

Virtual Tax Preparation Checklist

Please upload all documents to portal prior to virtual appointment

BASICS

- Photo ID License Front and Back, Passport
- Social Security Cards (yourself and any dependents)
- Copy of last year's return (only if you are a new client)
- Bank routing and account number

Income

- W2's from employer, W2-G gambling winnings
- Unemployment compensation 1099-G, you may need to print from your unemployment account
- 1099's that you collect. Read each one carefully and upload them with all your other tax documents. There will also be new 1099 if you are self-employed called 1099-NEC.

Most common 1099's

- 1099-B, Proceeds from Broker and Barter Exchange Transactions
 - 1099-C, Cancellation of Debt
 - 1099-DIV, Dividends and Distributions
 - 1099-G, Certain Government Payments
 - 1099-INT, Interest Income
 - 1099-K, Merchant Card and Third-Party Network Payments
 - 1099-MISC, Miscellaneous Income
 - 1099-NEC Non-employee compensation
 - 1099-OID, Original Issue Discount
 - 1099-Q, Payments from Qualified Education Programs (Under Sections 529 and 530)
 - 1099-R, Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
 - 1099-SA, Distributions From an HSA, Archer MSA, or Medicare Advantage MSA
- Social Security Income Form SSA-1099

Home & Rental Properties

- 1098 Mortgage interest statement
- Real estate taxes paid
- Purchase or refinanced home, Closing Disclosure needed
- Rental Income
- Rental Expenses - upgrades, repairs, etc.

Deduction - most common

- Medical/Dental expenses
- IRA/HSA contributions
- Childcare expenses
I need the full name, address, telephone number and tax ID number of your care providers, and the total paid per child to each caregiver.
- College Tuition.
Form 1098 T lists tuition paid. These forms are generally available electronically to the student. Make sure that the "student" checks for these forms and gives them to you.
- Charitable contributions
You must have receipts, or your deduction could be challenged and denied! If you are missing a receipt, contact the charity to see if you can get the document(s) needed.
- Amount paid for last year tax prep (for new client)
- Estimated Federal Tax Payments - Find the date and amount of payments

Misc.

- Notice 1444 - Economic Stimulus Payment

The above are just the basic items, if you have additional items please upload to portal for me to review.

THANK YOU for your trust in me!

WELCOME TO EZ TAX SERVICES!

73 Market Street 3rd Floor Suite 376, Yonkers, NY 10710

Tel: 646-704-7166

Email: EztaxServices18@gmail.com

Website: eztaxservices18.com

Returning Client?

New Client? Please provide prior year(s) tax returns

CLIENT INFORMATION:

Primary Taxpayer Name: _____
Date of Birth: _____
SSN or ITIN: _____
Marital Status: { }Single { }Married { }Widowed
Address: _____
City, State, Zip: _____
Moved during the year? Date of Move _____
Best Phone Number: _____
Work Number: _____
Email: _____
Occupation: _____
Attended College or Graduate School { }Yes { }No
Received an Identity Protection Pin this year? { }Yes

Spouse Name: _____
Date of Birth: _____
SSN or ITIN: _____
Address: _____
City, State, Zip: _____
Moved during the year? Date of Move _____
Best Phone Number: _____
Work Number: _____
Email: _____
Occupation: _____
Attended College or Graduate School { }Yes { }No
Received an Identity Protection Pin this year? { }Yes

Have you received any notices from the IRS or State Revenue department within the past year? { }Yes { }No

DEPENDENT(S) INFORMATION*:

| Name: | Relationship: | Date of Birth: | SSN: | Health Insurance Coverage? | In College? | Disabled? |
|-------|---------------|----------------|------|----------------------------|-------------|-----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

*If any dependents listed did not live at the primary taxpayers address the entire year, we will need to discuss for accurate reporting.

ALL CLIENTS MUST PRESENT AN ID IN ORDER TO PROCESS YOUR TAX RETURN TIMELY.

