

Schulze & Associates

North Office

Tax Appointment Packet

2023

Your 2024 Appointment Packet for Tax Year 2023

Page 2 **Map to Our Location**

Page 3 **Payment Policy**

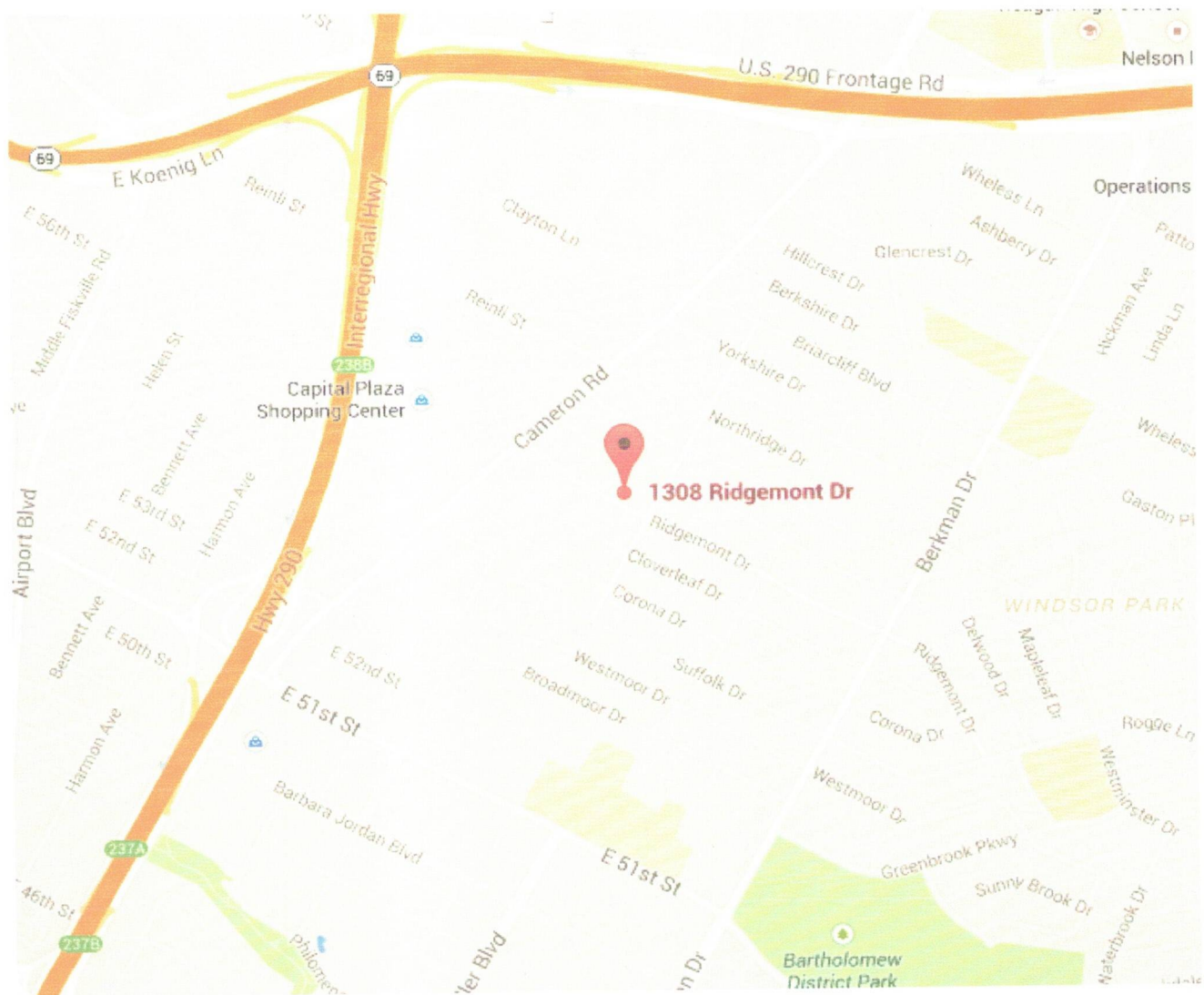
Page 4 **What to Bring To Your Appointment**
This checklist is provided to assist you in gathering the necessary records for your tax appointment.

