January, 2021

Dear Tax Client:

Tax season is upon us once again and it's time to start collecting and organizing the information required to complete your returns.

This letter and the following documents are available in PDF format on our website at www.accountablefp.com/forms:

1. A blank short tax organizer to help you assemble typical information needed to prepare your returns. **At a minimum, please complete the sections of the organizer containing information not previously provided or not included in your self-prepared summaries or source documents (W2's, 1099's, previous year's tax returns, etc).** We also ask **new tax clients only** to provide us with copies of their tax returns from the previous year, **if not previously provided**.

2. Income Tax Preparation Agreement, outlining the terms of our agreement.

Please deliver the source documents to us through one of the following methods:

1. Email to andy@accountablefp.com . We recommend that you ***password protect*** documents containing sensitive information.

2. Upload to your Blueleaf documents folder (if you are using Blueleaf).

3. Upload to this secure Dropbox link: **Click Here to Securely Send Files to Andy Kerns** (https://www.dropbox.com/request/Q90VF9xbGUDKlcFFvZwR).

4. US mail or other delivery to:
   Accountable Financial Planning LLC
   112 Bellefield Avenue
   Westerville, Ohio 43081

Please let us know if you have any questions. We look forward to working with you this tax season!

Sincerely,

Andrew L. Kerns, CFP®
Principal
Accountable Financial Planning LLC

Income Tax Preparation Agreement

Dear Income Tax Preparation Client:

The purpose of this agreement is to confirm and clarify the nature and extend of the return preparation services you are engaging Accountable Financial Planning LLC (AFP) to provide. By requesting AFP to prepare your returns, you and AFP agree as follows:

1. AFP will prepare your requested **2020** income tax returns and/or business returns from the information that you furnish to us. AFP will not audit or otherwise verify the data you submit, although we may ask for clarification of some of the information. Upon your request, AFP will furnish you with a questionnaire to help guide you in compiling the necessary information and to ensure that pertinent information is not overlooked.
2. It is your responsibility to provide all the information required for the preparation of accurate and complete income tax returns. You represent that the information you provide to us is accurate and complete to the best of your knowledge.
3. AFP will use professional judgment in resolving questions where the tax law is unclear. AFP will resolve such questions in your favor whenever possible, unless you direct us to do otherwise.
4. AFP's work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. AFP will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.
5. Your returns may be selected for review by the taxing authorities. It is your responsibility to keep any supporting documentation that may be necessary to prove the accuracy and completeness of the income tax returns to a taxing authority. Any proposed changes by the examining agent are subject to certain rights of appeal.
6. You have the final responsibility for your income tax returns and should review them carefully before you sign them. Any tax due and not paid by the filing deadline may be subject to interest and late payment penalties. The law also imposes various other penalties when taxpayers understate their tax liability.
7. Unless another billing arrangement has been made, you agree to pay AFP a fee for the time and costs involved in preparing your tax returns. AFP will provide an invoice upon completion of your tax return(s). All invoices are due and payable upon receipt, unless otherwise noted. We reserve the right to bill carrying charges for accounts 45 days past due.
8. If this engagement is terminated for non-payment, or for any other reason provided for in this letter, even if prior to the completion of your returns, you will be obligated to compensate us for time expended and costs incurred on your behalf, through the date of termination.
9. We agree that any dispute arising from this engagement will be submitted to mediation prior to resorting to litigation. In the event of litigation brought against us, any judgment you obtain shall not exceed the amount of the fee paid by you of the services contained in this agreement.
10. AFP will not assign this agreement to any other party without your written consent.

We appreciate the opportunity to work with you.
Sincerely,

Andrew L. Kerns, CFP®
Principal

2020
TAX ORGANIZER

Taxpayer Information		Spouse Information	
Last name		Last name	
First name		First name	
Middle Initial	Suffix	Middle Initial	Suffix
Social security number		Social security number	
Occupation		Occupation	
Work phone	Ext	Work phone	Ext
Cell phone		Cell phone	
E-mail address		E-mail address	
Date of birth		Date of birth	

Address .... ____________ Apartment number....... ______

City .... ____________ State........... ____ ZIP Code....... ______

Home phone........ ____________ Fax number .... ____________

Dependent Information

First name / Last name	MI / Suffix	Social Security Number / Relationship	Date of Birth	Months Lived with Taxpayer	Child Care Expense

Child and Dependent Care Provider Expenses

Name	Address	ID Number	Amount Paid

Education Tuition and Fees

Attach all Form 1098-Ts and a list of your qualified education expenses.

Student Loan Interest Paid

Enter total 2020 qualified student loan interest.. ____________

Attach Form(s) W-2 — Wages, Salaries, Tips and Other Compensation

Employer Name	2020 Amount

Attach Form(s) 1099-R — Distributions from Pensions, Annuities, Retirement, Profit-Sharing, IRAs, etc

1099-R Payer Name	2020 Amount

Attach Form(s) SSA-1099 — Social Security/Railroad Benefits

	Taxpayer	Spouse
Social Security Benefits from Form SSA-1099		
Railroad Retirement Benefits from Form RRB-1099		
Medicare B premiums withheld		
Medicare C premiums withheld		
Medicare D premiums withheld		

Attach Form(s) 1099-MISC — Miscellaneous Income and 1099-NEC

1099-MISC Payer Name and 1099-NEC Payer Name

Attach Form(s) 1099-INT — Interest Income

1099-INT Payer Name	2020 Amount

Attach Form(s) 1099-DIV — Dividend Income

1099-DIV Payer Name	2020 Amount

Attach Form(s) 1099-B, 1099-S – Sales of Stocks, Bonds, Real Estate, etc

Attach all stock sale transaction information, including initial cost information.

