



January 1, 2021

CFOColorado Tax Client

Thank you for choosing CFOColorado to assist you with your tax affairs. We appreciate the opportunity to serve you.

Attached are the following documents for your review and return to our office. You can complete these and return via email, U.S. mail, fax, or our DropBox through the CFOColorado website.

- 2020 tax return engagement letter (as required by the AICPA). Per Federal guidelines, we are required to establish an engagement letter for all tax clients. Please review this document, sign, date and return it to our office.
- Both personal and business client forms. If you are a new client, please fill out the appropriate new client forms. If you are a returning client, please complete the updated forms. Again, please return to our office.

Karly Haugen, E.A., Director of Taxes: \_\_\_\_\_

Date: \_\_\_\_\_

CFOColorado  
Office: 303-346-5890 Ext. 152  
Fax: 303-346-2484  
Website: [www.cfocolorado.biz](http://www.cfocolorado.biz)



January 1, 2021

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Thank you for choosing CFOColorado to assist you with your tax affairs. In accordance with procedures required by the AICPA and to minimize the possibility of a misunderstanding, we are setting forth pertinent information about the terms of our engagement with you and the services that we will be providing to you.

We will prepare the 2020 federal and state income tax returns you request. In order for us to prepare complete and accurate tax returns, we will be relying on you to provide us with the necessary information. When information you provide is incomplete or unclear, we may ask you for clarification. If we completed tax returns for 2019, an organizer may be provided to assist you in gathering the data required for your tax returns.

We will perform necessary tasks required to prepare your tax returns. Our work in connection with the preparation of the tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. The returns will be prepared solely from information provided to us without verification by us. If we identify any other filing requirements in the course of our work or require work in excess of normal procedures, we will bring those to your attention.

If we encounter instances of unclear tax law or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select. If the IRS or state taxing authorities should later contest the position taken, there may be an assessment of additional tax plus penalties and interest. You will be responsible for any assessment of additional taxes plus penalties and interest.

The timeliness of receipt of your tax information is essential to our ability to complete this engagement. Specifically, we must receive sufficient information from which to prepare your returns within a reasonable period of time prior to the applicable filing deadline. If necessary, we will complete an extension of the time to file your income tax returns.

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax return. It is also your responsibility to carefully examine and approve your completed tax return before you sign and mail them or authorize CFOColorado to file them electronically. We are neither responsible for the disallowance of doubtful deductions or inadequately supported documentation nor resulting taxes, penalties, and interest. If taxes are owed, and funds are requested to be pulled directly from your bank account at the time the tax return is filed, we strongly recommend you review information from your bank to ensure proper handling by the IRS and or state agencies.

Your original records will be returned to you with your completed tax returns. Please ensure that you securely store your records, along with all supporting documents, canceled checks, etc., as these items may be needed to respond to an audit or inquiry from the tax authorities. We will retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.



The law imposes penalties when taxpayers underestimate their tax liability. Please contact us if you require further information in this regard.

Our engagement to prepare your tax returns will conclude with the delivery of the completed returns to you electronically, your electronic signature, and our subsequent submittal of your tax return electronically. If you have not elected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. We recommend you do that through certified or registered mail. Please keep your mailing receipts. Both spouses must sign for preparation of joint returns.

Your tax information will be maintained by CFOColorado in a confidential and secure manner – both through appropriate physical and electronic measures. CFOColorado shall not disclose any confidential information, or use any confidential information in any way, other than as necessary to perform its duties under this Agreement, prior to obtaining written or electronic permission from you in advance.

Our fee for these services will be based upon the amount of time required at our standard billing rates, plus out-of-pocket expenses if necessary. All invoices are due and **payable upon completion** of the tax return and before it is transmitted to the respective government agencies.

To confirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated and return it to us in the envelope provided.

We appreciate your business. Please contact either Karly Haugen or Justin Haugen if you have any questions.

Sincerely,

CFOColorado Accounting and Tax Services

Tax returns to be completed

1040            1065            1120            1120S            990            1041

Client name(s): \_\_\_\_\_

Business name: \_\_\_\_\_

Client Signature (s): \_\_\_\_\_, \_\_\_\_\_

Date: \_\_\_\_\_

Lonny Haugen, CPA \_\_\_\_\_ Date \_\_\_\_\_



# New Tax Client Information Sheet

Date \_\_\_\_\_  
 Client Name \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Zip \_\_\_\_\_  
 Filing Status \_\_\_\_\_  
 States Filed \_\_\_\_\_

### Taxpayer

SS# \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Driver's License \_\_\_\_\_

### Spouse Name

SS# \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_

### Dependent 1 Name

SS# \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Full Time Student    Y        N

### Dependent 2 Name

SS# \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Full Time Student    Y        N

### Dependent 3 Name

SS# \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Full Time Student    Y        N

### Dependent 4 Name

SS# \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Full Time Student    Y        N

Direct Deposit? (No Charge)    Y        N

### Voided Check Copy

Bank Account Number \_\_\_\_\_  
 Routing Number \_\_\_\_\_

Note: All tax returns will be electronically filed

Note: Completed client copy will be sent via secure email

Note: Driver's License Includes state of issue, full state ID number, and date of issuance



**Client Name:**

**Date:**

**Year in Review:**

YES NO

		W-2 wages, Scholarships	W-2 or 1098-T
		Interest income	1099-INT
		Dividends	1099-DIV
		Capital gains/losses	1099-B
		Refund of prior year state income tax	1099-G
		Alimony received (pre-2019 decree)	
		Business income/loss	Schedule C
		IRA/pension/annuity distributions	1099-R
		Rental real estate	
		Business income/loss – “S” Corp/Partnership	K-1’s
		Farm income	
		Unemployment compensation	1099-G
		Social security benefits	SSA
		Gambling income	1099-G
		Cancellation of debt income	1099-C or Misc
		Educator expenses	
		Health savings account	Yearend report
		Moving expenses – no longer deductible	
		IRA/retirement plan contributions/ROTH conversion	
		Health insurance premiums	1095A-B-C
		Alimony paid (pre-2019 decree)	
		Student loan interest	1098-E or 1098-T
		Tuition and fees	1098T
		Itemized Deductions	
		* Medical/dental/vision expenses	
		* Taxes paid – state income, real estate, new vehicle	
		* Home mortgage interest/points/mortgage ins prem	1098
		* Personal property taxes	Vehicle reg
		* Charitable Contributions – with supporting documents	
		* Unreimbursed employee expenses – no longer deductible	
		* Casualty/theft loss – limited deductions	
		* Tax preparation fees – no longer deductible	
		Estimated tax payments	Coupons
		Child and dependent care credit	Yearend report
		Education credits	1098T
		Residential energy credits	Detail invoice
		Prior Year Return (applicable to new clients only)	
		Contributions to CollegeInvest	State form
		Other Colorado state deductions/credits	As applicable
		199A Business Deduction – QBD	From K-1