

2020 CLIENT QUESTIONNAIRE

In 2020 and early 2021 most taxpayers received Federal "Stimulus Checks" or "Economic Impact Payments". As your tax preparer, we are required to reconcile your payments to determine if you are owed any additional payment. You should have received Notice 1444 showing the amount of the checks. Many people have misplaced the letters, so we are asking you to provide us with the amount you received.

- I have included both of my Form 1444's
 I do not have a copy of my Form 1444's but I did receive stimulus checks in the amount of
First \$ _____ Second \$ _____
 I did not receive any stimulus checks

Taxpayers can claim a deduction of up to \$300 for cash donations made to charity during 2020 even if you do not itemize. It must be cash, check, or credit card donations with receipt. Sorry, Goodwill donations do not qualify.

- I made a cash donation in the amount of \$ _____
 I did not make any cash donations to charity in 2020

Taxpayers who took a hardship withdrawal from a retirement plan in 2020 will have the 10% early withdrawal penalty waived if your financial hardship was COVID-19 related.

- I did take an early withdrawal in 2020 due to COVID-19
 I did take an early withdrawal in 2020 and it was not COVID-19 related
 I did not take a withdrawal from a retirement plan in 2020

Did you receive any unemployment compensation in 2020? yes no
If yes, you must include Form 1099G

Did you receive, sell, send, exchange, or acquire any financial interest in virtual currency in 2020? yes no

Did you receive healthcare through the ACA/Marketplace/Obamacare at any time in 2020? yes no
If yes, you must include Form 1095A

Did you make any energy saving improvements to your home in 2020? yes no
Specifically: windows, doors, insulation, hot water heater, heat pump, solar items. If yes, provide amount/details _____

At any time during 2020, did you or your spouse have signature authority over any foreign bank /investment accounts totaling \$10,000 or more? If yes, you will need to prepare an FBAR through FINCEN. These accounts might be family owned, but you are able to sign. This would also include Gambling & Fantasy Sports accounts. Please provide us with details concerning this, including Name, address, and account numbers of the financial institution. Yes No

All information given to Kembel Tax Service on this form and other information given pertaining to the preparation of this income tax return is true to the best of my knowledge. The responsibility for proof of reported income and any other expenses is mine.

Taxpayer Signature: _____

Spouse Signature: _____

RETURNING CLIENTS ONLY: Please let us know if we need to update any of the following:

Phone #: _____

Address: _____

Change in dependents: births, deaths, adoptions: _____

Direct Deposit: _____

Do you receive our newsletters that we email throughout the year? If not, please update your email address: _____

KEMBEL TAX SERVICE ENGAGEMENT LETTER 2020

You have requested that KTS prepare your tax return. You are responsible for providing us complete and correct information for the preparation of your return. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. Please review the returns carefully before signing them. KTS will return all original documents along with a client copy of the return.

It is your responsibility to maintain documentation necessary to support any data used in preparing your tax returns for 3 years after the date filed. This includes auto/travel/entertainment expenses as well as charitable contributions. We are not responsible for any penalties or interest assessed by the IRS on deductions that you cannot substantiate. It is our policy to keep records related to this engagement for 3 years after which they are destroyed.

We do not automatically file extensions for clients. It is your responsibility to notify us in writing/email/fax that you wish us to extend your tax return, and receive an acknowledgement from us. Failure to file an extension will make you liable for penalties. Furthermore, filing an extension does not relieve you of your obligation to pay your taxes by the due date (usually April 15). Failure to pay on time will also result in additional taxes and interest.

Tax Preparation and Late Fees: Payment for taxes/services is due when work is completed.

Payment is also due when work has been done, but has not been completed by no fault of KTS, and /or we have not had contact with you for 60 days. You can apply to take KTS fees from your refund however this is not a guarantee of payment in full if there are outstanding balances due to third parties. If we are unable to take all or part of the fees then you will be responsible for paying the balance. After 30 days, payment is past due and is subject to a \$20.00 late fee. Checks returned for non-sufficient funds are subject to a \$25.00 fee. If court action is required, court fees, attorney fees, and a \$50.00 collection fee will be added to the total amount owed to Kembel Tax Service.

Responsible Parties: By signing below you are agreeing to payment for your tax return or services rendered. If you choose to file Married filing Separately (MFS) and have brought information for both returns, then whosoever signs this form below is responsible for payment of both returns. You are also signing that you are authorized to request taxes/services on behalf of the other party.

Taxpayer signature: _____ Date: _____

Spouse signature: _____ Date: _____

Responsible Party (if different from taxpayer or spouse)

Signature: _____ Date: _____

Printed Name: _____ Relationship: _____