PRECISE TAX & ACCOUNTING
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Hello Valued Customer,

It's that time again! Tax season has arrived. With this letter, you are receiving the questionnaire which needs to be completed before your tax return can be prepared. Please fill out the questionnaire. The questions are important and we are required by law to obtain this information. If we fail to fulfill our obligation to ask the required questions, we can be penalized by the IRS for our omission of the necessary information. In addition, if you benefit from a credit such as earned income credit, child tax credit, and education credit, and it is discovered by the IRS that you were not entitled to the credit, you as the tax payer can be penalized as well. The penalties can be extremely high. For example, if you have an interest in a financial account located outside the United States, and you do not disclose that information, the penalty can be in excess of $10,000. Therefore, even if you believe the question does not pertain to you, do not ignore it. We ask for this information because it is a requirement and because it is ensures that your tax return is accurate. When your questionnaire is complete, bring it with your tax material when you are ready for your tax return to be prepared. If you lose your questionnaire, we keep extra copies of it outside the office door. We can mail you another one, or you can print one off our website at **https://precisetax.org.**

We offer several methods in which you can get your material to us:

1. Drop it off during business hours.
2. Use the drop slot in the door. Envelopes and replacement questionnaires are provided outside the door. The drop slot is available 24/7.
3. Mail your questionnaire and documents to the address at the top of the page.
4. Use our secure website at **https://precisetax.org.** If you need help with the website, call us or email us at **jjones24219@yahoo.com.**

Please do not jeopardize your identity by emailing your sensitive documents or your questionnaire!

When your tax return is completed, we will call you, verify your identity over the phone and discuss your results. At that time, we will also verify the bank account you wish to use for any refund. You may pick up your return in person, or we can load it on the secure website where you can retrieve it. Whether it is picked up in person, or it is loaded on the website for you, it is necessary for the appropriate forms to be signed before the return can be e-filed. In the case of a married couple, it is required that both spouse sign the Form 8879 and that both parties are in agreement as to which bank account is used for any direct deposit. I understand that this can be an inconvenience for you, and we do regret that. However, we are required by the IRS to obtain these signatures. We will work with you to make this as easy as possible.

Included on the questionnaire is a section for you to list your identification information. Although it is not mandatory in Virginia for this information to be provided, if you have to file an out-of-state tax return, many states require it. Virginia has stated that providing the information should help your return be processed quicker.

Times have changed. Identity theft is rampant now and there are many requirements placed upon an accounting/tax business to safeguard your identity. We are compliant with those requirements and we take every step possible to protect your personal information. In keeping with those requirements, we can no longer forward a copy of your tax returns or any of your sensitive documents to a bank, college, or any other location unless we have a signed form from you that grants us that permission. Again, we apologize for any inconvenience, but this is something in which we have no choice.

It is a privilege to work with you. We value you as a customer and will make every effort to be deserving of the trust you have placed in us.

Sincerely,

Janet Jones
Precise Tax & Accounting

2023

TAXPAYER

FIRST NAME: ____________________ MIDDLE INITIAL____ LAST NAME______________________

SSN: ________________________________ DATE OF BIRTH: ________________________________

SPOUSE

FIRST NAME: ____________________ MIDDLE INITIAL____ LAST NAME______________________

SSN: ________________________________ DATE OF BIRTH: ________________________________

CURRENT MAILING ADDRESS: ____

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TELEPHONE #1______________________________TELEPHONE #2____________________________

EMAIL ADDRESS_______________________________ & ___________________________________

FILING STATUS:

_______SINGLE___ ARE YOU BEING CLAIMED AS A DEPENDENT ON ANYONE ELSE'S RETURN, SUCH AS YOUR PARENTS? YES OR NO (THIS MAY APPLY TO YOU IF YOU ARE A COLLEGE STUDENT UNDER THE AGE OF 24 OR IF YOU ARE UNDER THE AGE OF 19, EVEN IF YOU HAVE A JOB).

