



STEPHENSON  
& WARNER, INC.  
CERTIFIED  
PUBLIC  
ACCOUNTANTS

Dear Client:

Thank you for your continuing relationship with Stephenson & Warner. We have implemented several changes to serve you better.

In order to prepare your tax return accurately and to optimize your tax savings, we would like for you to fill out the attached set of questions that will help us identify applicable tax savings and help you comply with current tax law.

Also, please sign the attached 2018 Annual Engagement Letterhead bring this to our office when picking up your return. We will require payment for our services at the time of pickup this year. Services can be paid for with check or credit card. We have enclosed a credit card authorization form for your convenience.

Please be aware that the Ohio Department of Taxation is mandating that all 2018 income tax returns be filed electronically (e-file). Since we have to e-file for the state, we have also elected to e-file all 2018 Federal returns prepared. This process will keep you and Stephenson and Warner up to date in accordance with the I.R.S. mandate that all 2018 returns be e-filed. **The Ohio Department of Taxation now requires a driver's license or state ID number on electronic returns.** If you could please provide us with that number we would greatly appreciate it.

**Taxpayer** Driver's license/state ID number: \_\_\_\_\_

Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Spouse** Driver's license/state ID number: \_\_\_\_\_

Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

For your convenience, our office hours during tax season will be as follows (Oxford by appointment only):

**Monday-Thursday** 8:00 am – 6:00 pm

**Friday** 8:00 am – 5:00 pm

**Saturday (Hamilton office only) \*** 8:30 am – 3:00 pm

*\*Saturday appointments available in our West Chester office, must be scheduled in advance.*

**\* The deadline to send or bring us your tax preparation information is March 31<sup>st</sup>, 2019. Documents sent by mail must also be received by this date.**

Very truly yours,

Larry F. Warner, Jr.  
Managing Partner

## Information Update

Client Name: \_\_\_\_\_

Best number to reach you: \_\_\_\_\_

Best number to reach your spouse: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Stephenson & Warner does send out a monthly newsletter packed with tax updates, IRS changes and tax/ retirement planning information. Clients often share how much they benefit from the tax and planning tips. Shall we add you to the mailing list?*

Yes, please do \_\_\_\_\_

No, but thank you \_\_\_\_\_

Physical Address Changes: \_\_\_\_\_  
\_\_\_\_\_

*Would you like an electronic PDF copy of your tax return instead of a paper copy that you can sign digitally for us to initiate filing for you? Please indicate your preference below.*

\_\_\_\_\_ Yes, I would like an electronic PDF copy of my tax return sent to my secure portal and I will sign my tax returns digitally and send back to you after I have reviewed my returns. I will pick my original documents, if any, the next time I visit your office.

\_\_\_\_\_ Yes, I would like an electronic PDF copy of my tax return sent to my secure portal but I will sign my return with a paper form 8879 since I have to return to the office to pick up my original documents anyway

\_\_\_\_\_ Yes, I would like an electronic PDF and a paper copy of my tax return. I understand there is an additional \$ 25 fee for this.

\_\_\_\_\_ No thanks, I prefer a paper copy of the tax returns.

# 2018 Information Checklist

This is a list of the most common items we'll need to finish your returns. We'll call you if we need anything else. (You don't need to return this to us; unless you make notes we should be aware of.)

- Completed Client Questionnaire
- Signed Engagement Letter
- All return packets or mailing labels sent to you by the various taxing agencies
- All W-2's
- All 1099 forms received confirming income from interest, dividends, retirement, social security, disability, unemployment, gambling winnings, 1099K for business credit card receipts, etc.
- All income information for children if you want us to prepare their required returns
- Year-end statement of mortgage interest (Form 1098), escrow activity and balance on mortgage or home equity loans and real estate taxes paid
- Total of all **receipted** charitable contributions, and details for any non-cash contributions over \$500
- Copies of all Trust, Partnership or S-Corporation K-1's (*send separately later if everything else is ready, and let us know it's coming*)
- If you bought, sold or refinanced real estate, then a closing statement, HUD, for each transaction
- If you sold any shares of mutual funds and basis information is not provided by the broker, detail all activity in the funds sold from original purchase date through date of sale date (year-end summary statements are ideal)
- If you are claiming auto mileage as a deduction- for business, rental properties or unreimbursed employee expenses, we need to know: total miles, commuting miles, and business miles driven for the year.
- If you lease your car or are deducting actual expenses, please also provide: original value of the car (what you could have bought it for) and date of lease, and all expenses for lease payments, gas, car washes, licenses, insurance, tires, repairs, etc.
- Copies of any federal, state or local tax correspondence during the year, including all payments made or refunds received.
- All legal documents for formation, sale or purchase of a business during the year All legal documents for divorce decrees.
- Voided check for account where refunds should be direct deposited (optional) Note: Joint refunds cannot be deposited into single owner accounts.
- If you purchased energy efficient products that may qualify for a tax credit, please provide a copy of the manufacturers certification statement and the purchase invoice.
- All 1095 forms related to your health insurance
- If you wish to claim education related credits, please provide a transcript of charges and payments made.
- If you own a business or rental property please provide details on any repairs and or asset expenditures exceeding \$2,500.

