



PACKAGE CONTENTS & REQUIRED DOCUMENTS

- Package Contents & Required Documents..... Keep for your files
- Client Information Sheet..... Return to our office
- Engagement Letter Signed Sign & return to our office
- “Questionnaire” (3 pages) Complete & return to our office
- Signed Statement Regarding Stimulus Checks(s) and Notice 1444/1444B, as applicable..... Complete & return to our office
- Dependent Questionnaire (if have dependents) Complete & return to our office
- Prior 2 Year Tax Returns Provide copies to our office

Complete the required pages in this package and return them to us with your tax paperwork. Include all W-2's, 1099's, or other reporting forms you have received.

In order to meet the filing deadline for your 2020 income tax return, your documentation needs to be received by our office no later than **March 15, 2021**. Any information received after that date may require an extension of time be filed for your return. Please note that the filing of tax returns which have been extended, if filed by the extended deadline, will still be considered as timely filed by the IRS and DFA. If a balance is anticipated being owed upon the actual filing of your return, please contact our office so we can provide you with an extension payment voucher to submit with your extension.

FILING DEADLINE: April 15, 2021 (*extended filing deadline: October 15, 2021*)

OFFICE HOURS: Monday - Friday: 8:00am - 5:00pm

OPTIONS TO SUBMIT DOCUMENTS TO OUR OFFICE:

- Client Portal: at laurenerion.com/client-center/ (*contact Shina if setup is needed*)
- Drop off: No appointment necessary. Drop off information in outside drop box or come inside (with mask on please).
- Mail: Mail tax documents to 815 Hogan Ln, Ste 8, Conway, AR 72034

APPOINTMENTS: Due to the current pandemic, we are asking that appointments be held via phone call, if at all possible. If you have specific questions but an appointment is not needed, include a note with your questions and we will contact you as soon as we begin working on your return.

CONTACT INFORMATION:

Phone: 501-499-9665

Website: laurenerion.com

Email: info@laurenerion.com

OFFICE POLICIES:

Fees: All fees for services rendered are due upon the completion of your returns. **All fees must be paid before we will electronically file or otherwise release your tax returns.**

Engagement Letter: We must have a **signed engagement letter** on file before we begin preparing your tax returns.

Expected Completion: Returns are prepared on a first-come, first-serve basis. It is extremely important that ALL documents and information are included in your tax information provided to us. Please inform us

if you have any known documents you will provide to us at a later date. We will contact you if we have questions, need more information and/or upon the completion of your returns. Although we strive to provide timely service, we cannot guarantee completion within a specific time frame.

WHAT'S NEW FOR 2020
(brief summary of changes affecting majority of taxpayers)

Stimulus Check: You may have received a “Stimulus Check” during 2020 and/or a second “Stimulus Check” during early 2021. The check(s) may have been less than what you were owed, and we can only determine any additional amount if you let us know the amount received. This is **not** taxable income. The IRS informed you of these amounts with Notice 1444 and Notice 1444B which, if you received it, we need to reconcile. If you did not receive or keep the form, no problem, please just fill in the appropriate lines on the attached statement.

Standard Deduction: The **standard deduction** for 2020 for Federal tax is as follows: Single - \$12,400; MFJ - \$24,800; HOH - \$18,650; Additional standard deduction for blind or over 65 (Unmarried - \$1,650; MFJ - \$1,300). **Arkansas** standard deduction: Single - \$2,200; MFJ - \$4,400.

Deductions: We still need to accumulate the information on your 1) medical, 2) state income and property tax, 3) mortgage interest, 4) charity and other deductions in order to apply the latest rules, and to complete your state tax returns. ***Additionally, there is a new deduction for charity amounts that does not require you to itemize, so please let us know of all cash contributions you have made in 2020.***

Employee work related business expenses are no longer deductible on the Federal return, but we may still need the information for your state return, and if you incur a lot of these types of expenses, you need to discuss the use of an accountable plan with your employer. With many folks working from home this year a simple tool to help is to see if your employer has an accountable plan to reimburse you, tax-free, for the business use of your home.

Compliance

The IRS has added a new question on the very first line of the 2020 Form 1040 asking whether you have bought, sold, traded or spent any virtual currency and we must ask you to verify this for us to avoid IRS penalties.

Child Tax Credit/Dependent Credit - \$2,000 per dependent under age 17; \$500 per dependent 17 or over.

Itemized Deductions: State & Local Taxes - Maximum allowable deduction of state and local income taxes, real estate taxes and personal property taxes is \$10,000. Historically, this has been a significant deduction for most taxpayers. We anticipate this limitation affecting most of our clients.

Thank you for the opportunity to serve you.

Sincerely,

Lauren E. Erion, CPA, P.A.



