TMATT
Tax & Financial

Wealth Management - Tax Preparation - Business Services

532 Hammond Street, Suite A Bangor, ME 04401
Phone: (207)942-9800 Fax: (207)942-9802
www.tmattfinancial.com

VERIFICATION OF THE 2022 DATA PROVIDED BY CLIENT DROP-OFF

**Tax returns will NOT be released without this form being completed and signed.*

CONTACT INFORMATION

SAME AS LAST YEAR (CURRENT CLIENTS ONLY) ☐

TAXPAYER________________________ SPOUSE________________________

ADDRESS ____

PRIMARY PHONE ____________________ EMAIL ________________________

D.O.B. _____/_____/_____ _____/_____/_____

DEPENDENT RETURNS - The fee for completing a basic dependent tax return is $35.

By signing this form, you are verifying the following:

- I/we have supporting records for mileage, business expenses, charitable contributions, as well as all other expenses claimed and declared to the tax preparer.
- All W-2's and 1099s are reported. They are correct and complete, except as you have noted. (If there are errors, please provide an explanation - sometimes the documents are wrong.) Income from all sources, domestic (USA) and worldwide, has been reported. All income received in cash or via barter or trades has been reported.
- EARNED INCOME CREDIT (EIC) – If you are eligible for the EIC, you certify that the child(ren) in question is (are) your legal dependent(s). You are not filing a fraudulent Head of Household return while you are married. Your child(ren) is (are) legal resident(s) of the United States. You are not collecting AFDC. Nobody else is claiming you as a dependent. A Due Diligence form will need to be signed if you qualify.
- USE TAX – Please provide the total value of purchases made online or out of state without paying sales tax. $__________
  If you did not track this information and would like us to calculate the use tax based on your Maine adjusted gross income at a rate of .04%, please check here ☐
  WE WILL ASSUME NO USE TAX NEEDS TO BE REPORTED IF NO VALUE IS PROVIDED, NOR BOX IS CHECKED.
- DIRECT DEPOSIT/PAPER CHECK – If you are anticipating a refund for your tax return and would like to receive the funds by direct deposit, please fill out the banking information below. If you do not have this information with you, please provide it to us as soon as possible to avoid any delay in the finalizing of your return. If you do not wish to receive funds by direct deposit, please leave banking information blank and a refund (if applicable) will be issued by paper check.

  USE THE SAME BANK INFO AS PRIOR YEAR ☐
  RETURNING CLIENTS ONLY

  BANK NAME ____________________ ROUTING # ________________ ACCT. # ________________

  CHECKING ☐ *SAVINGS* ☐
- CLIENT COPY OF TAX RETURN – Please select one option for how you would like to receive a copy of your return.

  PAPER ☐ ***DIGITAL/ PDF** (*WEB PORTAL*) ☐ ________________________
  EMAIL ADDRESS REQUIRED HERE

  ****An electronic copy will be submitted to our secure web portal and you will be invited by email to obtain access.***
  IF YOU DO NOT SELECT A PREFERENCE, a copy of your return will be provided to you by PAPER.

I/We hereby certify that all data given to TMATT Tax & Financial, including information on notes, attachments, additional worksheets, and schedules, are true to the best of my knowledge.

______________________ ______________________ ________________
Print your name *Your Signature* *Date*

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ENGAGEMENT LETTER

Subject: Preparation of Your 2022 Tax Return(s)

Thank you for choosing TMATT Tax & Financial to assist you with your 2022 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2022 federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties.

Should 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.

Our fee will be based on the number of tax forms/schedules used and the complexity of the return, plus out-of-pocket expenses. Invoices are due and payable upon presentation. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.

Our engagement to prepare your 2022 tax returns will conclude with the delivery of the completed returns to you (if paper filing) for your signing, and the subsequent submittal, of your tax return (if e-filing). If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them.

To affirm 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 confidence in us.

Sincerely,

Matthew E. Nye, EA, & Sean C. Thomas, EA

Accepted By:

__________________________________ __________________________________
Taxpayer Spouse

______/______/______
Date

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AUDIT ASSISTANCE PLAN - INDIVIDUAL

The audit assistance plan will cover any representation* services that may be required in the event that your 2022 individual tax return is selected for examination by the Internal Revenue Service or any other state taxing authority. The plan offered will include **in-person audits only** at a one-time fee of $49 for the given tax year. Please be aware that in the event that the service plan is declined and representation is requested for your 2022 tax return, our billing rate is $225/hr.

* <u>This representation plan only covers TMATT's hourly billing rate. Any increase of additional taxes, penalties, or interest as determined by the IRS or state taxing authority will be the responsibility of the taxpayer.</u>

☐ I accept the audit assistance plan and would like the one-time charge of $49 for tax year 2022 added to my tax preparation fee.

☐ I decline the audit assistance plan and understand that if representation is requested at a later date, I will be subject to a rate of $225/hr.

______________________________	______________________________
Taxpayer (Print Name)	Spouse (Print Name)
______________________________	______________________________
Taxpayer Signature	Spouse Signature
______/______/______	______/______/______
Date	Date

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2022 Tax Year Questionnaire

Do you have any foreign bank accounts or assets? ☐ Yes ☐ No
If yes, did the value exceed $10,000.00 at any point during the tax year? ☐ Yes ☐ No

Did you sell, receive, or exchange any virtual currency such as Bitcoin or Ethereum? ☐ Yes ☐ No

Did you make any energy efficient improvements to your home such as exterior doors, windows, insulation, heat pumps, water heaters, furnaces or solar panels? ☐ Yes ☐ No
If yes, we will need receipt.