Denise A. Hatcher
ACCOUNTING & TAX SERVICE, LLC

TAX ORGANIZER and Engagement Letter
for Individual Tax Return for Tax Year 2025

Client Contact Information: **If we have prepared a tax return for you in past, please check** ☐

Taxpayer Name:______________________________ Are you a veteran? ☐

Spouse Name: ______________________________ Are you a veteran? ☐

Current Address: ______________________________ County__________

Phone #:(tp)____________________ E-mail:(tp)____________________

Phone #:(sp)____________________ E-mail:(sp)____________________

Please provide the following for Each Person on the tax return. Returning clients only enter names and any changes:

First Name	M.I.	Last Name	SSN/TIN	DOB	Occupation/Profession	Relationship to taxpayer

Questionnaire **Please circle the appropriate answer and provide all necessary details and documentation.**

Personal Information

Can you be claimed as a dependent by another taxpayer? Y ◯ N ◯

Did your marital status change during the year? If yes, explain: Y ◯ N ◯

Did your address change from last year? If just moved to NC, provide the date:____________Prior state________ Y ◯ N ◯

Did you or your spouse receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach the IRS letter. Y ◯ N ◯

Dependent Information

Were there any changes in dependents from the prior year? If yes, explain: Y ◯ N ◯

Do you have any children under age 19 or full-time student under age 24 with unearned income in excess of $1,150? Y ◯ N ◯

Do you have any children under age 19 or a full-time student under age 24 with earned income in excess of $13.850? Y ◯ N ◯

Do you have dependents who must file a tax return? Indicate person(s)______________________________ Y ◯ N ◯

Did you provide over half the support for any other person(s) other than your dependent children during the year? Y ◯ N ◯

Did you pay for childcare while you worked, looked for work, or while a full-time student? Y ◯ N ◯

Did you pay any expenses related to the adoption of child during the year? Y ◯ N ◯

If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities? Date of divorce ______________ Y ◯ N ◯

Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft? If yes, attach the IRS letter. Y ◯ N ◯

Health Care Information

Did you make any contributions to a Health savings account (HSA) or Archer MSA? Y ___ N ___

Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA this year?
If so, enter the amount $__________________________ Y ___ N ___

Health Savings Account coverage type: Self only___________ or Family ___________

Balance in your Health Savings Account at the end of the tax year: Taxpayer $____________ Spouse $__________

Did you pay long-term care premiums for yourself or your family? Y ___ N ___

Did you make any contributions to an ABLE (Achieving a Better Life Experience) account?
If yes, attach any Form(s) 5498-QA you received. Y ___ N ___

Did you receive any withdrawals from an ABLE account? If yes, attach any Form(s) 1099-QA you received. Y ___ N ___

If you are a business owner, did you pay health insurance premiums for your employees this year? Y ___ N ___

Itemized Deduction Information

Did you incur a casualty or theft loss or any condemnation awards during the year? Y N

Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)? Y N

Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? Y N
If yes, please provide evidence such as a receipt from the organization, record of payment, to substantiate all contributions made.

Did you donate a vehicle or boat during the year? Y N
If yes, attach Form 1098-C or other written acknowledgement from the donee organization.

Did you pay real estate taxes for your primary home and/or second home? Y ___ N ___

Did you pay any mortgage interest on existing home loan? If yes, attach any Form(s)1098 you received. Y ___ N ___

Did you incur interest expenses associated with any investment accounts you held? Y ___ N ___

Did you have an expense account or allowance during the year? Y ___ N ___

Did you use your car on the job for other than commuting? Y ___ N ___

Did you work out of town for part of the year? Y ___ N ___

Did you have any expenses related to seeking a new job during the year? Y ___ N ___

Did you make any major purchases during the year (cars, boats, etc.)? Y ___ N ___

Did you make any out-of-state purchases for which the seller did not collect state sales or use tax? Y ___ N ___

Retirement Information

Are you an active participant in a pension or retirement plan? Y ___ N ___

Did you receive any Social Security benefits during the year? Y ___ N ___

Did you make withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan? Y ___ N ___

Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan? Y ___ N ___

Did you make contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k),or other qualified retirement plan? Y ___ N ___

Is pension income subject to Bailey Settlement or U.S. Military Service or Railroad or Social Security benefits? Y ___ N ___

Education Information

Did you, your spouse, or your dependents attend a post-secondary school during the year? Y ___ N ___

Please indicate which person(s)____

Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? Y ___ N ___
If yes, attach any Form(s) 1098-T and receipts for qualified tuition and related expenses