Page 5 **General Information Sheet**
New Clients: Please fill this out completely and bring to your appointment.
Returning Clients: Please update any information that has changed from the previous year and bring to your appointment.

Page 6-7 **Engagement Letter & Privacy Policy Disclosure:**
Please read carefully, sign page 12 and bring to your appointment.

Pages 8-12 **Tax Questionnaire**
New & Returning Clients:
Please complete this questionnaire and bring to your appointment.

Map to Our Location



North Location:

**1308 Ridgemont Dr.
Austin TX 78723**

**Call for driving directions
512.371.1040**

Payment Policy

Schulze & Associates, Inc., requires payment for your tax return preparation and/or other services at the time they are provided to you.

NO EXCEPTIONS

Many times we can complete your return during your tax appointment. Please come to your appointment prepared to pay for your tax services.

You can check our website for our rates www.ledgersheet.net

For your convenience, we accept cash, checks, Visa, MasterCard, American Express and Discover credit cards or check cards.

Tax & Financial Consultation	\$250 / hr.
Tax Preparation	\$250 / hr. \$50 min / return \$275 / hr. 14 days before tax deadlines
Electronic Tax filing	\$12 / return
Paper Tax Filing	\$25 / return
Filing Tax Extensions	\$25 / extension
Bookkeeping	\$50 / hour
Hot Checks	\$25
Mail Back Original Tax Docs	\$10 minimum

What to Bring to Your Appointment

This is a list of the most common items we'll need to finish your returns. We'll call you if we need anything else.

Note: You do not need to return this to us unless you make notes we should be aware of.

- Completed General Information Sheet & Client Questionnaire.
- All return packets or mailing labels sent to you by the various taxing agencies
- All W-2s
- All 1099 forms received confirming income from the interests, dividends, retirements, social security, disability unemployment, gambling winnings, etc.
- All income information for children if you want us to prepare any required returns
- Year-end statement of mortgage interest (Form 1098), escrow activity and balance on mortgage or home equity loans
- Total charitable contributions and details for any non-cash contributions over \$500.00
- Copies of all LLC, partnership, Estate & Trust or S-Corporation K-1's (send separately later if everything else is ready, and let us know it's coming)
- If you bought, sold or refinanced real estate, then a closing statement for each transaction
- If you sold any shares of mutual funds and basis information is not provided by the broker, detail all activity in the funds sold from original purchase date through date of sale (year- end summary statements are ideal)
- If you are claiming vehicle usage as a deduction for business, rental properties, or unreimbursed employee expenses, we need to know (even if you are leasing or using actual cost method): Total miles, commuting miles, and business miles driven for the year
- If you lease your car, please also provide the original value of the car (what you could have bought it for), date of lease and all expenses for lease payments (gas, car washes, licenses, insurance, tires, repairs etc.)
- Copies of any federal, state, or local tax correspondence during the year including all payment made of refunds received
- All legal document for formation, sale or purchase of a business
- All legal documents for divorce decrees
- Voided check for account where refunds should be directly deposited.

New Clients: Copies of prior federal, state, and local returns' depreciation schedules if applicable (at least one year, preferably three)

GENERAL INFORMATION

(MAIN INFO)

Taxpayer's First Name _____	M.I. _____	Spouse's First Name _____	Spouse's M.I. _____
Taxpayer's Last Name _____	Suffix _____	Spouse's Last Name (if different) _____	
Taxpayer's Social Security Number _____		Spouse's Social Security Number _____	
Present Home Address _____		City, State, Zip Code _____	
E-Mail Address _____		Spouse's Email Address _____	

Filing Status: Please Check One
 Single Married Filing Joint Married Filing Separately Head of Household Qualifying Widow(er)

If you selected head of household and have no dependents, list the name _____ and Social Security number _____ of your qualified child who lives with you and qualifies you for this status.

Dependents/Nondependents Qualifying for Child Care and/or EIC

Note: If any children listed below are nondependents then mark an 'X' in the column listed "Non Dep."

