

You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them. If any changes are required, **it is your responsibility** to inform us so necessary corrections to your returns are made prior to filing.

In connection with the preparation of your income tax returns, we do not perform any procedures designed to discover defalcations or other irregularities, should any exist. We will use our professional judgment in resolving questions where the tax law is unclear. However, it is understood that you remain responsible for any adverse determination by the taxing authorities or the courts. Any information you provide us during the preparation of your returns is confidential; however, the courts have held it is not protected by any Accountant-Client privilege.

FEES

Our fee will be based upon the forms needed and the amount of time required to prepare the return(s). It does not include responding to IRS inquiries, for which you will be billed separately. All invoices are due upon completion of your returns. Unpaid invoices may result in collection expenses and attorney fees for which you are liable.

The firm is not responsible for charges, penalties and interest resulting from information you fail to supply or errors by the IRS or state taxing authorities. If your returns are selected for examination, we will be available upon request to represent you. Additional fees will apply for any time and expenses incurred.

PLEASE NOTE: The results of your income tax calculations will not be released to you prior to payment of our invoices.

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YOUR COMPLETED RETURNS

Our fees are due at the time you pick up your returns or before they are sent to you via secure file transfer. We accept cash, personal check, and most major credit cards (not American Express) as a method of payment. If someone other than you or your spouse is picking up your returns on your behalf, they must be prepared to show proof of identification.

It is understood that if this engagement involves a joint return, this firm shall provide a copy (including copies of supporting data) to either of the parties upon request, at any time upon payment of applicable charges.

Our firm's policy is to retain copies of your returns and some of your supporting documents for a period of three years. These may be necessary to prove the accuracy and completeness of the returns should they be examined by a taxing authority. During this time, copies of your previous three years' returns can be obtained for a fee of $25 per year requested. After three years, our files are destroyed by a bonded outside contractor.

The engagement does not include any services not specifically stated in this letter. If this letter fairly sets forth your understanding, **please sign and date** in the space indicated. If there are other tax returns you expect us to prepare, such as a Business Personal Property Tax, Federal Gift Tax, Local Tax, or prior year returns, please inform us by noting so at the end of this letter.

If filing a joint return, this form must be **signed by both parties**.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

James E George CPA

Accepted By: ______________________________ Date: ____________

Accepted By: ______________________________ Date: ____________

Comments: ____

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INFORMATION REGARDING OUR BILLING POLICY

Dear Client,

Many clients are unsure how CPA firms operate and charge for their services. We hope the following explanation addresses any questions you have regarding our billing policies.

The product of a CPA firm (what is sold) is their expertise. This expertise is sold in units of time. Time spent using our expertise to process client work or sharing our expertise by educating the client is considered a sale of that product. While we are happy to give away our product in certain situations, we do have limitations. Insignificant amounts of time, such as quick telephone calls or e-mails, generally are not billed. Repeated telephone calls or multiple emails may be billed. Generally, professional firms bill by the hour.

After the initial meeting, we may need to contact you while preparing your returns for additional information or to clarify documentation you have already provided. This time is considered normal in the preparation of the income tax returns and, unless excessive, is not billed. We also scan your income tax return and supporting documents and store them securely for a period of three years. This has proven valuable if a client gets selected for an audit and their records become lost or destroyed. There is no additional charge for this service. It is considered a standard part of our income tax preparation at our firm.

When income tax returns are complete, they are billed on a "per form" price. This is similar to the billing method used by H&R Block, Liberty Tax Service, and other tax preparation firms. Time spent for consultation, bookkeeping, and unrelated services are then added to the per form charges.

During the process of preparing your return we may advise you of overlooked opportunities that could potentially save you tax dollars in the future. Our recommendations have saved hundreds of dollars for our clients every year! This level of tax-saving expertise is one of the important advantages of having our experienced staff prepare your income tax returns. It may cost a little more than the high-volume tax services, however, we do not simply fill out your forms and hand you a bill. We analyze your tax situation and look for opportunities to help you prosper.

We hope this answers any questions you had regarding our billing policies. You are welcome to call, email, or come in and speak with us regarding any remaining unanswered questions or concerns about our billing procedures. Our goal is to ensure our clients feel comfortable and pleased with our services. We look forward to working with you and hope you continue to place your trust in us.

James E George CPA

James E. George, CPA

"Caring about your business is my business"