GAMACHE TAX SERVICES, LLC

6775 WEST EDGERTON AVENUE
GREENDALE, WI 53129
414-421-6760

January , 2021

To: Gamache Tax Clients

With the new tax season upon us and the new federal tax regulations, we will need you to fill out the enclosed forms, signed and dated before your tax appointment.

Along with providing us the following documentations:

Bring all W-2 forms, 1099's and other income reporting statements, including all copies provided from the payer.

Bring Last years Taxes, Drivers License and Social Security Cards for everyone on your return.

Bring forms 1095-A or B (for health insurance from market place)

Bring details of all estimated tax payments, if any.

Bring income and deductions categorized on a separate sheet for business or rental activities.

E-Filing officially starts Friday February 12th .

Our hours for this year are: Monday 10 to 8, Tuesday 12 to 6, Wednesday 10 to 8, Thursday 9 to 6, Friday 10 to 5, Saturday 9 to 3.

Please know the amount of stimulus money you received. This money is not taxable, but accountable.

Cash/Check donations can be used even if you don't itemize.

We look forward to being your tax preparer. Set up your tax appointments early.

Sincerely,

Sharon Gamache

Sharon Gamache

Enc: Individual Taxpayer Organizer, Due Diligence Checklist, General Engagement Letter

GAMACHE TAX SERVICE, LLC
6775 W Edgerton Ave
Greendale, Wi 53129

General Engagement Letter for Individual Tax Return Preparation

This letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of your tax return.

Tax Return Preparation

- We will prepare your 2020 federal and state tax returns based on information you provide. Services for preparation of your return do not include auditing or verification of information provided by you.
- This engagement does not include any audit or examination of your books or records. In the event your return is audited, you will be responsible for verifying the items reported.
- The tax return preparation fee does not include bookkeeping.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- Preparation fees do cover limited assistance and consultation during the year.
- The engagement to prepare your 2020 tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and copies of your tax returns in a secure place for at least seven years.You may be assessed a fee if you request a copy in the future.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above. For a joint return, both taxpayers must sign.

Taxpayer *Spouse* *Date*

Privacy Policy. The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

Individual Taxpayer Organizer

GAMACHE TAX SERVICE, LLC
6775 W Edgerton Ave
Greendale, Wi 53129-1208
414-421-6760 ofc
414-421-6887 fax
gamachetax@gmail.com
www.gamachetaxservice.com

Taxpayer | SSN

First *M.I.* *Last* | Email | IP PIN

Occupation | Date of birth | Are you new to our firm? Yes No

Address | City | State | Zip

County | Home phone | Work or cell

Driver's License *No.* *State* *Issue Date* *Exp. Date*

Spouse | SSN

First *M.I.* *Last* | Email | IP PIN

Occupation | Date of birth | Are you new to our firm? Yes No

Address (If different from Taxpayer) | City | State | Zip

County | Home phone | Work or cell

Driver's License *No.* *State* *Issue Date* *Exp. Date*

If you moved during 2019, enter your previous address. | Date of move

Marital status at 12/31/19: Single Married Separated Widow(er) Registered Domestic Partnership (RDP) Unsure

Were you divorced or separated during the year? Yes No Were there any deaths in the family? Yes No

Individuals who are in registered domestic partnerships (RDPs) and civil unions are not considered married for federal tax purposes.

Have you received any notice from the IRS or state revenue department within the past year? Yes No

Names of dependent children *Child's full name*	*Social Security #*	*IP PIN*	*Date of birth*	*Months lived in home in 2019*	*Relationship to taxpayer*	*College student?*

Did any of the children have income above $1,100 for the year? Yes No Do any of the children have a disability? Yes No

Is it anticipated that a different taxpayer will seek to claim a child listed above as their dependent for tax year 2019? Yes No

Other dependents or people who lived with you

Name	*Social Security #*	*IP PIN*	*Date of birth*	*Months lived in home in 2019*	*Relationship*	*Income*

Bank information: Use for Direct deposit of refund Direct debit of balance due *Name of bank*

Checking *Savings* | *Routing transit number* | *Account number*

Ask your tax preparer for information about depositing a refund into an IRA account or splitting the deposit into more than one account.

Questions — All Taxpayers

(Provide related statements or other documentation.)

"You" refers to both taxpayer and spouse—enter "?" if unsure about a question.