First Name	Last Name	Date of Birth	Social Security Number	Relationship	Months in home	Non Dep.
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

If you are claiming as a dependent a child who did not live with you, check the documents that substantiate this claim:

- Pre-1985 divorce or separation agreement Signed Form 8332
 Post-1984 divorce or separation agreement WITHOUT CONDITIONS

Taxpayer's Birth Date _____	Spouse's Birth Date _____
Taxpayer's Occupation _____	Spouse's Occupation _____
Daytime Phone _____	Daytime Phone _____
Evening Phone _____	Evening Phone _____
Cell/FAX Phone _____	Cell/FAX Phone _____

State of Residency:(2-Letter Abbreviation) State of Part-year Residency 2nd State of Part-year Residency

Please use the following space for any comments you wish to make to your preparer.

Engagement Letter and Privacy Policy Disclosure

To: Schulze and Associates

I have engaged your firm to prepare my individual 1040 federal income tax return for the year ending December 31, 2023. I understand that it is my responsibility to provide you with all of the information required to complete my tax return. In that regard I state that, to the best of my knowledge and belief:

1. I have provided true, correct and complete information regarding my income as listed on the attached schedules, computer disk, tax organizers, W-2s, 1099s and/or attached written summaries. I understand that it is my responsibility to provide all the information necessary to complete the returns. I will retain for seven years all the documents, receipts, canceled checks, and other records required to substantiate the items of income and expenses claimed on my return.

2. I have provided true, correct and complete information regarding amounts to claim as tax deductions, and have maintained written documentation supporting all amounts, including logbooks and receipts. I understand that if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions, that you will use your professional judgment in resolving the issues.

3. I understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to you, especially business travel, entertainment deductions, business use percentage of autos and other assets, barter activities, and that penalties may be imposed on returns that are late, underpaid, or incorrect.

4. I understand that you will not audit or otherwise verify any information, that you may require clarification or additional information, that you are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties, or interest.

5. I understand that I will be charged an additional fee if you are asked to assist or represent me in a tax examination or inquiry. I understand that in the event of preparer error, I am responsible for additional taxes that may be due, but that the extent of your responsibility is to pay for any penalty that the IRS or state revenue department may assess.

6. I will contact you immediately if I discover additional information that will lead to a change in my return or if I receive any letters from the IRS or state taxing authorities.

7. I understand that your policy is to put all tax advice in writing, and that I will not rely upon any unwritten advice because it may be tentative, incomplete, or not fully reviewed.

8. I understand that you will not file any federal, state, or local tax extensions without my specific written request to do so.

9. If there are other services or tax returns that I expect you to prepare, such as corporation, partnership, estate, gift, sales, fiduciary, property, or other states or cities, I will note them at the bottom of this letter.

Privacy Policy:

It has always been the policy of Schulze & Associates to keep all information that we collect from you confidential from all sources. We restrict access to all sources. We restrict access to all nonpublic personal information about you to members of our firm who need to know that information to provide services to you. We do collect nonpublic personal information about you from the following sources:

- Information we receive from you on tax preparation organizers, worksheets, Federal, and State tax reporting forms, and from other documents we use in tax preparation or other financial and related services.
- Information about your transactions with us, our affiliates, and others.
- Information we may receive from outside agencies such as banks and brokerage houses.

We do not disclose any nonpublic personal information about our clients or former clients, except as permitted, required by law or approved by you in writing as listed below:

- Requirements to comply with Federal, State, or local law.
- Requirements to comply with National, State or local licensing rules.
- Requirements to disclose information in response to legal subpoenas.
- Items you permit or request us to disclose, as authorized by you in writing, to electronically file your tax return, when applicable.
- Information, which you authorize us to disclose by signing this engagement letter, that discloses that you are our client, without disclosure of financial or other personal information.

I have read, understand and accept the conditions of the engagement letter and the privacy policies discussed above.