_______MARRIED FILING JOINT

_______MARRIED FILING SEPARATE — WERE YOU AND YOUR SPOUSE SEPARATED ON DEC. 31 2023 YES OR NO – DATE OF SEPARATION________

_______HEAD OF HOUSEHOLD (IF YOU USE HEAD OF HOUSEHOLD STATUS, YOU MUST BE PREPARED TO PROVE THAT YOU PAID OVER HALF THE COST OF KEEPING UP YOUR HOME. CAN YOU PROVE THAT YOU PAID OVER HALF THE HOUSEHOLD BILLS AND PROVIDED A HOME FOR A QUALIFYING DEPENDENT DURING 2023? YES OR NO

_______QUALIFYING WIDOW(ER) --------DATE THAT SPOUSE DIED__________

LIST OF DEPENDENTS

LIST THE INDIVIDUALS THAT YOU CAN CLAIM AS DEPENDENTS ON YOUR INCOME TAX RETURN. IF WE HAVE PREPARED YOUR TAX RETURN IN PREVIOUS YEARS, WE MAY ALREADY HAVE THE SOCIAL SECURITY NUMBERS AND DATES OF BIRTH. YOU MAY SIMPLY LIST THE NAMES OF YOUR DEPENDENTS FOR 2023 AND ANSWER THE REMAINING QUESTIONS. BE SURE TO TELL US IF THERE HAVE BEEN ANY NAME CHANGES WHICH MAY BE DUE TO ADOPTION OR MARRIAGE. THE NAMES ON YOUR TAX RETURN HAVE TO MATCH THE NAMES ON EACH PERSON'S SOCIAL SECURITY CARD AS OF DECEMBER 31 2023. INDICATE IF ANY OF YOUR DEPENDENTS IS A COLLEGE STUDENT.

LEGAL NAME	BIRTH DATE	SSN	ARE THEY DISABLED?	MO'S IN HOME IN 2023	RELATION-SHIP TO YOU	WERE THEY A STUDENT?

CAN ANY OF YOUR DEPENDENTS POSSIBLY BE CLAIMED BY ANYONE ELSE? **YES or NO**
(THIS MAY BE POSSIBLE IN SOME SITUATIONS, SUCH AS DIVORCE.) PLEASE EXPLAIN IF YOUR DEPENDENT CAN BE CLAIMED BY ANYONE ELSE:

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FEDERAL LAW REQUIRES THAT YOU MUST BE ABLE TO PROVE THAT YOU SUPPORTED YOUR DEPENDENTS OR WERE OTHERWISE ENTITLED TO CLAIM YOUR DEPENDENTS BECAUSE THE CUSTODIAL PARENT SIGNED A RELEASE FORM (FORM 8332). HAS THE CUSTODIAL PARENT OF YOUR CHILD SIGNED A FORM 8332 TO ALLOW YOU TO CLAIM YOUR CHILD AS A DEPENDENT? CIRCLE YOUR RESPONSE. **YES NO N/A**

HAVE YOU SIGNED A FORM 8332 TO ALLOW ANYONE ELSE TO CLAIM ONE OF YOUR DEPENDENTS? CIRCLE YOUR RESPONSE YES NO N/A

YOU ARE NOT ELIGIBLE FOR EARNED INCOME CREDIT UNLESS THE CHILD LIVES IN YOUR HOME MORE THAN 6 MONTHS OF THE YEAR. YOU CANNOT CLAIM CHILD TAX CREDIT OR CREDIT FOR OTHER DEPENDENTS OR COLLEGE CREDITS UNLESS THE CHILD RESIDES IN YOUR HOME OR YOU HAVE RECEIVED A SIGNED 8332 FROM THE CUSTODIAL PARENT. CAN YOU PROVIDE DOCUMENTATION TO PROVE THAT YOU ARE ELIGIBLE TO CLAIM THE DEPENDENTS AND RECEIVE THE RESULTING CREDIT? YES NO N/A

YOUR DOCUMENTATION MAY INCLUDE:

- SCHOOL RECORDS OR A STATEMENT FROM SCHOOL STATING THE ADDRESS OF THE CHILD
- LANDLORD STATEMENTS
- HEALTH PROVIDER STATEMENTS OR MEDICAL RECORDS
- STATEMENT FROM PLACE OF WORSHIP
- STATEMENT FROM YOUR EMPLOYER
- SOCIAL SERVICES STATEMENT
- STATEMENT FROM CHILD DAY CARE PROVIDER
- CHILD'S DRIVERS LICENSE OR DMV ID.
- THE ENVELOPE FROM FORM SSA-1099 IF THE CHILD RECEIVES SOCIAL SECURITY

YOUR DOCUMENTATION SHOULD INDICATE THAT THE CHILD LIVED WITH YOU MORE THAN HALF THE YEAR. YOU DO NOT HAVE TO GIVE US THE DOCUMENTATION UNLESS WE ASK FOR IT, BUT YOU MUST INDICATE THAT YOU HAVE IT AVAILABLE. ***DO YOU HAVE DOCUMENTATION TO PROVE YOUR CLAIM TO YOUR DEPENDENTS***? **YES OR NO**

HAS ANY OF THE FOLLOWING CREDITS BEEN DISALLOWED OR REDUCED IN PREVIOUS YEARS: EARNED INCOME CREDIT, CHILD TAX CREDIT, CREDIT FOR OTHER DEPENDENTS, EDUCATION CREDITS? YES NO

IS ANY MEMBER OF YOUR HOUSEHOLD A COLLEGE STUDENT? YES NO IF YES, IS THE STUDENT FULLTIME? YES OR NO

DID YOU PAY STUDENT LOAN INTEREST IN 2023? YES NO

ARE YOU OR YOUR SPOUSE LEGALLY BLIND? YES NO

CAN YOU OR YOUR SPOUSE BE CLAIMED AS A DEPENDENT BY ANYONE ELSE? YES NO

DID YOU LIVE IN THE UNITED STATES MORE THAN HALF THE YEAR? YES NO

DID YOU OBTAIN YOUR HEALTH INSURANCE THROUGH THE GOVERNMENT MARKETPLACE? (OBAMACARE) YES NO

IF YOU RECEIVED YOUR HEALTH INSURANCE THROUGH THE MARKETPLACE (EXAMPLE: ANTHEM HEALTH KEEPERS), DID YOU RECEIVE SUBSIDIES OR DISCOUNTS TO REDUCE YOUR PREMIUMS? YES OR NO. IF YOU RECEIVED DISCOUNTS ON YOUR PREMIUMS, YOU WILL NEED TO PROVIDE FORM 1095-A BEFORE YOUR RETURN CAN BE PREPARED.

IF YOUR HEALTH INSURANCE IS PROVIDED BY YOUR EMPLOYER, YOU MAY PARTICIPATE IN A HEALTH SAVINGS ACCOUNT. IF YOUR HEALTH INSURANCE IS THROUGH A HEALTH SAVINGS ACCOUNT (HSA), YOU SHOULD RECEIVE FORMS THAT PROVIDE THE INFORMATION NEEDED FOR US TO PREPARE YOUR RETURN. IF YOU HAD MEDICAL BILLS IN 2023 THAT WERE PAID BY YOUR HSA, YOU SHOULD RECEIVE FORM 1099-SA. PLEASE INCLUDE FORM 1099-SA IN THE MATERIAL THAT YOU BRING US.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1.*********YOU ARE REQUIRED TO PAY CONSUMER USE TAX ON THE PURCHASE, LEASE AND RENTALS OF TANGIBLE PERSONAL PROPERTY ACQUIRED IN OR OUTSIDE OF VIRGINIA IF RETAIL SALES &/OR USE TAX WAS NOT COLLECTED UPON THE DATE OF THE TRANSACTION. BEFORE WE CAN COMPLETE YOUR TAX RETURN, YOU MUST INDICATE WHETHER OR NOT YOU OWE CONSUMER USE TAX TO THE STATE OF VIRGINIA. IF YOU DO NOT OWE USE TAX TO THE STATE OF VIRGINIA, PLEASE CIRCLE THE WORD "NO" BELOW.

