CFOColorado Tax Client

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

Attachments: Please review, fill out, and sign where indicated. You can return these documents via email, U.S. mail, fax, or our DropBox through the CFOColorado website.

- 2023 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.

- Client information forms. If you are a new client, please fill out the appropriate new client forms. If you are an existing client, please complete the updated forms with any new information. Again, please return to our office.

Please also provide us with all appropriate tax documentation to be able to complete your return. A list of commonly needed documents is included in this packet.

- NEW CLIENTS – please also include a copy of your previous year return

Karly Haugen, E.A., Director of Taxes: ________________________________

Date: ______________________

CFOColorado
Office:  303-346-5890 Ext. 152
Fax:  303-346-2484
Website:  www.cfocolorado.biz

Client Name: ______________________________________________________________

Thank you for choosing CFO Colorado 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 **2023** federal and state income tax returns you request in accordance with Internal Revenue Service standards. 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 2022, 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 CFO Colorado 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 if filed, we strongly recommend you review information from your bank and sign applicable form 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 CFO Colorado in a confidential and secure manner – both through appropriate physical and electronic measures. CFO Colorado 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,

CFO Colorado Accounting and Tax Services

**Tax returns to be completed (please select):**

Client name(s): ____________________________________________

Business name (if applicable): ____________________________________

Client Address: ____________________________________________

____________________________________________

Client Signature: ____________________________________ Date: ________

Spouse Signature: ____________________________________ Date: ________

Lonny Haugen, CPA ____________________________________ Date: _________

CFO COLORADO
ACCOUNTING & TAX SERVICES

# New Tax Client Information Sheet

**Date** ____________________

**Home Phone** ____________________

**Address** ____________________

**City/State/Zip** ____________________

**Filing Status** ____________________

**States to File**

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**Taxpayer** ____________________

SS# ____________________

Date of Birth ____________________

Occupation ____________________

Cell Phone ____________ Email ____________________

Driver's License # ____________________ State Issued: ________

Issue Date: ____________ Expires: ____________

**Spouse Name** ____________________

SS# ____________________

Date of Birth ____________________

Occupation ____________________

Cell Phone ____________ Email ____________________

Driver's License # ____________________ State Issued: ________

Issue Date: ____________ Expires: ____________

**Dependent 1 Name** ____________________

SS# ____________________

Date of Birth ____________________

Full Time Student

**Dependent 2 Name** ____________________

SS# ____________________

Date of Birth ____________________

Full Time Student

**Dependent 3 Name** ____________________

SS# ____________________

Date of Birth ____________________

Full Time Student

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**Direct Deposit? (No Charge)** ****If YES, Attach Voided Check Copy**