Client Signature

Date

Client Signature (Printed)

Date

Schulze & Associates

Date

During 2023, did you receive

	Yes	No
1 Wage, salaries, or any other employment compensation?	<input type="checkbox"/>	<input type="checkbox"/>
2 Tips?	<input type="checkbox"/>	<input type="checkbox"/>
3 Interest on savings or checking, cash U.S. bonds, or receive stock dividends?	<input type="checkbox"/>	<input type="checkbox"/>
4 Social security or railroad retirement?	<input type="checkbox"/>	<input type="checkbox"/>
5 Lump sum from an employer sponsored plan and the recipient and/or employee was born before 1936?	<input type="checkbox"/>	<input type="checkbox"/>
6 Pension or IRA distributions and the recipient was under 59 1/2?	<input type="checkbox"/>	<input type="checkbox"/>
7 Other pension, annuity, IRA, or retirement income?	<input type="checkbox"/>	<input type="checkbox"/>
8 Unemployment compensation?	<input type="checkbox"/>	<input type="checkbox"/>
9 Alimony?	<input type="checkbox"/>	<input type="checkbox"/>
10 Self-employment and/or operation of business?	<input type="checkbox"/>	<input type="checkbox"/>

During 2023 did you have?

11 Operation of a farm?	<input type="checkbox"/>	<input type="checkbox"/>
12 Rental of land and property for agricultural purposes?	<input type="checkbox"/>	<input type="checkbox"/>
13 Other rental property?	<input type="checkbox"/>	<input type="checkbox"/>
14 Gambling winnings? (lottery, race track, casinos, raffles)	<input type="checkbox"/>	<input type="checkbox"/>
15 Royalties	<input type="checkbox"/>	<input type="checkbox"/>
16 Any miscellaneous income? (prizes, awards, jury duty)	<input type="checkbox"/>	<input type="checkbox"/>

Schulze and Associates
Interview Questions
2023

During 2023 did you receive?

	Yes	No
17 W-2?	<input type="checkbox"/>	<input type="checkbox"/>
18 W-2G?	<input type="checkbox"/>	<input type="checkbox"/>
19 1099R?	<input type="checkbox"/>	<input type="checkbox"/>
20 1099INT?	<input type="checkbox"/>	<input type="checkbox"/>
21 1099DIV?	<input type="checkbox"/>	<input type="checkbox"/>
22 1099 MISC or 1099 NEC?	<input type="checkbox"/>	<input type="checkbox"/>
23 1098?	<input type="checkbox"/>	<input type="checkbox"/>
24 1099S?	<input type="checkbox"/>	<input type="checkbox"/>
25 1099G?	<input type="checkbox"/>	<input type="checkbox"/>
26 Any other 1099?	<input type="checkbox"/>	<input type="checkbox"/>
27 Schedules K-1?	<input type="checkbox"/>	<input type="checkbox"/>
28 IRS notice of a change to a prior year's return?	<input type="checkbox"/>	<input type="checkbox"/>
29 Closing statements from real estate sales?	<input type="checkbox"/>	<input type="checkbox"/>
30 Form 1095 A?	<input type="checkbox"/>	<input type="checkbox"/>

During 2023 did you sell?

31 Stock, mutual fund, or other nonbusiness related security?	<input type="checkbox"/>	<input type="checkbox"/>
32 Your personal residence?	<input type="checkbox"/>	<input type="checkbox"/>
33 Rental property?	<input type="checkbox"/>	<input type="checkbox"/>
34 Property relating to a business or farm?	<input type="checkbox"/>	<input type="checkbox"/>
35 Any other business related property not listed above? (equipment, land)	<input type="checkbox"/>	<input type="checkbox"/>

Initial

<input type="checkbox"/>	<input type="checkbox"/>	9
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Schulze and Associates
Interview Questions
2023