Other Government Forms to attach:

Form(s) 1099-G — Certain Government Payments, Schedule K-1s — Partnership, S-Corporation, Trust or Estate Income, Form(s) W-2G — Gambling or Lottery Winnings, Form(s) 1099-Q — Payments from Qualified Education Programs

Other Income:

Alimony, jury duty, unreported tips, disability income, etc. Business, rentals, farms: Attach income and expenses for any business, rental or farm you own. Include a list of all new equipment acquired this year, including date of purchase and cost.

Retirement Plan Contributions

	Taxpayer	Spouse
Traditional IRA contributions made for 2020		
Roth IRA contributions made for 2020		
SEP, Keogh, Individual 401(k) or SIMPLE Contributions		

Medical and Dental Expenses

	2020 Amount	Notes
Prescription medications		
Health insurance premiums		
Doctors, dentists, etc		
Hospitals, clinics, etc		
Eyeglasses and contact lenses		
Miles driven for medical purposes		

Other medical and dental expenses:

Taxes

	2020 Amount	Notes
Real estate taxes paid on principal residence		
Real estate taxes paid on additional homes or land		
Auto license registration fees based on the value of the vehicle		
Other personal property taxes		

Interest Expenses

Home mortgage interest paid — Attach Form(s) 1098.

Lender's Name	2020 Amount	Notes

Points paid on loan to buy, build or improve main home

Lender's Name	2020 Amount

Cash/Check/Credit Contributions

	2020 Amount	Notes

Noncash Charitable Contributions

Attach all receipts with details listing the following information: Donee, donee address, description of donation, date acquired and date contributed, your cost, value at time of donation, and how you acquired the property.

Miscellaneous Deductions

	2020 Amount	Notes
Union and professional dues		
Professional subscriptions, books, supplies		
Uniforms and protective clothing (including cleaning)		
Job search costs		
Taxpayer educator expenses		
Spouse educator expenses		
Tax return preparation fees		
Safe deposit box rental		
Gambling losses (to the extent of gambling income)		

Other expenses (list):

		Yes	No
1	Did you receive an Economic Impact (Stimulus) Payment?	☐	☐
	If yes, how much did you receive?		
2	Did a lender cancel any of your debt in 2020 ? (Attach any Forms 1099-A or 1099-C)	☐	☐
3	Did you make energy efficient improvements to your home or purchase any energy-saving property during 2020? If **yes,** please attach details	☐	☐
4	Did you purchase a motor vehicle or boat during 2020 ? If **yes,** attach documentation showing sales tax paid.	☐	☐
5	Did you purchase a hybrid or electric vehicle in 2020? If **yes,** enter year, make, model, and date purchased: ______	☐	☐
6	Did you donate a vehicle in 2020 ? If **yes,** attach Form 1098C	☐	☐
7	What was the sales tax rate in your locality in 2020 ? ______ % State ID ______		
8	Did your marital status change during 2020? If **yes,** explain: ______	☐	☐
9	Were you or your spouse permanently and totally disabled in 2020?	☐	☐
10	Do you have dependents who must file?	☐	☐
11	Do you have children who are under age 19 or a full time student under age 24 with investment income greater than $2,200?	☐	☐
12	Did you provide over half the support for any other person during 2020?	☐	☐
13	Did you incur adoption expenses during 2020 ?	☐	☐
14	Did you receive a total distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution?	☐	☐
15	Did you receive any disability payments in 2020 ?	☐	☐
16	Did you receive tip income **not** reported to your employer?	☐	☐
17 a	Did you buy, sell, refinance, foreclose or abandon a principal residence or other real property in 2020 ? If **yes,** attach closing or escrow statements, 1099-C or 1099-A forms	☐	☐
b	If you sold a home, did you claim the First-Time Homebuyer Credit when you purchased it?	☐	☐
18	Did you incur any casualty or theft losses during 2020 ?	☐	☐
19	Did you incur any non-business bad debts?	☐	☐
20	Did you pay any individual for domestic services in 2020 ?	☐	☐
21	Did you take a retirement account distribution related to the corona virus or a natural disaster?	☐	☐
22	Did you buy or sell any stocks or bonds in 2020 ?	☐	☐
23	Did you use the proceeds from Series EE or I U.S. savings bonds purchased after 1989 to pay for higher education expenses?	☐	☐
24	Did you incur any moving expenses? If **yes,** attach details	☐	☐
25	Did you receive any income not included in this Tax Organizer? If **yes,** please attach information.	☐	☐
26	Do you expect your income and deductions in 2021 to be the same as 2020 ? If **no,** attach explanation of changes expected.	☐	☐
27	Did you receive Form 1095-A (Health Insurance Marketplace Statement)? If so, please attach	☐	☐
28	At any time during 2020, did you sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?	☐	☐
29	**a** Did you obtain a Paycheck Protection Program (PPP) loan?	☐	☐
	b If yes, has any portion of that loan been forgiven?	☐	☐
30	If you paid any alimony, enter recipient's SSN: ______ Alimony paid: ______		
31	Enter your state of residence **Taxpayer** ______ **Spouse** ______		

Electronic Filing and Direct Deposit of Refund

	Yes	No
If your tax return is eligible for Electronic Filing, would you like to file electronically?	☐	☐
The Internal Revenue Service is able to deposit many refunds directly into taxpayers' accounts. If you receive a refund, would you like direct deposit?	☐	☐

If **yes**, please provide a voided check (not a deposit slip) if your bank account information has changed.

What type of account is this? Checking ☐ Savings ☐

Estimated Tax Paid

Federal		State			Local		
Date	Amount	Date	Amount	ID	Date	Amount	ID

Additional Information (Enter any additional information here and attach any documents.)