Turn Over →

INCOME:

(Check all that apply & include documents.)

- } Employer (W-2)
- } Self-Employment* receive (1099-Misc)
- } Own a Business
- } Interest (1099-Int)
- } Social Security/Retirement
- } Dividends (1099-Div)
- } Rental Property*
- } Stock/Mutual Fund Sale/Bond (1099-B)
- } Unemployment

MISCELLANEOUS:

(Check all that apply.)

- } Sell a home or refinance?
- } Take an IRA or 401(K) distribution?
- } Pay/Receive alimony?
- } Adopt a child?
- } Have gambling winnings/losses?
- } Contribute/Withdrawal from a 529 plan?
- } Covered by a qualified private or government health insurance plan?
- } Enrolled in a health insurance plan through the federal or state marketplace?

CREDIT & DEDUCTIONS:

(Check all that apply & include documents.)

- } Donate cash or goods to a charity?
- } Pay Student Loan interest?
- } Pay Child/Dependent Care expenses?
- } Have a Mortgage Payment (1098)
- } Pay Property Taxes?
- } Made an IRA Contribution?
- } Made a major taxable purchase?
- } Paid estimated taxes?

EXPENSES:

(Check all that apply & include documents.)

- } Self-Employment*
- } Education
- } Rental Property*
- } Medical/Dental Care
- } Union Dues
- } Un-reimbursed by your employer
- } _____
- } _____

Tax Return Preparation:

EZ Tax Services will prepare your tax return based on information you provide. In the event your return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of your return do not include auditing, review, or any other verification or assurance.

Taxpayer Responsibilities:

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority.
- EZ Tax Services can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.
- You should keep a copy of your tax return and any related tax documents. You may be assessed a fee if you request a copy in the future.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities.

For a joint return, both taxpayers must sign.

Taxpayer

Spouse

Date

Privacy Policy:

We do not share any of your confidential tax return information with any third-party. That means we cannot disclose your identity, income, net worth, tax liabilities, or other protected information to the Internal Revenue Service, state tax authorities, unmarried partners, friends, relatives, real estate agents, banks, or any other person or company without your explicit authorization.

You may authorize us to disclose certain tax return information to third parties of your choice, we will advise you of the proper procedure using a Consent to Use and Disclose form.

Referrals are the foundation of any service business. I rely on satisfied clients as the primary source of new business. Your referrals are both welcome and most sincerely appreciated! Since your referrals are generally individuals you are well acquainted with, you can be assured that your personal, financial and tax data will not be shared with them.



Office of the Taxpayer Rights Advocate

Having difficulty resolving a tax issue through regular channels at the Tax Department?

As an independent office within the department, the Office of the New York State Taxpayer Rights Advocate is committed to helping New York State taxpayers by balancing taxpayer assistance against enforcement efforts. We'll listen to you, learn about your problems or concerns, and work with you in an effort to resolve them.

The worst thing you can do is ignore a tax bill or your tax debt; consider applying to the office for help.

Contact the Taxpayer Rights Advocate:

- Visit our website at www.tax.ny.gov/tra
- Call 518-530-HELP

Know your rights before you hire a tax preparer

Most tax preparers act within the law and treat their clients fairly. But there are some who do not.

This brochure contains important information about how to protect yourself when you hire a tax preparer.

To file a complaint about a tax preparer:

- Visit our website (search: complaint)
- Call 518-530-HELP

If your preparer is located in New York City, contact the New York City Department of Consumer Affairs by calling:

- 311 (from New York City); or
- 212-NEW-YORK (from outside New York City).

You can report tax evasion and fraud online or by calling 518-457-0578. The information is kept confidential. The Tax Department takes this type of illegal activity seriously, promptly reviews each complaint, and takes corrective action when appropriate.



