MANGUM
& ASSOCIATES, Inc.
TAX AND BUSINESS CONSULTANTS FOR SMALL BUSINESS

TAX PREPARATION ENGAGEMENT AGREEMENT & PRIVACY POLICY

Dear Client and Friend:

This letter confirms the arrangement for our tax return preparation services. We will prepare your individual Federal and State tax returns for the year ending December 31, 2022. Your returns will be prepared solely from information provided by you without verification and will be completed in accordance with the appropriate Federal and State income tax laws and regulations. However, the tax authorities hold you ultimately responsible for your returns. Thus, you should review them carefully upon completion and notify us of any discrepancies.

As you may know, your returns are subject to examination by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. If an examination occurs, we will represent you if you desire; however, additional invoices will be rendered for the time and expenses occurred during representation.

We will use our judgement in resolving questions where the tax law is unclear, or where there are conflicts between taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

When you receive your completed tax return(s), please review all Social Security numbers and bank account information for accuracy. Report any discrepancies to this office immediately.

Like all providers of personal financial services, tax professionals are required by law to inform clients of their policies regarding privacy of client information. Our firm continues to adhere to professional standards of confidentiality that are even more stringent than those required by law. We have always protected the security and privacy of your personal and financial information.

Types of Non-Public Personal Information We Collect
The only non-public personal information we collect is provided to us by you or obtained with your authorization.
Parties to Whom We Disclose Information
We do not disclose any non-public, personal information obtained in the course of our practice about our clients or former clients to anyone, except as instructed to do so by such clients or, as required by law. Permitted disclosures may include providing information to our employees, or, in limited situations, to unrelated third parties who need that information to assist us in serving you. We restrict access to non-public, personal information to those professionals necessary to provide tax planning, tax return preparation, accounting or bookkeeping services, and other financial services for which we are engaged by our clients. We maintain physical, electronic and procedural safeguards to protect your non-public, personal information. In all situations, we stress the confidential nature of the information being shared.

Protecting the Confidentiality and Security of Clients' Information
We retain records relating to our professional services to better serve your professional needs and, in some cases, to comply with professional guidelines. In order to protect your non-public personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

In order that we may properly advise you of tax consideration, please keep us informed of any significant changes to your financial affairs or of any correspondence received from taxing agencies.

If this letter correctly explains your understanding of our engagement to provide tax preparation services, please sign below.

Client Data
We prefer electronic documents delivered through our portal systems. If you do not have access to a scanner, you may deliver or mail your documents to us. Please note we may retain some original copies of your documents for our files.

Preparation Fee
Our fee for these services will be based upon the amount of time required at standard billing rates plus out of pocket expenses. All invoices are due and payable upon presentation.

Delivery
Upon completion, your return will automatically be delivered to your client portal. If you would like a physical copy of the return, please note your preferences on the questionnaire worksheet.

Thank you for the opportunity to serve you.

Sincerely,

Jeremy W. Putnam, EA,
Mangum & Associates, Inc.

ACCEPTED BY: ______________________________ ____________
Taxpayer Signature Date

______________________________ ____________

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2022 Forms to Provide Checklist

Please note, we prefer client's upload their documents to the portal or send copies. We will not return original documents.

All of these forms in this section may or may not be applicable to you, it is a check list for your reference only.

_____Voided Check _____ W2G (Gambling) _____ 1099-Div (dividend income)
_____Driver's License _____ 1099-Int (interest income _____ 1099-G (Unemployment)
_____W2's _____ 1099-R (retirement income) _____ SSA-1099 (SS benefits)
_____1098 Mortgage Interest Statement
_____K1's for Partnerships, S-Corps, Estates & Trusts ______Closing Statements from sale/purchase of home/property
____ Totaled Business Income & Expenses (if applicable) ____1095-A (Marketplace Insurance) ______1098-T (tuition)

The information below is **necessary** to file your 2022 tax return. Failure to provide accurate, timely information may result in a higher tax preparation fee & slower delivery time.

Client Information:

1- Name:____
2- Address:____
3- Primary Phone Number:____
4- Primary Email:____
 - Please provide an address that you check regularly. We often send questions via email. Failure to respond will delay your tax return.