During 2023

	Yes	No
36 Did the sale of any property above involve a bartering agreement?	<input type="checkbox"/>	<input type="checkbox"/>
37 Are you receiving installment payments on any property sold?	<input type="checkbox"/>	<input type="checkbox"/>
38 Have home mortgages?	<input type="checkbox"/>	<input type="checkbox"/>
39 Use a portion of your home exclusively for self-employment?	<input type="checkbox"/>	<input type="checkbox"/>
40 Have medical expenses or pay for health insurance?	<input type="checkbox"/>	<input type="checkbox"/>
41 Make contributions to charity, church, etc? If yes, did you make over \$500 in noncash contributions?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
42 Suffer a loss from a casualty? (fire, theft, natural disaster)	<input type="checkbox"/>	<input type="checkbox"/>
43 Purchase a car, boat, air craft, motor home, or home building materials in 2023 or keep receipts on all sales tax items purchased in 2023?	<input type="checkbox"/>	<input type="checkbox"/>
44 Itemize deductions last year and receive a state tax refund?	<input type="checkbox"/>	<input type="checkbox"/>
45 Incur out-of-pocket expenses or use your personal auto for self employment?	<input type="checkbox"/>	<input type="checkbox"/>
46 Did you pay child or dependent care expenses?	<input type="checkbox"/>	<input type="checkbox"/>
47 Send prepayments to IRS and/or state for your current tax liability (estimated taxes) or apply an over payment from 2022?	<input type="checkbox"/>	<input type="checkbox"/>
48 Have any household employees to whom you paid \$1,000 or more?	<input type="checkbox"/>	<input type="checkbox"/>
49 Have a qualified federal fuel tax credit?	<input type="checkbox"/>	<input type="checkbox"/>
50 Contribute to an IRA, SEP, Keogh, or simple retirement plan? Circle the one/ones that apply.	<input type="checkbox"/>	<input type="checkbox"/>
51 Get claimed (or were eligible to be claimed) as a dependent on someone else's income tax return?	<input type="checkbox"/>	<input type="checkbox"/>
52 Did your children receive more than \$2000 and less than \$10,000 from interest and dividends that you wish to claim on your own tax return instead of your child's return?	<input type="checkbox"/>	<input type="checkbox"/>

Initial

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Schulze and Associates
Interview Questions
2023

During 2023

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

53 Did you take out an equity loan on real estate?
 If yes, did you use the proceeds to improve the property securing the loan?

<input type="checkbox"/>	<input type="checkbox"/>
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54 Did you pay qualified post secondary education tuition and related expenses for yourself, your spouse, or your dependents?

<input type="checkbox"/>	<input type="checkbox"/>
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55 Did you cash any U.S. EE or I Bonds to pay for postsecondary education for yourself, your spouse, or your dependents?

<input type="checkbox"/>	<input type="checkbox"/>
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56 Did you pay interest on higher education loans?

<input type="checkbox"/>	<input type="checkbox"/>
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57 Were you a pre-college educator who purchased books or classroom supplies, for which you were not reimbursed?

<input type="checkbox"/>	<input type="checkbox"/>
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58 Were there any births, adoptions, divorces, marriages, or deaths in your household?

<input type="checkbox"/>	<input type="checkbox"/>
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59 At any time during 2022, did you have a financial interest in or signature authority over a financial account (such as a bank account, securities account, or brokerage account) located in a foreign country?

Name of the foreign country

60 During 2023, did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust?

<input type="checkbox"/>	<input type="checkbox"/>
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If you were self employed or owned rental property during 2023, please answer the following questions.

61 Did you make any payments in 2023 that would require you to file Form(s) 1099 NEC or 1099 MISC?

<input type="checkbox"/>	<input type="checkbox"/>
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If "Yes", did you or will you file all required Forms 1099?

<input type="checkbox"/>	<input type="checkbox"/>
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62 Did you use your vehicle for self-employment purposes during 2023? If yes, please answer questions 63 - 68.

<input type="checkbox"/>	<input type="checkbox"/>
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63 Was your vehicle available for personal use?

<input type="checkbox"/>	<input type="checkbox"/>
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64 Do you (or your spouse) have another vehicle for personal use?

<input type="checkbox"/>	<input type="checkbox"/>
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65 Do you have evidence to support your deduction?

<input type="checkbox"/>	<input type="checkbox"/>
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66 If "Yes", is the evidence written?

<input type="checkbox"/>	<input type="checkbox"/>
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Initial

<input type="text"/>	<input type="text"/>
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Schulze and Associates
Interview Questions
2023

67 When did you place your vehicle in service for business purposes?

68 Of the total number of miles you drove your vehicle during 2023 enter the

number of miles you used your vehicle for:

Business Commuting Personal

69 Did you receive insurance through the Affordable Care Marketplace (aka Obamacare)?
If yes, please provide Form 1095 A.

Yes	No
<input type="text"/>	<input type="text"/>

70 What format do you want to use for a copy of your tax return?

PDF
Hard Copy
Both

<input type="text"/>
<input type="text"/>
<input type="text"/>

Taxpayer

Spouse

Date

Date