YES – I OWE CONSUMER USE TAX TO VIRGINIA.

NO - I DO NOT OWE CONSUMER USE TAX TO VIRGINIA.

2.*****DID YOU HAVE A FINANCIAL ACCOUNT (BANK, BROKERAGE, MUTUAL FUNDS, RETIREMENT WITH CASH VALUE) IN A FINANCIAL INSTITUTION LOCATED OUTSIDE THE UNITED STATES? YES OR NO

3.*****DID YOU SELL YOUR HOME? YES OR NO

4.******DID YOU EARN ANY FOREIGN INCOME OR PAY ANY FOREIGN TAXES? YES OR NO

5.******DID YOU HAVE ANY DEBT FORGIVEN? (STUDENT LOANS, HOME MORTGAGE, CREDIT CARD DEBT) YES OR NO

6.******AT ANY TIME IN 2023, DID YOU: (a)RECEIVE AS A REWARD, AWARD OR COMPENSATION OR (b)SELL, EXCHANGE, GIFT, OR OTHERWISE DISPOSE OF A DIGITAL ASSET (OR A FINANCIAL INTEREST IN A DIGITAL ASSET)? YES OR NO

7.****DID YOU CONTRIBUTE TO A TRADITIONAL OR ROTH IRA IN 2023? YES OR NO SINCE YOU HAVE UNTIL APRIL 15 TO CONTRIBUTE TO YOUR RETIREMENT ACCOUNT AND HAVE IT AFFECT 2023 TAXES, DO YOU INTEND TO CONTRIBUTE? YES OR NO

8.** DO YOU PAY SOMEONE TO CARE FOR YOUR DEPENDENT SO THAT YOU CAN WORK OR ATTEND COLLEGE? YES OR NO IF YOU PAY A DAY CARE PROVIDER AND WISH TO CLAIM THE CHILD CARE CREDIT, WE MUST HAVE THE FOLLOWING INFORMATION:

NAME OF PROVIDER: ______________________

ADDRESS: ______________________

____

____

IDENTIFICATION NUMBER: ______________________

AMOUNT PAID: ______________________

TO COMBAT IDENTITY THEFT, MANY STATES ARE REQUIRING THAT YOUR IDENTITY BE VERIFIED UPON FILING YOUR TAX RETURN. VIRGINIA HAS NOT MADE THIS MANDATORY. HOWEVER, IF YOU DO NOT PROVIDE YOUR IDENTIFICATION INFORMATION WHEN YOU FILE, YOUR RETURN MAY BE DELAYED AS THEY COULD SELECT YOUR TAX RETURN FOR REVIEW. FOR THAT REASON, WE REQUEST THAT YOU PROVIDE THE FOLLOWING INFORMATION:

TAXPAYER:		SPOUSE:
TYPE OF ID	____________________	____________________
	(DRIVERS LICENSE, STATE ID)	
NUMBER	____________________	____________________
ISSUE LOCATION	____________________	____________________
	(STATE OF ISSUE)	
ISSUE DATE	____________________	____________________
EXPIRATION DATE	____________________	____________________

***************IF YOU WANT TO RECEIVE YOUR REFUND BY DIRECT DEPOSIT, YOU WILL NEED TO PROVIDE THE ROUTING NUMBER OF YOUR BANK AND THE ACCOUNT NUMBER OF THE ACCOUNT YOU WISH TO USE. YOU MAY WRITE THE NUMBERS IN THE SPACE BELOW OR BRING THE INFORMATION WHEN YOU RETURN TO PICK UP YOUR TAX RETURN.

____________________ ____________________

ROUTING NUMBER (9 DIGITS) ACCOUNT NUMBER

PLEASE SIGN BELOW

I CERTIFY THAT I ALONE CAN CLAIM THE DEPENDENTS I HAVE LISTED AND THAT I PROVIDED OVER HALF THEIR SUPPORT. I DECLARE THAT THE ABOVE INFORMATION IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

____________________ ____________________

SIGNATURE SIGNATURE

____________________ ____________________

DATE DATE