

Berg Accounting Services, LLC

2022 Intake & Interview Sheet

Section A. You should complete Pages 1- 2 (Front and Back)

Thank you for allowing us to prepare your tax return. **You are responsible for the information on your return so please provide complete and accurate information to the income tax preparer.** If you have any questions please ask your preparer.

You will need your: • 2021 Tax Return.

- Tax information such as Forms W-2, 1099, 1098 & 1095
- Social security cards or ITIN letters for you and all persons on your tax return.
- Proof of Identity (such as a valid drivers license or other government issued picture ID). Birth Certificates for Children.

Part I. Your Personal Information

1. Your First Name	M.I.	Last Name	Social Security Number	Today's Date: _____	Are you a U.S. Citizen?	Yes/No
2. Spouse's First Name	M.I.	Last Name	Social Security Number		Is spouse a U.S. Citizen?	Yes/No
3. Mailing Address	Apt:	City	State	Zip Code		
4. Contact Information	Phone: _____	Cell Phone: _____	Email: _____			
5. Your Date of Birth	6. Your Job Title	Are you:	7. Legally Blind	Yes/No		
			8. Totally and Permanently Disabled	Yes/No		
9. Spouse's Date of Birth	10. Spouse's Job Title	Is Spouse:	11. Legally Blind	Yes/No		
			12. Totally and Perm:	Yes/No		
13. Can anyone claim you or your spouse on their tax return?	Yes/No					

Part II. Marital Status and Household Information

1. As of December 31, 2022 were you?

<input type="checkbox"/>	Single
<input type="checkbox"/>	Married: Did you live with your spouse during any part of the last six months of 2022?
<input type="checkbox"/>	Divorced or Legally Separated: Date of final decree or separate maintenance agreement: _____
<input type="checkbox"/>	Widowed: Year of spouse's death: _____

2. List names below of everyone who lived in your home (other than you or spouse). Also list anyone who lived outside of your home that you supported during the year.

Name (first, last) Do not enter your name or spouse's name below.	Date of Birth (mm/dd/yy)	Social Security Number	Relationship to you (Daughter, son, mother, sister, none)	US Citizen or Resident of US, Canada or Mexico (yes/no)	Number of months lived in your home	Fulltime student in 2022 (yes/no)	less than \$13,900 income in 2022 (yes/no)

Section A. Please Complete - check Yes, No or Unsure to all questions below. Please ask if you need help.

Part III. Income – Did you (or your spouse) receive:

Please input Yes/No/Unsure

	1. Wages or Salary? (Form W-2)
	2. Do you have Self Employment, a side job or gig work? 1099-NEC or 1099- MISC?
	3. Scholarships? (Forms W-2, 1098-T)
	4. Interest/Dividends from:checking/savings accounts, bonds, CDs, brokerage? (Forms 1099-INT, 1099-DIV)
	5. Refund of state/local income taxes? (Form 1099-G)
	6. Alimony Income? If yes, When was the divorce? _____
	7. Did you receive the Front Line workers Pay? No document, maybe an email from MN DOR.
	8. Cash/Check/Digital Assets or other property or services for any work performed not reported on Forms W2 or 1099?
	9. Income(or loss) from the sale of Stocks, Bonds or Real Estate?(including your home)(Forms 1099-S, 1099-B)
	10. Disability Income? (such as payments from insurance or workers compensation)(Forms 1099-R, W-2)
	11. Distributions from Pensions, Annuities, and/or IRA? (Form 1099-R)
	12. Unemployment Compensation? (Form 1099-G)
	13. Social Security or Railroad Retirement Benefits? (Forms SSA-1099, RRB-1099)
	14. Income (or loss) from Rental Property?
	15. Other Income: (gambling, lottery, prizes, awards, jury duty,K-1, etc.) Specify: _____ (Forms W-2G, 1099-MISC)
	16. Cash/Check/virtual currency payments on W-2 or 1099's _____
	17. Did you receive a form 1099-K from Venmo, Zelle, Paypal, CashApp, other?
	17a. If you received a 1099-K is the income Personal?
	17b. If you received a 1099-K is the income from Self Employment?

Part IV. Expenses - Did you (or your spouse) pay:

Please input Yes/No/Unsure

Table with 11 rows of expense categories and input fields. Categories include Alimony, retirement contributions, educational expenses, medical expenses, mortgage interest, real estate taxes, car tabs, charitable contributions, child/dependent care, school supplies, and teacher/educator status.

Part V. Life Events - Did you (or your spouse):

Please input Yes/No/Unsure

Table with 10 rows of life events and input fields. Events include Health Savings Account, debt cancellation, foreclosure, EIC disallowance, First Time Homebuyers Credit, student loan interest, tax payments, full-time student status, adoption, and 2021 federal tax return filing.

Additional Information and Questions related to the preparation of your return

Are you or a member of your household considered disabled?

If you bought ins through the Market:

Must Provide 1095-A if you have one

Did everyone listed on your Tax Return have Health Care Coverage all of 2022?