Department of
Taxation and Finance

www.tax.ny.gov

518-457-5181

Pub-135 (12/16)



Department of
Taxation and Finance

Consumer Bill of Rights

Regarding Tax Preparers



Para español: Vea la publicación 135-SPA, *La Declaración de Derechos del Consumidor con Respecto a los Preparadores de Declaraciones de Impuestos.*

Before you hire a tax preparer:

- ask for a written estimate of all fees;
- ask about qualifications;
- ask if the preparer will e-file your return; and
- ask if the preparer will represent you if you're audited.

A tax preparer should never do any of the following:

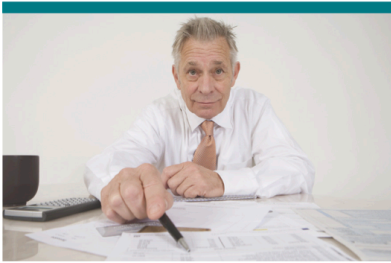
A preparer should never prepare your return without reviewing the appropriate records, such as information about your dependents, child care expenses, or tuition expenses.

A preparer should never ask you to sign:

- a blank return;
- an incomplete return;
- a return with false information on it; or
- a return with information that you do not understand.

A preparer should never charge a separate fee to e-file your New York return, and a preparer should never guarantee that:

- you'll receive a tax refund; or
- you won't be audited by the IRS or the New York State Tax Department.



When your return is completed:

- review the entire return before you sign;
- make sure your preparer signs the return;
- get your papers back, including copies of all final returns;
- get a receipt that contains the preparer's address and phone number; and
- make sure that you understand what's on the return.

What is a Refund Anticipation Loan (RAL)?

A RAL is a high-interest loan for which the lender will charge you interest and fees, which will reduce your income tax refund.

Before you enter into a RAL agreement, your preparer must give you a written statement that explains:

- the name of the lending institution;
- that you're not required to take a RAL in order to receive your tax refund;
- the amount of fees and interest you have to pay if you take a RAL; and
- the amount you will receive after the fees and interest are deducted, as well as the amount of the refund if you don't take out a RAL.

You're responsible for the entire amount of the loan, even if it's more than your refund. Your tax preparer must sign the RAL Disclosure Form and include his or her unique identification number.

All discussions concerning the RAL must be in the language you and your preparer primarily use.

Pub 135 (12/16) (back)



What is a Refund Anticipation Check (RAC)?

An RAC is a check or payment allowing you to get your refund money in advance of the refund being paid by the state or IRS. RAC fees are deducted from the refund shown on your return.

The fees include charges for tax preparation and a fee for the RAC.

Before you enter into an RAC agreement with a tax preparer, the preparer must give you a written disclosure statement explaining:

- that you're not required to take an RAC in order to receive your refund; and
- the amount of fees you'll have to pay if you take an RAC.

Your tax preparer must sign the RAC Disclosure Form and include his or her unique identification number.

All discussions concerning the RAC must be in the language you and your preparer primarily use.

This is an explanation for the form that is below

E-ZRep Form TR-2000 will authorize EZ Tax Services to:

- Access your confidential tax information online,
- Speak to Tax Department representatives about your confidential tax information, such as filings, assessments, and notices; and
- Conduct transactions on your behalf through your EZ Tax Services Professional Online Services account.
- View your previously filed returns, outstanding tax liabilities, and prior and pending payments; and
- View notices you receive from the Tax Department through a client message center.

