

# ✓ ACCOUNTABLE FINANCIAL PLANNING LLC

January, 2024

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 <https://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](mailto: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 \(https://www.dropbox.com/request/Q90VF9xbGUDK1cFFvZwR\)](https://www.dropbox.com/request/Q90VF9xbGUDK1cFFvZwR).
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

## 2023 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	MI	Social Security Number	Date of Birth	Months Lived with Taxpayer	Child Care Expense
Last name	Suffix	Relationship			
.....					
.....					
.....					

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 2023 qualified student loan interest.....

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

Employer Name	2023 Amount
_____	_____
_____	_____
_____	_____

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

1099-R Payer Name	2023 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	2023 Amount
_____	_____
_____	_____
_____	_____
_____	_____

**Attach Form(s) 1099-DIV – Dividend Income**

1099-DIV Payer Name	2023 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 2023 .....	_____	_____
Roth IRA contributions made for 2023 .....	_____	_____
SEP, Keogh, Individual 401(k) or SIMPLE Contributions .....	_____	_____

## 2023 Deductions

<b>Medical and Dental Expenses</b>	2023 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: _____	_____	_____
<b>Taxes</b>		
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 .....	_____	_____
<b>Interest Expenses</b>		
Home mortgage interest paid – Attach Form(s) 1098.		
<b>Lender's Name</b>	<b>2023 Amount</b>	<b>Notes</b>
_____	_____	_____
_____	_____	_____
Points paid on loan to buy, build or improve main home		
<b>Lender's Name</b>	<b>2023 Amount</b>	
_____	_____	
_____	_____	
<b>Cash/Check/Credit Contributions</b>		
	<b>2023 Amount</b>	<b>Notes</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Noncash Charitable Contributions</b>		
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.		
<b>Miscellaneous Deductions</b>		
	<b>2023 Amount</b>	<b>Notes</b>
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 a lender cancel any of your debt in 2023? (Attach any Forms 1099-A or 1099-C).....	<input type="checkbox"/>	<input type="checkbox"/>
2 Did you make energy efficient improvements to your home or purchase any energy-saving property during 2023? If <b>yes</b> , please attach details.....	<input type="checkbox"/>	<input type="checkbox"/>
3 Did you purchase a motor vehicle or boat during 2023 ? .....	<input type="checkbox"/>	<input type="checkbox"/>
If <b>yes</b> , attach documentation showing sales tax paid.		
4 Did you purchase a hybrid or electric vehicle in 2023? If <b>yes</b> , enter year, make, model, and date purchased: _____	<input type="checkbox"/>	<input type="checkbox"/>
5 Did you donate a vehicle in 2023? If <b>yes</b> , attach Form 1098C.....	<input type="checkbox"/>	<input type="checkbox"/>
6 What was the sales tax rate in your locality in 2023 ? ..... % State ID .....		
7 Did your marital status change during 2023? .....	<input type="checkbox"/>	<input type="checkbox"/>
If <b>yes</b> , explain: _____		
8 Were you or your spouse permanently and totally disabled in 2023? .....	<input type="checkbox"/>	<input type="checkbox"/>
9 Do you have dependents who must file?.....	<input type="checkbox"/>	<input type="checkbox"/>
10 Do you have children who are under age 19 or a full time student under age 24 with investment income greater than \$2,500?...	<input type="checkbox"/>	<input type="checkbox"/>
11 Did you provide over half the support for any other person during 2023? .....	<input type="checkbox"/>	<input type="checkbox"/>
12 Did you incur adoption expenses during 2023? .....	<input type="checkbox"/>	<input type="checkbox"/>
13 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?.....	<input type="checkbox"/>	<input type="checkbox"/>
14 Did you receive any disability payments in 2023? .....	<input type="checkbox"/>	<input type="checkbox"/>
15 Did you receive tip income <b>not</b> reported to your employer? .....	<input type="checkbox"/>	<input type="checkbox"/>
16a Did you buy, sell, refinance, foreclose or abandon a principal residence or other real property in 2023? If <b>yes</b> , attach closing or escrow statements, 1099-C or 1099-A forms.....	<input type="checkbox"/>	<input type="checkbox"/>
b If you sold a home, did you claim the First-Time Homebuyer Credit when you purchased it?.....		
17 Did you incur any casualty or theft losses during 2023? .....	<input type="checkbox"/>	<input type="checkbox"/>
18 Did you incur any non-business bad debts? .....	<input type="checkbox"/>	<input type="checkbox"/>
19 Did you pay any individual for domestic services in 2023 ? .....	<input type="checkbox"/>	<input type="checkbox"/>
20 Did you buy or sell any stocks or bonds in 2023 ? .....	<input type="checkbox"/>	<input type="checkbox"/>
21 Did you use the proceeds from Series EE or I U.S. savings bonds purchased after 1989 to pay for higher education expenses? .....	<input type="checkbox"/>	<input type="checkbox"/>
22 Did you incur any moving expenses? If <b>yes</b> , attach details.....	<input type="checkbox"/>	<input type="checkbox"/>
23 Did you receive any income not included in this Tax Organizer?.....	<input type="checkbox"/>	<input type="checkbox"/>
If <b>yes</b> , please attach information.		
24 Do you expect your income and deductions in 2024 to be the same as 2023 ? .....	<input type="checkbox"/>	<input type="checkbox"/>
If <b>no</b> , attach explanation of changes expected.		
25 Did you receive Form 1095-A (Health Insurance Marketplace Statement)? If so, please attach .....	<input type="checkbox"/>	<input type="checkbox"/>
26 At any time during 2023, did you sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? .....	<input type="checkbox"/>	<input type="checkbox"/>
27 a Did you obtain a Paycheck Protection Program (PPP) loan? .....	<input type="checkbox"/>	<input type="checkbox"/>
b If yes, has any portion of that loan been forgiven? .....		
28 If you paid any alimony, enter recipient's SSN: _____ Alimony paid: _____		
29 Enter your state of residence..... Taxpayer _____ Spouse _____		
30 a Do you want to change the language with which the IRS communicates with you? .....	<input type="checkbox"/>	<input type="checkbox"/>
b If yes, which language?..... _____		

<b>Electronic Filing and Direct Deposit of Refund</b>	<b>Yes</b>	<b>No</b>
If your tax return is eligible for Electronic Filing, would you like to file electronically?.....	<input type="checkbox"/>	<input type="checkbox"/>
The Internal Revenue Service is able to deposit many refunds directly into taxpayers' accounts.		
If you receive a refund, would you like direct deposit? .....	<input type="checkbox"/>	<input type="checkbox"/>
If <b>yes</b> , please provide a voided check (not a deposit slip) if your bank account information has changed.		
What type of account is this?.....	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>

Federal		State			Local		
Date	Amount	Date	Amount	ID	Date	Amount	ID

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 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 **2023** 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,

A handwritten signature in black ink that reads "Andrew L. Kerns".

Andrew L. Kerns, CFP®  
Principal