## **New Clients ONLY:**

- Copies of prior federal, state and local returns and depreciation schedules if applicable (at least one year, preferably three)
- Copies of both parties' drivers' license

## Questions

Please check the appropriate box and include all necessary details and documentation.

	Yes	No
<b>Personal Information</b>		
Did your marital status change during the year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, explain: _____		
Did your address change from last year?	<input type="checkbox"/>	<input type="checkbox"/>
Can you be claimed as a dependent by another taxpayer?	<input type="checkbox"/>	<input type="checkbox"/>
Did you change any bank accounts, or did routing transit numbers (RTN) and/or bank account number change for existing bank accounts that have been used to direct deposit (or direct debit) funds from (or to) the IRS or other taxing authority during the tax year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach the IRS letter.	<input type="checkbox"/>	<input type="checkbox"/>
Did you reside in or operate a business in a Federally declared disaster area? The Federally declared disaster areas include victims of hurricanes, tropical storms, floods, as well as wildfires.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependent Information</b>		
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 income in excess of \$2,100?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have dependents who must file a tax return?	<input type="checkbox"/>	<input type="checkbox"/>
Did you provide over half the support for any other person(s) other than your dependent children during the year?	<input type="checkbox"/>	<input type="checkbox"/>
Did you pay for child care while you worked, looked for work, or while a full-time student?	<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"/>
Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft? If yes, attach the IRS letter.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Purchases, Sales and Debt Information</b>		
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 lend money with the understanding of repayment and this year it became totally uncollectable?	<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"/>
Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Income Information</b>		
Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or a foreign employer?	<input type="checkbox"/>	<input type="checkbox"/>

- Did you receive any income from property sold prior to this year?
- Did you receive any unemployment benefits during the year?
- Did you receive any disability income during the year?
- Did you receive tip income not reported to your employer this year?
- Did any of your life insurance policies mature, or did you surrender any policies?
- Did you receive any awards, prizes, hobby income, gambling or lottery winnings?
- Do you expect a large fluctuation in income, deductions, or withholding next year?
- 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?

**Retirement Information**

- Are you an active participant in a pension or retirement plan?
- Did you receive any Social Security benefits during the year?
- Did you make any withdrawals from an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?
- If yes, were any withdrawals due to a Federally declared disaster?
- Did you fund a charitable contribution from your IRA required minimum distribution?
- Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?
- Did you make any contributions to an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?

**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?
- 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, receipts for qualified tuition and related expenses, and transcripts of charges and payments.
- Did anyone in your family receive a scholarship of any kind during the year?
- If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?
- Did you make any withdrawals from an education savings or 529 Plan account?
- If yes, were any of these withdrawals rolled over into a ABLE (Achieving a Better Life Experience) account?
- Did you make any contributions to an education savings or 529 Plan account?
- Did you pay any student loan interest this year?
- Did you cash any Series EE or I U.S. Savings bonds issued after 1989?
- Would you like a worksheet to aid in the completion of a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education?

**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. If yes, attach any Form(s) 1095-B and/or 1095-C you received.
- Did anyone in your family qualify for an exemption from the health care coverage mandate? Examples of exemptions include (but are not limited to) certain non-citizens, members of a health care sharing ministry, members of Federally-recognized Indian tribes, and exemptions requested from the Marketplace. If yes, attach the Exemption Certificate Number (ECN) or type of exemption.
- Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? If yes, attach any Form(s) 1095-A you received.
- Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act and share a policy with anyone who is not included in your family?
- Did you make any contributions to a Health savings account (HSA) or Archer MSA?
- Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year?

- Did you pay long-term care premiums for yourself or your family?
- Did you make any contributions to an ABLA (Achieving a Better Life Experience) account? If yes, attach any Form(s) 5498-QA you received.
- Did you receive any withdrawals from an ABLA (Achieving a Better Life Experience) account? If yes, attach any Form(s) 1099-QA you received.
- If you are a business owner, did you pay health insurance premiums for your employees this year?
- Did you receive any Health Coverage Tax Credit (HCTC) advance payments? If yes, attach any Form(s) 1099-H you received.