**Bank Name** ____________________

**Bank Account Number** ____________________

**Routing Number** ____________________

**Note: All tax returns will be electronically filed UNLESS manual filing is requested**

**Note: Completed client copy will be sent via secure email**

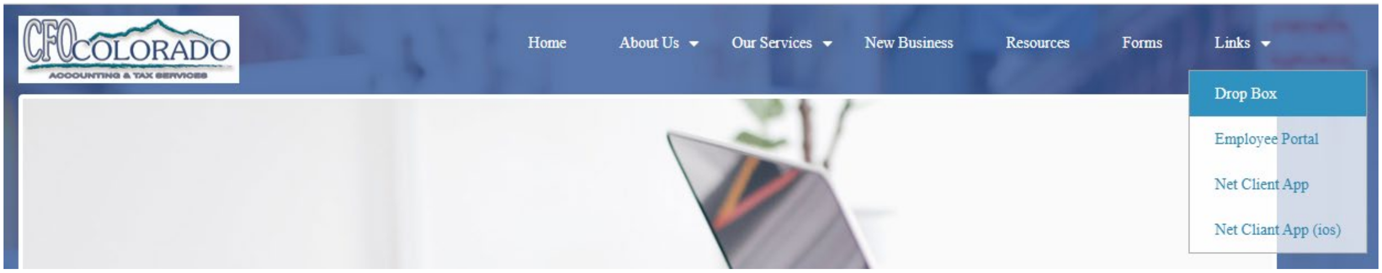
CFO COLORADO
ACCOUNTING & TAX SERVICES

**Client Name:** **Date:** **Year in Review: 2023**

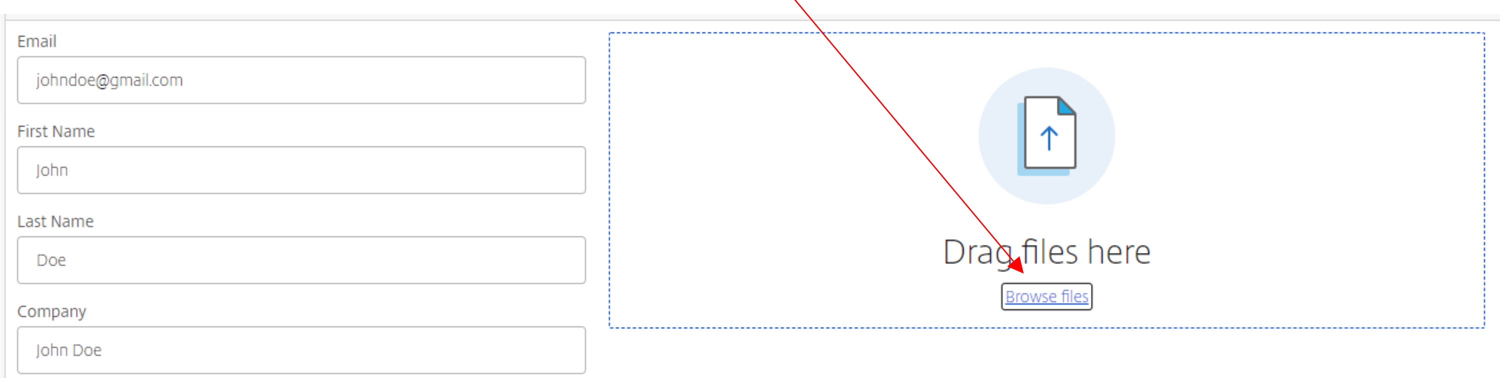
| | FORM NUMBER | FORM DESCRIPTION |
|---|---|---|
| | W-2 or 1098-T | W-2 wages, Scholarships |
| | 1099-INT | Interest income |
| | 1099-DIV | Dividends |
| | 1099-B | Capital gains/losses |
| | 1099-G | Refund of prior year state income tax |
| | | Alimony received |
| | Schedule C | Business income/loss |
| | 1099-R | IRA/pension/annuity distributions |
| | | Rental real estate |
| | K-1's | Business income/loss |
| | | Farm income |
| | 1099-G | Unemployment compensation |
| | SSA | Social security benefits |
| | 1099-G | Gambling income |
| | 1099-C or Misc | Cancellation of debt income |
| | | Educator expenses |
| | 1099-SA/5498-SA | Health savings account |
| | | Moving expenses |
| | | IRA/retirement plan contributions/ROTH conversion |
| | 1095-A | Health insurance premiums |
| | | Alimony paid |
| | 1098-E or 1098-T | Student loan interest or Educational Expenses |
| | | Tuition and fees |
| | | Estimated tax payments |
| | | Child and dependent care credit |
| | | Education credits |
| | | Residential energy credits |
| | | Crypto-currency |
| | | Foreign Assets |
| | | Prior Year Return (applicable to new clients only) |
| ITEMIZED DEDUCTIONS | | |
| | | * Medical/dental/vision expenses |
| | | * Taxes paid – state income, real estate, new vehicle |
| | 1098 | * Home mortgage interest/points/mortgage ins prem |
| | | * Personal property taxes |
| | | * Charitable Contributions -**Do you have Cash Receipts? IRS requires if audited** |
| | | * Cash Contributions - **Do you have Cash Receipts? IRS requires if audited** |
| | 1098-C | * Non-cash contributions |
| | | * Unreimbursed employee expenses |
| | | * Casualty/theft loss |
| | | * Tax preparation fees |
| | | * Gambling winnings/loss |
| | | * Other expenses |

# HOW TO UPLOAD FILES TO SECURE SERVER

1. Go to www.cfocolorado.biz
2. Click on “Links” tab and select “Drop Box”




3. Fill in ALL fields (Email, First Name, Last Name, and Company).
   a. **<u>You won’t be able to upload unless you fill in all fields.</u>**
   b. If you are uploading something not associated with a business, you can just put your name in the “Company” field.
4. Click on “Browse Files” to add files from your computer.




5. Once you add file(s), you can add additional files (up to 3 gigabytes at a time).
   a. Just click on the “+ Add More” button that appears when you add a file.
6. Once you’ve added all the files you want to upload, click “Upload”.