

Office Use Only \$ _____
 Intake Date: ___/___/2024 By: _____
 Scanned Date : ___/___/2024 By: _____
 Scanned file checked
 Preparer: _____
 Review Date: ___/___/2024 By: _____
 Print Date : ___/___/2024
 Collated By: _____
 ___ Spring Hill ___ Brooksville

Office Use Only _____



AMERICAN EXECUTIVE
 TAX & FINANCIAL SERVICES

2023 EXISTING CLIENT INTAKE FORM

PLEASE WRITE LEGIBLY MARK ALL BOXES

ARE YOU ALREADY A FINANCIAL CLIENT of AETFS? Yes No
 WOULD YOU LIKE A COMPLIMENTARY APPOINTMENT FOR FINANCIAL PLANNING? Yes No

1. Taxpayer Name _____ (First Middle Initial Last)
 Last 4 digits SS#****-**-_____ Occupation _____ DOB _____

2. Joint Taxpayer _____ (First Middle Initial Last)
 Last 4 digits SS#****-**-_____ Occupation _____ DOB _____

Phone _____ Cell _____

Email _____

Filing Status: Single Married Joint Married Separately Head of Household w/dep Child Legally Blind/Disabled

Have your dependents changed from last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, list changes on back	
Qualified childcare expenses? (If yes provide Name, address, and tax ID for facility)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your address changed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, list new address	
ESTIMATED TAX PAYMENTS MADE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If yes provide following.)	
QRTR1 Date Paid { _____ } Amount Paid { _____ }	
QRTR2 Date Paid { _____ } Amount Paid { _____ }	
QRTR3 Date Paid { _____ } Amount Paid { _____ }	
QRTR4 Date Paid { _____ } Amount Paid { _____ }	
Other payments applied from previous refund (if any)? AMOUNT \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was anyone named on this tax return covered by Healthcare Marketplace insurance for 2023 Full or Partial? (IF YES-MUST PROVIDE 1095-A)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you file state Return?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes Which State(s) _____	
At any time during the tax year did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want your refund direct deposited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Refund, is Direct Deposit information the same as last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF CHANGED NEW voided check provided?	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want Direct Debit from checking account if you owe?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want estimated payments Direct Debited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you sell any property? Additional information required if YES	<input type="checkbox"/> Yes <input type="checkbox"/> No

Taxpayer -has your Driver's License been renewed since last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, we need a copy.	
Joint Taxpayer -has your Driver's License been renewed since last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, we need a copy.	
Are you Self-Employed (If yes additional form required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES-CIRCLE ONE: Sole Proprietor LLC S-Corp C-Corp	
Are you a bookkeeping client currently, or in need of bookkeeping services this year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DO YOU HAVE RENTAL PROPERTIES? (If yes, additional form required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
I Understand If additional information is presented after return is printed, there is a \$5 reprint fee	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you make "qualified charitable donations" from your IRA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like receive our newsletter (packed full of tax & financial information) by email? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Should you need additional tax preparer assistance in correcting an issue caused by incorrect information provided during your session, AETFS will require an additional \$50 payment (for the first hour) followed by \$50/hour thereafter.

LETTER OF ENGAGEMENT (Previously signed)

OUR RESPONSIBILITIES

- Our work (whether consultation, tax return, tax plan or related product) is based on data you provide.
- We are not responsible to audit or verify the data that you give to us.
- We may ask for clarification of your data or additional information.
- We are not responsible to discover fraud or other irregularities, should any exist.
- We will use our professional judgment in resolving questions where the law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions.
- We will resolve such questions in your favor wherever possible unless otherwise instructed by you.

YOUR RESPONSIBILITIES

- To provide all of the information required for a complete and accurate finished product.
- **To confirm the routing number and account number for direct deposit.**
- To provide this information in a timely manner.
- To render the accounting/bookkeeping necessary to complete your work.
- To retain, with the completed work, all the documents, cancelled checks and other data that form the basis of income and deductions since you may later have to provide them to a taxing authority.
- To carefully review all work completed by our office before you sign. **You have the final responsibility for anything submitted to a taxing authority.**

PENALTIES, EXAMINATIONS AND NOTICES

The IRS and state taxing authorities impose penalties for certain offenses, including understatement of income, filing after the deadline, underpaying estimated taxes, or under withholding taxes (If you would like more information, please contact us.) They can also select any return for examination. We are happy to assist you before the IRS or state taxing authority, if you so desire, however, these additional services are not included in the fee for preparing your return.

ARBITRATION

If a dispute arises out of or relates to this contract or engagement letter, or the obligations of the parties therein, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its commercial Mediation Rules before resorting to arbitration, litigation, or some other dispute resolution procedure.

AGREEMENT

The foregoing is in accordance with my (our) understanding of your engagement to provide tax and financial services and you are hereby advised that each item of revenue or expense can be substantiated by receipts, cancelled checks, or other documents. This information is true, correct, and complete to the best of my (our) knowledge. Further, it is my (our) understanding that these terms will continue to be in force for the succeeding years of our engagement. You are giving your permission to be added to our email list.

By signing the 8879, when presented, after preparation, I am acknowledging I have reviewed my return and approve it for filing.

ADDITIONAL NOTES: _____

Signature: _____ **Date:** _____

 (Printed Name of Individual or Organization)

Signature: _____ **Date:** _____

 (Printed Name of Individual or Organization)

Please provide all W-2s, 1099s, information on installment sale, seller financed mortgage interest, other wages, profit or loss from business (with all gross receipts and expenses clearly listed), rental income, retirement plan distributions from pensions, annuities, rollovers, IRA, SEP, Keogh, provide all 1099s & any alimony received or any other income.

Securities offered through J.W. Cole Financial, Inc. (JWC) Member FINRA/SIPC. Advisory Services offered through J.W. Cole Advisors (JWCA). American Executive Tax & Financial Services and JWC/JWCA are not affiliated entities. Neither JWC/JWCA nor its representatives provide legal, tax preparation or accounting advice. Persons who provide such advice do so in a capacity other than as a representative of JWC/JWCA.