**Itemized Deduction Information**

- Did you incur a casualty or theft loss or any condemnation awards during the year?
- If yes, did the loss occur in a Federally declared disaster area?
- Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?
- Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? 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 donate a vehicle or boat during the year? If yes, attach Form 1098-C or other written acknowledgment from the donee organization.
- Did you pay real estate taxes for your primary home and/or second home?
- Did you pay any mortgage interest on an existing home loan? If yes, attach any form(s) 1098 you received.
- Do you have a home equity loan? If yes, provide details on how it was used.
- Did you incur interest expenses associated with any investment accounts you held?
- Did you make any major purchases during the year (cars, boats, etc.)?
- Did you make any out-of-state purchases (by telephone, internet, mail, or in person) for which the seller did not collect state sales or use tax?

**Miscellaneous Information**

- Did you make gifts of more than \$15,000 to any individual?
- Did you utilize an area of your home for business purposes?
- Did you engage in any bartering transactions?
- Did you retire or change jobs this year?
- Did you incur moving costs because of a permanent change of station as a member of the Armed Forces on active duty?
- Did you pay any individual as a household employee during the year?
- Did you make energy efficient improvements to your main home this year?
- Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?
- 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?
- Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity other than mutual funds holding foreign investments?
- Did you receive correspondence from the State or the IRS?
- If yes, explain: \_\_\_\_\_
- Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?
- Do you want to designate \$3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.

**Would you like a trusted referral for any of the following services?**

- Legal
- Property & casualty insurance
- Mortgage broker
- Business IT services
- Investment advisory
- Life insurance
- Banker
- Realtor

## 2018 Annual Engagement Letter

**PLEASE SIGN & RETURN BOTH PAGES** in order for us to begin working on your returns.

Dear Client:

We appreciate the opportunity to work with you. To minimize the possibility of a misunderstanding between us, we are setting forth pertinent information about the services we will perform for you.

We will prepare only your 2018 federal form 1040 and your resident state and local income tax returns. Please inform us below of any additional returns you would like for us to prepare:

It is your responsibility to provide us with all of the information necessary to complete your tax returns. In that regard you state that, to the best of your knowledge and belief:

- You have provided true, correct and complete information regarding your income as listed on the attached Forms W-2, 1099 and/or written summaries.
- You have provided us true, correct and complete information regarding amounts you claimed as tax deductions, and have maintained written documentation supporting all amounts, including log books and receipts. You understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to us, especially business travel and entertainment deductions, business use % of autos and other assets, barter activities, and the required documents to support all charitable contributions, and that penalties may be imposed on returns that are late, underpaid or incorrect.

We will not audit or otherwise verify any information. We may require clarification or additional information. We are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest.

It is our policy to keep records related to this engagement for five years. However, we do not keep any of your original records, so we will return those to you upon completion of the engagement. When records are returned to you, it is your responsibility to retain and to protect the records for future use, including potential examination by governmental or regulatory agencies. By signing this agreement, you acknowledge and agree that upon the expiration of the fifth year period, we are free to destroy our records related to this engagement.

*You understand that you will be charged an additional fee if we are asked to assist or represent you in a tax examination OR INQUIRY.* You understand that, in the event of preparer error, you are responsible for additional tax that may be due, but our responsibility is to pay for any penalty that taxing authorities may assess.

We will use our judgment to resolve questions in your favor where a tax law is unclear or if there is a reasonable justification for doing so. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. We will follow whatever position you request, so long as it is consistent with the codes and regulations and interpretations that have been promulgated. If the IRS should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties or assessments.

**If you have a financial interest in, or signature authority over, any foreign accounts exceeding \$ 10,000 at any point of time during the year, you are responsible for electronically filing the Report of Foreign Bank and Financial Accounts (FBAR) on or before April 15th of each tax year through the Financial Crimes Enforcement Network (FinCEN). If you would like our firm to submit your electronic FBAR report (FinCEN Form 114) on your behalf, we must receive a signed consent form (FinCEN Form 114a) from you prior to submitting the foreign reporting form. If you do not provide our firm with information regarding any interest you may have in a foreign account, or if we do not receive your signed authorization to file your foreign reporting form, we will not be able to prepare and file any of the required disclosure statements. You may also have a separate reporting duty to disclose any/all other foreign financial assets you own on forms 8938, 5471 or 5472 which can be filed with your individual tax return. Failure to report any of the above type of foreign accounts can result in massive penalties. By your signature below, you accept responsibility for informing us if you believe that you may have foreign reporting requirements and you agree to timely provide us with the information necessary to prepare the appropriate form(s). We assume no liability for penalties associated with the failure to file, or untimely filing, of any of these forms.**

Our policy is to put all tax advice in writing, and that you will not rely upon any unwritten advice because it may be tentative, incomplete, or not fully reviewed.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist.