CLIENT INFORMATION SHEET

TAXPAYER NAME: _____
SPOUSE NAME: _____
ADDRESS: _____
CITY _____ STATE ____ ZIP _____

TAXPAYER Information:

Phone: _____ Email: _____ Occupation: _____
Social Security Number: _____ Date of Birth: _____

SPOUSE Information:

Phone: _____ Email: _____ Occupation: _____
Social Security Number: _____ Date of Birth: _____

Preferred Method of Contact: Email ____ Phone ____ Text ____ Mail ____

Client Copy of Return: Paper ____ Electronic ____ Both ____

Refund Type: Check ____ Direct Deposit ____ (attach voided check)

If Balance Owed:
Would you like to have the balance drafted from your bank account? Yes ____ No ____

Whom may we thank for referring you to us? _____

DEPENDENTS:

NAME	BIRTHDATE	SSN
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please include a copy of your driver's license (for both taxpayer and spouse) and Social Security cards for all taxpayers and dependents.



Dear Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2020 federal and state income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and worksheets to guide you in gathering the necessary information.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

You acknowledge that you have reported all 2020 income you received including barter, crypto-currency, consumer-to-consumer activity, cash-based revenues and all other income whether received in-person, in-kind, or electronically. You also confirm that you have or will timely file any applicable required Forms W-2 and W-3 with the Social Security Administration and IRS and/or Forms 1099's for business employees, sub-contractors and/or home-workers.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

Our fee does not include responding to inquiries or examination by taxing authorities or third parties, for which you will be separately billed for time and expenses involved. However, we are available to represent you upon request and our fees for such services are at our standard rates and would be covered under a separate engagement letter. You agree to immediately notify us upon the receipt of any correspondence from any agency covered by this letter.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of the return copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Sincerely,

Lauren E. Erion, CPA, P.A.

Accepted By: _____ Date: _____

Dear Client:

In 2020 most taxpayers received a Federal "Stimulus Check" or "Economic Impact Payment" from the Federal government for the 2020 tax year. During early 2021, taxpayers may have received a second "Stimulus Check" or "Economic Impact Payment," that is also for the 2020 tax year. As your tax preparer we are required to reconcile your payments to determine if you are owed any additional payment, but it is almost impossible for us to determine any amount you may have actually received.

You should have received Notice 1444 showing the amount of the first check and Notice 1444B showing the amount of the second check, but may have misplaced this letter, so we are asking you to provide us with the amount below.

	First Deposit <u>Form 1444</u>	Second Deposit <u>Form 1444B</u>
I received and have attached a copy of <u>Form 1444/1444B</u>	_____	_____
I do not have a copy of Form 1444/1444B, but I did receive a stimulus checks(s) in the amount of:	\$ _____	\$ _____
I did not receive a stimulus check(s)	_____	_____

Please inform us of any changes to the above information prior to the completion of the filing of your 2020 tax return (i.e. you receive a 2nd payment after submitting this form to our office).

Signature

Date

Sincerely,

Lauren E. Erion, CPA, P.A.

Questionnaire
(Recommended, not required)

This questionnaire is intended to be used as a guide to help you gather your tax information. Although this is **not required** to be filled out, we recommend reviewing the questions to determine if there are any applicable income/deduction items in which we should be aware.

Yes No

Personal Information - Please make any updates on pages following this questionnaire that are included in this package (*i.e. address change, bank account change, etc.*)

COVID-19 Information

- | | | |
|--|--------------------------|--------------------------|
| Did you receive an Economic Impact Payment (EIP or EIP 2) as reported on Notice 1444 or 1444-B? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive a Paycheck Protection Program (PPP) loan? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, did you apply for Paycheck Protection Program (PPP) loan forgiveness? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you a telecommuting employee that was required to "shelter in place" due to local COVID-19 protocols while working in a state that was not your home state? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive emergency leave sick pay? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive emergency family leave wages? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive any special unemployment benefits or compensation under the Coronavirus Relief Act during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you needed? | <input type="checkbox"/> | <input type="checkbox"/> |
| If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to your son or daughter under the age of 18? | <input type="checkbox"/> | <input type="checkbox"/> |
| If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to another? | <input type="checkbox"/> | <input type="checkbox"/> |

Dependent Information

- | | | |
|--|--------------------------|--------------------------|
| Were there any changes in dependents from the prior year? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, explain: _____ | | |
| Do you have any children under age 19 or a full-time student under age 24 with unearned (i.e. investment income) income in excess of \$2,200? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have dependents who must file a tax return? If yes, please discuss this further with our office. | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you pay for child care while you worked, looked for work, or while a full-time student? If yes, please provide documentation. | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you pay any expenses related to the adoption of a child during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities? | <input type="checkbox"/> | <input type="checkbox"/> |

Purchases, Sales and Debt Information

- | | | |
|--|--------------------------|--------------------------|
| Did you start a new business or purchase rental property during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you sell, exchange, or purchase any assets used in your trade or business? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you acquire a new or additional interest in a partnership or S corporation? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you sell, exchange, or purchase any real estate during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you purchase or sell a principal residence during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you foreclose or abandon a principal residence or real property during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you acquire or dispose of any stock during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you take out a home equity loan this year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you refinance a principal residence or second home this year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you sell an existing business, rental, or other property this year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)? | <input type="checkbox"/> | <input type="checkbox"/> |