[Please completed part 1 and part 5 on form for authorization](#)



E-ZRep

Tax Information Access and Transaction Authorization Form

Part 1 – Taxpayer information *(if married, each spouse must submit a separate form, even if the spouse files a joint return)*

| | |
|-------------------------------|---|
| Taxpayer's SSN or EIN | Taxpayer's name <i>(first name, middle initial, last name, or legal name of business)</i> |
|-------------------------------|---|

Part 2 – Tax professional information

| |
|---|
| Name of company providing tax professional services or individual's name if self-employed <i>(hereinafter, the tax professional)</i> EZ TAX SERVICES |
|---|

Part 3 – Tax matters covered by this authorization *(select at least one)*

For the tax matters indicated below, the tax professional is authorized to (1) access the taxpayer's account information and perform transactions online through the Tax Department's Online Services, and (2) receive confidential information from the Tax Department.

| Business | Individual/Fiduciary |
|---|---|
| All current and future services <i>(no other entry is required in Part 3 if this box is marked)</i> <input checked="" type="checkbox"/> | All current and future services <i>(no other entry is required in Part 3 if this box is marked)</i> <input checked="" type="checkbox"/> |
| Payments, bills, and notices <input type="checkbox"/> | Payments, bills, and notices <input type="checkbox"/> |
| Sales tax <input type="checkbox"/> | Personal income tax <input type="checkbox"/> |
| Employment and withholding taxes <input type="checkbox"/> | Respond to department notice <input type="checkbox"/> |
| Corporation tax <input type="checkbox"/> | Change of address <input type="checkbox"/> |
| Other taxes <input type="checkbox"/> | Casual sale tax <input type="checkbox"/> |
| Registrations and account updates <input type="checkbox"/> | |
| Annual transaction information <input type="checkbox"/> | |
| Respond to department notice <input type="checkbox"/> | |
| File exchange <input type="checkbox"/> | |

Part 4 – Expiration date

If the taxpayer wishes to limit the period of time for which this authorization is effective, enter the expiration date here. This date will be applied to all services selected above. If no date is entered, this authorization for the services selected above will remain in effect until revoked.

| |
|-------------------------------------|
| Expiration date <i>(mm-dd-yyyy)</i> |
|-------------------------------------|

Part 5 – Signature

I certify that I am the individual named in Part 1 above, or, if the taxpayer named in Part 1 is other than an individual, I certify that I am acting on the taxpayer's behalf in the capacity of a corporate officer, partner (except a limited partner), member or manager of a limited liability company, or fiduciary, and that I have the authority to execute this *Tax Information Access and Transaction Authorization Form* on behalf of the taxpayer.

I understand and agree that by signing and providing this form to the tax professional, I am authorizing the tax professional to access the taxpayer's account information online and to receive confidential information from the Tax Department for the tax matters authorized on this document.

In addition, if I have authorized the tax professional to file returns or other documents and/or make payments on the taxpayer's behalf online, I understand and agree that the tax professional's submission of authorized transactions, together with this signed authorization, will serve as the

taxpayer's signature for such transactions. I further understand and agree that I must examine the information reported in those transactions and verify that the information submitted is true, correct, and complete. The tax professional has my consent to complete these transactions on the taxpayer's behalf. If the transaction includes authorization for electronic funds withdrawal, I certify that the New York State Tax Department, through its designated financial agents, is authorized to initiate such electronic funds withdrawal(s) from the financial institution account indicated in the transaction, and that the financial institution is authorized to debit the entry to the account. I understand and agree that payment transactions will be processed upon transaction submission and payment authorization cannot be revoked, unless otherwise stated at the point of submission of the payment transaction.

I further understand and agree that I can revoke the tax professional's access and authority to receive information and execute taxpayer transactions at any time.

| | | |
|-----------|------------|------|
| Signature | Print name | Date |
|-----------|------------|------|

Retention information

The tax professional must retain a copy of this authorization form for the duration of the authorization plus three years, and make a copy available to the Tax Department upon request. **Do not mail this form to the Tax Department.**

If the taxpayer wants to revoke a prior authorization, access our website at www.tax.ny.gov or call us at (518) 485-7884.

The execution of Form TR-2000 does not revoke any power of attorney that is currently in effect for the same tax matters listed in Part 3 above. **This form is not a power of attorney (POA).**

No revocation of prior tax information authorization(s)

Executing and providing this authorization to the tax professional does not automatically revoke any prior authorizations that have been completed.