**STEPHENSON  
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Please note that the Internal Revenue Service (“IRS”) considers virtual currency (e.g., Bitcoin) as property for U.S. federal tax purposes. As such, any transactions in, or transactions that use, virtual currency are subject to the same general tax principles that apply to other property transactions. If you had virtual currency activity during the 2018 tax year, you may be subject to tax consequences associated with such transactions, and may have additional foreign reporting obligations.

You agree to provide us with complete and accurate information regarding any transactions in, or transactions that have used, virtual currency during the applicable tax year. Please ask us for advice if you have any questions regarding the type of records required for virtual currency transactions.

You will contact us immediately if you discover additional information that will lead to a change in your return, or if you receive any letters from the IRS, state or local taxing authorities. If, during our work, we discover information that affects prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best possible resolution of the issue. We will be happy to prepare appropriate amended returns as a separate engagement.

The IRS permits you to authorize us to discuss, on a limited basis, aspects of your return for one year after the return’s due date. Your consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your return with us. Please note that our firm may not receive separate copies of IRS notices; therefore, you must provide our firm with copies of any notices you receive from the IRS. The authorization is valid for one year after the due date for filing the tax return.

Effective 1/1/11, IRS and Ohio mandates we will file all eligible returns electronically. We will provide you with a paper or electronic copy of the income tax returns for your review prior to electronic submission. You must review, sign and send the form 8879 back to us before it can be transmitted. Please note that although our firm will use our best efforts to ensure that your returns are successfully transmitted to the appropriate taxing authorities, we will not be financially responsible for electronic transmission or other errors arising after your return has been successfully submitted from our office. Once the return is accepted by the IRS we are not responsible for the length of time it takes the IRS to process your return. *Please note that many local returns must still be filed in a paper format.*

**Our bill will be due and payable upon completion of these returns, and that additional services, including electronically filing your return, will not be performed until the bill for these services is, paid in full. You understand that your bill will be based upon a predetermined amount and communicated to you prior to completion of your returns or by the standard billing rates presented to you. Please note that starting with 2018 tax returns, your tax preparation fees could be significantly higher than past years fees due to the extra work that may be necessary to comply with the Tax Cuts and Jobs Act, especially if you own a business.**

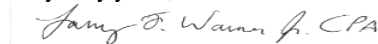
**We will not file any federal, state or local tax extensions unless you specifically request us to do so in writing, by fax or email. Information received by us to prepare your tax return after 3/31/19 will warrant filing for an extension.**

Please be aware that Internal Revenue Code Section 7216 now requires us to obtain your separate written consent before disclosing individual tax return information to third parties such as banks and mortgage brokers.

If any disputes arise among the parties, they agree to try first in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its Commercial Mediation Rules. All unresolved disputes shall then be decided by final and binding arbitration in accordance with the Commercial Arbitration Rules of the AAA. Fees charged by any mediators, arbitrators, or the AAA shall be shared equally by all parties. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

We appreciate the opportunity to serve you, and look forward to a continuing, mutually satisfying relationship.

Very truly yours,



Stephenson & Warner, Inc.

The terms described in this letter are acceptable and are hereby agreed to and shall remain in effect until terminated by either party in writing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name of Signer/ Taxpayer: \_\_\_\_\_



**Credit Card Authorization Form**  
**(Optional we prefer cash or check)**

As stated in our engagement letter, we will require payment for our services before delivery of your returns. For your convenience, we accept the major credit cards listed below as well as personal checks and cash. You can also elect to pre-pay our agreed upon fee if you desire. Once your return has been completed you will be notified and you may select your method of payment. For your convenience *you may also pay your invoice online at [stephensonwarnercpas.com](http://stephensonwarnercpas.com)* once you have been notified of the amount due.

Please fully complete the section below:

Today's Date: \_\_\_\_\_

Card Type:            Visa            MasterCard            Discover            American Express

Account Number \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_            CVV Code \_\_\_\_\_ (on back of card)

Invoice/Charge Amount: \_\_\_\_\_

Card Member Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Invoice #: \_\_\_\_\_ Client Code/Name \_\_\_\_\_

Card Member's Signature: **X** \_\_\_\_\_

By signing this form you authorize Stephenson & Warner to charge your credit/debit card the amount indicated above. Also, you agree to pay this amount accordingly to the terms and conditions of your credit/debit charge agreement.

Please email securely, mail or, fax the completed form to our office at 513-868-8620. After completion of your tax return the amount indicated will be charged to your credit/charge card. Please call us at 513-868-8600 if you have any questions.

Thank you,  
Stephenson & Warner, Inc.

IN HOUSE ONLY:	Date Charged: _____	Initials: _____
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