Did you receive : 1095-A 1095-B or 1095-C

Section B. Preparer Completes

Notes:

Today's Date: _____

Form 8879 Sent home with _____ to get spouses Signature. Return will be e-filed upon return receipt of Form 8879.

Date Received: _____

Paper return(s) were sent home with _____ to get signatures and mail in. Date : _____

Berg Accounting Services, LLC
2022 Engagement Letter

2023 Tax Preparation Engagement Letter

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 provide for you.

Fees are due upon services rendered. Fees for our services will be at our standard rate plus a rate of \$65 an hour for returns taking additional time to prepare. Payment for service is due when rendered. We reserve the right to stop work on any account that is past due. Occasionally we are required to provide additional services such as research, or preparation of additional schedules in conjunction with the tax preparation. If additional time is required, we will charge for these services at our standard hourly rates of \$65 per hour. All unpaid invoices over 30 days will accrue interest at 24%, monthly.

The **deadline for individual and self-employment** tax returns is **April 15, 2023**. We must receive all information by **March 31, 2023** to prepare your personal and self-employed returns to ensure that your return will be completed by April 15, 2023. If we have not received all of your information by March 31st, 2023, you may request that we file an extension with the IRS on your behalf and complete the returns after the deadline. **Please note:** You may be subject to late filing or late payment penalties, of which we assume no liability. Any taxes due must be paid by the April 15, 2023 deadline even if an extension is filed. You may set up a payment plan with the IRS or the Dept of Revenue in many cases.

We will prepare your Federal and requested State income tax returns from information that you have furnished to us. **We will not audit or otherwise verify the data you submit.** Upon request, we will furnish you with an intake form and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked.

Your returns may be selected for review by the taxing authorities. **Representation services by our office are not covered under this engagement.**

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns, including but not limited to the auto, travel, and related expenses and the required documents to support charitable contributions. You should retain all the documents, canceled checks/receipts and other data that form the basis of income and deductions for at least seven years. If you have any questions as to the type of records required, please ask us for advice in that regard. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties and interest. *Original* receipts are required for an audit.

We will use our judgment to resolve questions in your favor where a tax law is unclear if there is a reasonable justification for doing so. Whenever we are aware that a potentially 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.

We are required to keep all information about our engagement confidential, so we will not disclose any information about you unless we have your approval or are required by law. This applies even if you are no longer an active client.

Additional accounting and some resolution services are available. These services require a New Engagement. Fees are \$65/hr, 1 hour min. Examples: Resolving Letters from the taxing authorities. Tax Planning.

Berg Accounting Services, LLC

2022 Engagement Letter page 2

If the foregoing fairly sets forth your understanding, please sign a copy of this letter in the space indicated and return it to your tax preparer. We are pleased to discuss this letter with you at any time and we appreciate this opportunity to work with you.

Sincerely,

Joy Berg

Berg Accounting Services, LLC

Print Name: _____

Spouses Name: _____

Answer for the household:

Did you move in 2022? Yes ___ No ___

Did you buy Health Ins through the MarketPlace? Yes ___ No ___ - If yes, must have 1095-A

Did you Use Virtual Currency in 2022? Yes ___ No ___

Did you receive the Frontline workers Pay? Yes ___ No ___ If yes, how much? _____

If you get a refund, would you like direct deposit of the refund? Yes ___ No ___

If you owe a tax liability, would you like Auto Debit? Yes ___ No ___

Bank Account Routing #: _____ Bank Account #: _____

I have provided Berg Accounting Services, LLC with true and accurate documentation that should be included in my 2022 tax returns. Berg Accounting Service, LLC is not responsible in the case that I have not provided to them any pertinent documentation for the filing of my 2022 income tax returns. I agree Berg Accounting Service, LLC has completed my Tax Returns accurately and correctly. I have signed and agree with all the statements included in this and the full Annual Engagement letter. Signing here, you are stating that you answered the questions on this Engagement letter truthfully and received and agree fully with the (long) Annual Engagement letter and tax filings.

Taxpayer Signature: _____ Date: _____

Email Address: _____

Spouse Signature: _____ Date: _____

Additional Years: (Circle) 2019, 2020, 2021. Additional State returns: Self-Employment: Yes/No

Payment can be made via: Cash/Check/Credit Card/Zelle/Venmo

Zelle(763-232-0487)/**Venmo (@Joy-PadillaBerg)**

Office Use:	Cash/ACH	Efile Date/Paper File/ Mail to client to send in date:	County or Rent
Time to Prep:	Credit QBO/SQR		
Amount Paid	Venmo/ Zelle/ Check #		
\$			

	Auto Debit	Direct Dep
Federal	\$ Owed	\$ Refund
MN	\$ Owed	\$ Refund
TP Initial		

Pick Up Service: Pick Up Date: ___/___/23 Time: __:___ Drop Off Date: ___/___/23 ID: _____

Drop Off Service: Drop off Date: ___/___/23 Time: _____ Pick up Date: _____ ID: _____

Thank you for choosing Berg Accounting Service, LLC