	Yes	No
Income Information		
Did you receive any income from property sold prior to this year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive any <u>unemployment benefits</u> during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive any <u>disability income</u> during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Did any of your life insurance policies mature, or did you surrender any policies?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive any awards, prizes, hobby income, gambling or lottery winnings?	<input type="checkbox"/>	<input type="checkbox"/>
Do you expect a large fluctuation in income, deductions, or withholding next year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you have any sales or other exchanges of virtual currencies, or used virtual currencies to pay for goods or services, or you are holding virtual currencies as an investment?	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Information		
Are you an active participant in a pension or retirement plan?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive any Social Security benefits during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any withdrawals from an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, were any withdrawals due to a Federally declared disaster or COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
If you received any qualified disaster retirement plan distributions, did you repay any of the distributions in 2020?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any contributions to an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	<input type="checkbox"/>	<input type="checkbox"/>
Education Information		
Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? If yes, attach any Form(s) 1098-T and receipts for qualified tuition and related expenses	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any withdrawals from an education savings or 529 Plan account? If yes, attach Form(s) 1099-Q.	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any contributions to an education savings or 529 Plan account? If yes, please provide December account statement for each 529 Plan account.	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay any student loan interest this year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you cash any Series EE or I U.S. Savings bonds issued after 1989?	<input type="checkbox"/>	<input type="checkbox"/>
Health Care Information		
Did you have qualifying health care coverage, such as employer-sponsored coverage or government-sponsored coverage (i.e. Medicare/Medicaid) for your family? "Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent. <u>If yes, attach any Form(s) 1095-B and/or 1095-C you received.</u>	<input type="checkbox"/>	<input type="checkbox"/>
Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? <u>If yes, attach any Form(s) 1095-A you received.</u>	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any contributions to a Health savings account (HSA) or Archer MSA? If yes, please provide supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year? If yes, attach any Form(s) 1099-SA received.	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay long-term care premiums for yourself or your family?	<input type="checkbox"/>	<input type="checkbox"/>
Did you make any contributions to an ABLE (Achieving a Better Life Experience) account? If yes, attach any Form(s) 5498-QA you received.	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive any withdrawals from an ABLE (Achieving a Better Life Experience) account? If yes, attach any Form(s) 1099-QA you received.	<input type="checkbox"/>	<input type="checkbox"/>

Yes No

Itemized Deduction Information

- Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)? Yes No
- Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? Yes No
- If yes, please provide evidence such as a receipt from the donee organization, a canceled check, or record of payment, to substantiate all contributions made.
- Did you pay real estate taxes for your primary home and/or second home? Yes No
- Did you pay any mortgage interest on an existing home loan? If yes, attach any Form(s) 1098 you received. Yes No
- Did you incur interest expenses associated with any investment accounts you held? Yes No

Miscellaneous Information

- Did you make gifts of more than \$15,000 to any individual? Yes No
- Did you retire or change jobs this year? Yes No
- Did you receive a distribution from, or were you a grantor or transferor for a foreign trust? Yes No
- 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? Yes No
- Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity? Yes No
- Did you receive correspondence from the State or the IRS? Yes No
- If yes, explain: _____
- Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due? Yes No

2020 Dependent Questionnaire

(This page is only required if you claim dependents, head of household status, and/or qualify for the earned income credit)

	Name	Relationship		Name	Relationship
Dependent #1:	_____	_____	Dependent #3:	_____	_____
Dependent #3:	_____	_____	Dependent #4:	_____	_____

Questions for everyone:

N/A Yes No

Were there any changes in dependents from the prior year?

If yes, explain: _____

- Did you provide over half the support for any persons other than those listed above during the year?

If yes, explain: _____

- Do you have dependents who must file (or have filed) a tax return?
- Did any of the dependents provide over half of their own support?
- Do you have any dependents under age 19 (or a full-time under age 24) with investment income in excess of \$2,200?
- Did you pay for childcare while you worked or looked for work?
- Did you pay any expenses related to adoption of a child?

Head of Household, Earned Income Credit and Child Tax Credit:

N/A Yes No

- Were you unmarried/legally divorced as of December 31, 2020?
- Were you legally separated for the last six months of the tax year?
- Are any dependents married?
- If the dependent is age 19-24, is he/she a full-time student?
- Can you provide documentation to prove that each dependent lived with you?
For example: school records, medical records, child care provider records.
- Did the dependents live with you for over half of the year?

If no, explain: _____

You may not claim a child (for EIC or CTC purposes) who did not live with you for more than 1/2 the year, even if you provided support. If a child is the qualifying child of more than one person, be advised the tiebreaker rules may apply.

College Credits:

N/A Yes No

- Was the student enrolled at least half time in a program leading toward a degree or certificate?
- Does the student have any felony drug convictions?
- Has the Hope Scholarship Credit or AOTC been claimed for the student for any 4 prior tax years?
- Please provide Form 1098-T and receipts for any additional education expenses.
Additional education expenses include anything required by the program with the exception of room & board, meals or transportation.

Please notify us if any of the following applies to you:

- your dependents could be claimed by someone other than yourself
- you or your dependent lived outside of the USA during the year
- your tax credits listed above have ever been revoked by the IRS

By my signature, I certify that all information is correct to the best of my knowledge.

Signature

Date

Required, if have dependents