LIFESTYLE & TAXES	Yes	No	Are either you or your spouse legally blind?		
	Yes	No	Did you pay or receive alimony in 2019? *Paid* *Received* $	*Recipient's SSN*	*Date of divorce or separation*
	Yes	No	Did you have health insurance for you, your spouse, and all dependents for the entire year?		
	Yes	No	Did you purchase health insurance through a public exchange?		
	Yes	No	Will there be any significant changes in income or deductions next year, such as retirement?		
	Yes	No	Have you paid alternative minimum tax (AMT) in previous years?		
	Yes	No	Did you pay anyone for domestic services in your home?		
	Yes	No	Did you purchase a new energy-efficient car, truck, or van?		
	Yes	No	Are you involved in bankruptcy, foreclosure, repossession, or had any debt (including credit cards) cancelled?		
	Yes	No	Are you a member of the military?		
	Yes	No	Were you a citizen of or lived in a foreign country?		
	Yes	No	Do you own or have financial interest in a foreign bank or financial account?		
	Yes	No	Would you like to allow your tax preparer or another person to discuss your return with the IRS? *Designee's name*	*Phone number*	*PIN (any five digits)*
CHILDREN & EDUCATION	Yes	No	Were any children born or adopted in 2019? *(Provide statement for other expenses.)*		
	Yes	No	Were any children attending college? *Year in college* — Paid by you: *Tuition* $	*Student loan interest* $	*Books* $
			Paid by student: *Tuition* $	*Student loan interest* $	*Books* $
	Yes	No	Did you pay any tuition for a private school for a dependent or take classes yourself?		
			Student	*Amount paid* $	
			Name and address of school		
	Yes	No	Did you pay for child or dependent care so you could work or go to school? *(add statement if needed)*		
			Name of provider	*EIN or SSN*	
			Address	*Amount paid* $	
	Yes	No	Do you have any children who earned more than $2,200 of investment income?		
	Yes	No	Did you make any contributions to a 529 plan in 2019?		
INVESTMENTS	Yes	No	Did you, or will you, contribute any money to an IRA for 2019?	Traditional IRA	Roth IRA
	Yes	No	Did you roll over any amounts from a retirement account in 2019?		
	Yes	No	Did you sell or transfer any stock or sell rental or investment property?		
	Yes	No	Did you receive any income from an installment sale?		
	Yes	No	Did you have any investments become worthless or were you a victim of investment theft in 2019?		
	Yes	No	Were you granted, or did you exercise, any employee stock options during 2019?		
	Yes	No	Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?		
DEDUCTIONS	Yes	No	Did you pay any interest on a loan for a boat or RV that has living quarters? If yes, provide details.		
	Yes	No	Did you pay sales taxes on a major purchase in 2019, such as a vehicle, boat, or home?		
	Yes	No	Did you make any charitable contributions in 2019?		
BUSINESS	Yes	No	Did you work from a home office or use your car for business?		
	Yes	No	Did you receive income from a sharing/gig economy activity (e.g. Airbnb, Uber, etc.)		
	Yes	No	Do you own a business or an interest in a partnership, corporation, LLC, farming activities, or other venture?		
HOME	Yes	No	Did you purchase or sell a main home during the year? If yes, provide closing statement.		
	Yes	No	If you sold a home, did you claim the First-Time Homebuyer Credit when it was purchased? If yes, provide details.		
	Yes	No	Did you refinance a mortgage or take a home equity loan? (Provide closing statement)		
	Yes	No	Did you use any mortgage loan proceeds for purposes other than to buy, build, or substantially improve your home?		
	Yes	No	Did you make any new energy-efficient improvements to your home? If yes, provide details.		

State information Full-year resident Part-year resident Nonresident

States of residence during 2019 and dates

School district Do you rent or own your home? Rent Own

2020 Paid Preparer Due Diligence Checklist

- Earned Income Credit (EIC)
- American Opportunity Credit (AOC)
- Child Tax Credit (CTC)
- Additional Child Tax Credit (ACTC)
- Credit for Other Dependents (ODC)
- Head of Household (HOH)

	EIC	AOC	CTC/ACTC/ODC	HOH
Can you provide documentation, if required, to substantiate your eligibility for each credit and/or HOH filing status and the amount of each credit being claimed? (See below for examples of documentation.)	Yes No n/a	Yes No n/a	Yes No n/a	Yes No n/a
	EIC	**AOC**	**CTC/ACTC/ODC**	**HOH**
Were any of these credits disallowed or reduced in a prior year?	Yes No n/a	Yes No n/a	Yes No n/a	n/a
	EIC	**AOC**	**CTC/ACTC/ODC**	**HOH**
Is each qualifying person for whom you are claiming the Child Tax Credit, Additional Child Tax Credit, and Credit for Other Dependents a citizen, national, or resident of the United States?	n/a	n/a	Yes No n/a	n/a
Did all children for whom you are claiming the Child Tax Credit and/or Additional Child Tax Credit reside with you for more than half the year?	n/a	n/a	Yes No n/a	n/a
Is there an active Form 8332, *Release/Revocation of Claim to Exemption for Child by Custodial Parent,* or a similar statement in place?	n/a	n/a	Yes No n/a	n/a
Did you release the claim for exemption to another person?	n/a	n/a	Yes No n/a	n/a
	EIC	**AOC**	**CTC/ACTC/ODC**	**HOH**
Have you provided documentation for the American Opportunity Credit, including Form 1098-T and/or receipts for qualified tuition and related expenses?	n/a	Yes No n/a	n/a	n/a
	EIC	**AOC**	**CTC/ACTC/ODC**	**HOH**
Were you unmarried or considered unmarried on the last day of the tax year and provided more than half of the cost of keeping up a home for the year for a qualifying person?	n/a	n/a	n/a	Yes No n/a

Documentation Examples *(list not all-inclusive)*

Residency of a Qualifying Child
- School records or statement.
- Landlord or a property management statement.
- Health care provider statement.
- Medical records.
- Child care provider records.
- Placement agency statement.
- Social service records or statement.
- Place of worship statement.
- Indian tribal official statement.

Disability of Qualifying Child
- Medical doctor's statement.
- Other health care provider's statement.
- Social services agency or program statement.

Schedule C
- Business license.
- Forms 1099.
- Records of gross receipts.
- Summary of income.
- Records of expenses.
- Summary of expenses.
- Bank statements to show income and expenses.

Due Diligence: Additional Questions and Information *(list not all-inclusive)*

- Ask questions, contemporaneously document questions and client responses
- Must not know of any reason to know that the client's information is false.
- Do not ignore the implications of any information provided by the client and make additional inquiries.
- Complete and submit Form 8867 for each credit claimed.
- Compute the credits.

Taxpayer *Spouse (if filing jointly)* *Date*