Did anyone in your family receive a scholarship of any kind during the year? Y ___ N ___

If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board? Y ___ N ___

Did you make any withdrawals from an education savings or 529 Plan account? Y ___ N ___

Did you make any contributions to an education savings or 529 Plan account? Y ___ N ___

Did you pay any student loan interest this year? (if yes, please provide 1098-E) Y ___ N ___

Did you cash any Series EE or I U.S. Savings bonds issued after 1989? Y ___ N ___

Purchases, Sales and Debt Information

Did you start a new business or purchase rental property during the year? Y ___ N ___

Did you sell, exchange, or purchase any assets used in your trade or business? Y ___ N ___

Did you acquire a new or additional interest in a partnership or S corporation? Y ___ N ___

Did you sell, exchange, or purchase any real estate during the year? Y ___ N ___

Did you purchase or sell a principal residence during the year? Y ___ N ___

Did you foreclose or abandon a principal residence or real property during the year? Y ___ N ___

Did you acquire or dispose of any stock during the year? Y ___ N ___

Did you take out a home equity loan this year? Y ___ N ___

Did you refinance a principal residence or second home this year? Y ___ N ___

Did you sell an existing business, rental, or other property this year? Y ___ N ___

Did you lend money with the understanding of repayment and this year it became totally. uncollectable? Y ___ N ___

Did you have any, debts canceled or forgiven this year, such as a home mortgage or student loan(s)? Y ___ N ___

Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year? Y ___ N ___

Did you receive any unemployment benefits during the year? Y ___ N ___

Did you receive any disability income during the year? Y ___ N ___

Did you receive tip income not reported to your employer this year? Y ___ N ___

Did any of your life insurance policies mature, or did you surrender any policies? Y ___ N ___

Did you receive any awards, prizes, hobby income, gambling or lottery winnings? Y ___ N ___

Do you expect a large fluctuation in income, deductions, or withholding next year? Y ___ N ___

Did you purchase using a secured auto loan, a new vehicle under 14,000 lbs that was assembled in the U.S. Y ___ N ___

Miscellaneous Information

Did you make gifts of more than $17,000 to any individual? Amounts___________________________________ Y ___ N ___

Did you have any Overtime wages in 2025? Y ___ N ___

Did you retire or change jobs this year? Y ___ N ___

Did you utilize an area of your home for business purposes? Y ___ N ___

Did you pay any individual as a household employee during the year? Y ___ N ___

Did you make energy efficient improvements to your main home this year? Y ___ N ___

Did you receive a distribution from or were you a grantor or transferor for a foreign trust? Y ___ N ___

Did you have a financial interest m or signature authority over a financial account such as a bank account securities account or brokerage account located in a foreign country? Y ___ N ___

Do you have any foreign financial accounts foreign financial assets or hold interest in a foreign entity? Y ___ N ___

Did you receive correspondence from the State or the IRS or any other tax authority? Please provide notices. Y ___ N ___
If yes explain:

Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due? Y ___ N ___

Do you want to designate $3 to the Presidential Election Campaign Fund? Y ___ N ___

Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? Y ___ N ___

Did you receive any payments from the IRS? Amount $___________________ Y ___ N ___

Did you buy or sell any cryptocurrency or digital currency? Y ___ N ___

May the IRS/state tax agency discuss your tax return with your preparer? Y ___ N ___

Refunds & Payments

Do you anticipate a tax refund? _________ or a tax payment? _________ *(Bank information must be provided each tax year)*

Did you apply any overpayment from last year's taxes to your estimated taxes for this tax year? ______________________________

Did you make any FEDERAL estimated payments for this tax year? ____ Amounts & Dates__________________________________

____

Did you make any STATE estimated payments for this tax year? _____ Amounts & Dates____________________________________

____

Refund: Direct deposit of your federal/state tax refund is available. If there is a refund for your federal or state return, do you want to receive a: Check in the mail________ or Direct Deposit________ or Apply to next year's estimated taxes ________

For Direct Deposit: Bank Name:____ Acct type: Checking_____ Savings______

Routing #____Account #____

Balance Due: Any tax amount due to federal or state tax authorities can be made via check or online by the taxpayer. All tax liability is due on the original tax due date of **04-15-2024**. *It is the responsibility of the taxpayer to make timely payments for all tax liabilities.* Mailing addresses and online links for federal and state tax payments are available at http://www.denisehatcher.com/tax-payments/.

Please provide the below information for use in preparation of your tax return.
You may upload this information to our online portal at denisehatcher.com/client-portal or drop the documents by our office.

