AFFILIATED TAX PROS, LLC

PROVIDING STRUCTURE FOR CREATIVE PEOPLE

ENGAGEMENT AGREEMENT

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 federal, state and local 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 are furnishing you with an organizer to guide you in gathering the necessary information. To the extent you provide us with a complete organizer, you will minimize your tax preparation fees and maximize your tax benefit; for your benefit please be thorough and complete.

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.

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.

It is possible that your returns could be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time, forms and worksheets required or beneficial to your tax filings at our standard billing rates. New clients will be provided with an estimate of tax preparation fees. Returning clients can expect fees to be similar to the prior year with adjustments for forms and worksheets necessary or beneficial to your tax filings. We require payment for one half the estimate (for new clients) or one half your prior year invoice (for returning clients) at the time you submit your completed organizer and documentation. Your final invoice will be based on the forms and worksheets required or beneficial for your tax filings plus time required for bookkeeping corrections or collection of information not provided with the organizer and may differ from the estimate and the prior year invoice. Please understand there are no implied additional services or warranties beyond what is exclusively listed on your invoice as services provided.

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 along with your completed organizer and documentation.

Client: ____________________ Date: _______________

Spouse: _____________________ Date: __________________

local (503) 891-6659 ● toll-free (888) 329-1764 ● fax (503) 280-1100 ● www.ataxpros.com
820 North River Street Loft 206 ● Portland OR 97227

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2012 INDIVIDUAL TAX PREPARATION CHECKLIST

INSTRUCTIONS:

If this is your first year with Affiliated Tax Pros, please **include a copy of your most recently filed tax return**.

GENERAL:
To ensure our records are up to date and accurate, please provide your address, telephone numbers, and email addresses below:

____
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Name, **date of birth**, SSN, and occupation of each new filer or dependent on the tax return

____
____
____
____

Dependent Children? Provide W-2 and investment income for any dependent child up to the age of 19, or for children who are full-time students ages 19-23.

Are you or your spouse retired on permanent disability? *You*: ○ YES ○ NO *Spouse*: ○ YES ○ NO

Do you want $3 to go to the Presidential Election Campaign fund? *You*: ○ YES ○ NO *Spouse*: ○ YES ○ NO
note: this money comes from the general fund to create resources for qualified presidential candidates.

If you expect a refund and would like it deposited directly into your bank account, provide a voided check or provide: Bank Name____________________ Account number__________________
Routing number__________________ ○ Savings ○ Checking

INCOME: Include tax documents received:	**YES**	**NO**
W-2's	☐	☐
Interest Income – Provide 1099's	☐	☐
Dividends	☐	☐
Stock Sales	☐	☐
State or City Refunds	☐	☐
Retirement Distributions	☐	☐
Unemployment – Provide 1099's	☐	☐
Other Income – Provide forms	☐	☐
Foreign Bank Accounts – Do you have one or have signature authority?	☐	☐
Foreign Bank Accounts – Did the value exceed $10,000?	☐	☐

Business owners – Complete Business Checklist or provide K-1 (if ATP does not prepare your business tax return)

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CREDITS AND DEDUCTIONS FOR ALL FILERS:

Dependent care expenses incurred to care for your child under 13 (or dependents who are incapable of caring for themselves) while you were working, searching for work or schooling. *Include documentation from care facility or individual and their tax identification number(s)*			$
Educator expenses (Kindergarten through grade 12 teachers may deduct certain expenses paid out of pocket)			$
Contributions to **Health Savings Account**			$
Contributions to: ◯ **IRAs and**	◯ **ROTH IRAs**	◯ **SEP IRA**	
Date of Contribution:			(Provide Documentation)
Amount of Contribution:			
Adoption expenses			$
Student Loan interest paid (include forms 1098-E)			$
Tuition and Fees Deduction or Credit (include forms 1098-T)			☐
Moving Expenses			$
Oregon political contribution credit (MFJ $100, S/HH $50 maximum)			$

DEDUCTIONS FOR FILERS WHO ITEMIZE:

Medical expenses paid out of your pocket and not reimbursed by insurance or your employer: for a list of all deductible expenses please contact our office.	$
Real Estate Taxes (property tax – include local property tax documentation)	Yes ◯ No ◯
Personal Property Taxes (auto, boat registration)	$
Home Mortgage Interest and Points (include forms 1098) Did you refinance or take out a line-of-credit, if yes; was it to improve your home? Provide documents.	Yes ◯ No ◯
If you sold or **purchased a home** in 2012 please provide all settlement documents.	
Expenses to conserve, manage and maintain investment property (include documentation)	$
Legal and professional fees, including investment advisory fees	$
Safe deposit box rental	$
Trustee's fees for your IRA	$
Gifts to Charity (list on a separate page, each charitable organization, its address, the amount donated and the date of the donation or if property was donated include a brief description, date of donation and the value of each item donated)	
Casualty or Theft Losses (provide a brief explanation or documentation for amounts not reimbursed by insurance companies)	
Employee Expenses not paid or reimbursed by employer: Fill out Checklist for Unreimbursed Employee Expenses	
Tax Preparation Fees (if Affiliated Tax Pros, LLC prepared your returns, we have this information)	$

Gambling Losses up to the amount of winnings (provide documentation showing winnings and losses)	$
Expenses from searching for a new job in your same occupation or profession (specify and list on a separate sheet)	$
Medical Exams required by your employer but not paid by your employer or insurance	$
Union Dues and expenses (specify expenses)	$
Work Clothes and Uniforms if required by employer and not suitable for everyday use (list each item and the cost)	$

PAYMENTS:
Estimated tax payments:
Federal: 1st Quarter_______ 2nd Quarter_________ 3rd Quarter__________ 4th Quarter__________
State: 1st Quarter_______ 2nd Quarter_________ 3rd Quarter__________ 4th Quarter__________

Credit Elect (refunds from prior years that you have elected to apply to the current year's taxes) __________

Notes:

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Thank you and please feel free to contact us with any questions you may have!

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QUESTIONS:

	Yes	No
Personal Information		
Did your marital status change during the year?	☐	☐
If yes, explain:_________________________________		
Did your address change from last year?	☐	☐
Dependent Information		
Were there any changes in dependents from the prior year?	☐	☐
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 $1,900?	☐	☐
Do you have dependents who must file a tax return?	☐	☐
Did you provide over half the support for any other person(s) during the year?	☐	☐
Did you pay for child care while you worked or looked for work?	☐	☐
Did you pay any expenses related to the adoption of a child during the year?	☐	☐
Purchases, Sales, and Debt Information		
Did you start a new business or purchase rental property during the year?	☐	☐
Did you acquire a new or additional interest in a partnership or S corporation?	☐	☐
Did you sell, exchange, or purchase any real estate during the year?	☐	☐
Did you purchase or sell a principal residence during the year?	☐	☐
Did you foreclose or abandon a principal residence or real property during the year?	☐	☐
Did you acquire or dispose of any stock during the year?	☐	☐
Did you take out a home equity loan this year?	☐	☐
Did you refinance a principal residence or second home this year?	☐	☐
Did you sell an existing business, rental, or other property this year?	☐	☐
Did you incur any non-business bad debts this year?	☐	☐
Did you have any debts cancelled or forgiven this year?	☐	☐
Did you pay any student loan interest this year?	☐	☐
Income Information		
Did you have any foreign income or pay any foreign taxes during the year?	☐	☐
Did you receive any income from property sold prior to this year?	☐	☐
Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	☐	☐
Did you make any withdrawals from or contributions to an IRA, Keogh, SIMPLE, SEP, or other qualified retirement plan?	☐	☐
Did you make any withdrawals from an education savings or 529 Plan account?	☐	☐
Did you receive any distributions from a Health savings account (HSA) Archer MSA, or Medicare Advantage MSA this year?	☐	☐
Itemized Deduction Information		
Did you incur a casualty or theft loss during the year?	☐	☐
Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C.	☐	☐
Did you have any expenses related to seeking a new job during the year?	☐	☐
Did you make any major purchases during the year (cars, boats, etc.)?	☐	☐
Miscellaneous Information		
Did you make gifts of more than $13,000 to any individual?	☐	☐
Did you have any educational expenses during the year?	☐	☐
Did you make energy efficient improvements to your main home this year?	☐	☐