5- If receiving refund by direct deposit please provide: (or a voided check)

Bank Routing #:_______________________________ Bank Account #:_________________________________
Driver's License #:________________________ Issue Date:________________Expiration Date:_____________

Return Fee & Delivery: *Fees due & payable upon presentation.*

1. How would you like your 2022 tax return delivered?

__________Electronic ___________ Paper Copy pickup $10 charge ___________ Paper Copy Mailed *$10 delivery charge*

2. Would you like to insure your 2022 against Federal & State Notices and Audits? Audit Protection is an additional charge of 25% of the preparation fee. __________Yes ___________ No
3. Payment is due upon review of the return. How would you like to pay your preparation fee:
_____ACH-Direct Deposit ______ Check ______ Credit Card ______ Cash

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2022 Tax Deductions:

Status/ Dependents/

1- Will you be filing: ____ Single _____Married filing jointly _____Married filing separately _____HOH

A dependent meets the following criteria: you provide more than half of support. They make less than $4000. They live with you for more than 6 months of year.

2- Will there be a dependent added to your return this year? ________Yes: please provide SS # and birthday.
________________________SS# __________________DOB

3- Will there be a dependent removed from your return this year? ______Yes __________________Name:

4- Did you provide over half of the support of any person(s) other than you dependent children during the year?
_______yes ________________________Name: ___________________________________Social #

Health Insurance

5- Did you have health insurance in 2022? ______yes: _______no *please provide total of any out of pocket* medical expenses.

5.5- If yes, was it through Marketplace? ______yes: *Please include Form(s)* ***1095-A*** _______No- *we need no documents.*

Primary Residence- Mortgage Deduction

6- Mortgage interest paid$_____________ *Please include Form1098*

7- Property taxes paid on primary residence $________________

Tuition

8- Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent?
______yes: *Please include Form(s)* ***1098-T*** _______No
6b. If yes, how much did you spend on books, supplies, & materials? __________________________

9- Did you pay any student loan interest? _____Yes: Please include **1098-E** ______No

Non-Employer Based Income

10- Did you receive any rewards, lottery or gambling? _______yes. *Please include* ***W2-G*** ______No
8b. If yes, how much do you have in losses?

11- At any time during 2022, did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency? _____yes ______No

12- Did you collect any unemployment during 2022? _______yes. *Please include* ***1099-G*** ______No

Real-estate Purchase/Sell/Exchanges

13- Did you: Sell, Exchange, or Purchase any real-estate during 2022_____yes? Please provide **settlement statement** ______No

14- Did you: Sell or Purchase a primary residence during 2022_______yes? Please provide **settlement statement** ______No

15- Did refinance a primary or second residence during 2022_______yes? Please provide **settlement statement** ______No

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Personal Property/ Auto/ & Other Taxes

16- $________________ Personal property and auto taxes paid.
17- $________________ Other taxes (Please provide details)

Medical Expenses

18- $________________Medical expenses (Doctors, Dentists, Hospital, Ambulance, Eyeglasses, Hearing Aids, etc)
19- $________________ Long-Term Care Premiums (**not** payroll deducted)
20- $________________ Prescriptions
21- $________________ Miles for Medical Purposes

Retirement & Health Savings Contributions

22- $________________Contributions to Traditional IRA
23- $________________Contributions to Roth IRA
24- $________________Contributions to Simple IRA
25- $________________Contributions to Keogh and SEPP
26- $________________HSA Contributions over amounts on W2

Miscellaneous Deductions

27- $________________Classroom Expenses for K-12 teachers
28- $________________Energy Savings Expenditures (HVAC, metal roof, windows, tankless water heater)
29- $________________Sales Tax on major purchases (Please include details)
30- $________________Out of state purchases with no sales tax paid
31- $________________Home Mortgage interest paid to individuals
32- $________________Charitable Contributions by cash/check/or credit card (Provide statements over $3,000)
33- $________________Miles of Volunteer auto mileage
34- $________________Value of donations of clothing and household goods ***If total is greater than $500, receipts required
Name of Organizations clothing and household goods donated to ______________________________________
35- $________________ Child Care/Dependent expenses (Provider's Name, Address, ID #, and Amount paid)

Did you pay your estimated payments?

Federal Estimated Tax Payments: Date:	$	**NC Estimated Tax Payments:** Date:	$