____ A copy of your **Federal *and* State(s)** income tax return from last year, if not prepared by this office.

____ Forms W-2 for wages, salaries, and tips for all persons on tax return. (# of W2's you are submitting ________)

____ All Forms 1099 for sale of stock, interest, dividends, retirement, miscellaneous income, Social Security, state or local refunds, gambling winnings, etc.

____ All property tax bills.

____ Brokerage statements showing investment transactions for stocks, bonds, etc.

____ Schedule K-1 form partnerships, S corporations, estates, and trusts.

____ Statements for educational expenses, deductions or distributions, including any Forms 1098-T, 1098-F, or 1099-Q.

____ Health Coverage Form 1095-A / Form 1095-B / Form 1095-C (If you received Form 1095A, this is required form to be entered on the tax return. A return cannot be submitted for e-filing without this form, if applicable).

____ Statements supporting deductions for mortgage interest, taxes, and charitable contributions (any Form 1098-C).

____ Copies of closing statements regarding the sale or purchase of real property.

____ Legal papers for adoption, divorce, or separation involving custody of your dependent children.

____ Any tax notices sent to you by the IRS or other taxing authority and Confirmation Receipts for any Estimated tax payments.

____ A copy of your current driver's license or state ID (only if you have not provided this to us already)

____ Any other applicable tax-related form that is necessary to complete an accurate tax return.

____ A voided check if you are requesting Direct Deposit of a tax refund.

______ Documents supporting Schedule C income, expenses, home office, mileage. Include 1099's received.

______ Signed Engagement Letter from DAH Acct & Tax Svc, LLC. (page 6 of this document)

It is the responsibility of the taxpayer(s) to provide all relevant information for us to prepare a timely and accurate tax return.

☐ **Please check if you would like a printed copy of your final tax return. Otherwise, final copies will be provided electronically.**

How did you hear about D.A.H. Acct & Tax Services?

____

What is the single most important factor for you when you are retaining professional accounting & tax services? ___________

____

Please provide any additional information that will assist in preparing your tax return. It is imperative we have ALL tax documents to prepare a complete and accurate return.

Engagement Letter

This reflects our mutual understanding of the tax return preparation services we will perform for you.

We will prepare, using information you furnish to us, your 2024 individual Federal income tax return and any requested state income tax returns, and estimated tax payment vouchers for 2025, if required.

We do not undertake any responsibility to audit or otherwise verify any data you submit to us. We may, however, ask you to clarify any inconsistencies or other unusual items that come to our attention and to provide us with additional information. You are responsible for keeping the necessary records to substantiate your deductions, any business expenses, and business and personal use of any property.

Your returns are subject to examination by the Internal Revenue Service and state agencies. In the event of an examination, we will be available to represent you at our standard rates. We will advise you in accordance with our professional standards; however, all positions taken on your tax return are your responsibility, and any penalties assessed to you are you sold liability. We maintain a copy of your tax return and supporting information for a period of three years. Our copies may be destroyed after that time.

Payment for services is required when you pick up your tax return or when you receive the final return for electronic filing. Fees not paid within 30 days are subject to a late charge of 1.5%per month (18% annum). If a return is prepared but you choose not to file the return, the preparation fee and all associated fees are still due and collectible.

With respect to married couples, we acknowledge that any information the firm receives from one spouse that may impact the other spouse will be made known to both parties and, for that purpose, we waive requirements of confidentiality among ourselves and the firm.

I/we have provided **complete and accurate information** and understand this information will be used to prepare the current year tax return. I/we have provided **ALL** the information necessary for the preparation of my tax return.

If the above confirms your understanding of our agreement to provide services to you, you must sign this engagement letter and return it to us. If you are married, both spouses need to sign and date the letter.

Taxpayer	**Date**	**Spouse (if joint return)**	**Date**
______________________	________	______________________	________

Firm:
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Office: 704-761-TAXS
Fax: 704-327-0221
www.denisehatcher.com denise@denisehatcher.com

Ways documents may be provided to our firm:

- Drop off documents: 132 Joe Knox Avenue, Suite 104, Mooresville, NC 28117. Check our website for updated office hours.
- Uploaded to our secure client portal: https://www.denisehatcher.com/client-portal/
- Emailed to: denise@denisehatcher.com. Please note that e-mailing sensitive information is not considered secure.

If you need to schedule an appointment to meet with us:

- Please use our online scheduler: https://www.denisehatcher.com/schedule-consultation/
- Or call our office: 704-761-8297.

Payments may be made by cash, check or credit card (https://www.denisehatcher.com/client-payment-portal/)