

Tax Organizer for Individuals



**5331 Mt View Rd #114
Antioch, TN 37013
866-798-9428 Ext. 703**

You may upload the documents via our client portal.
You may access the portal via our website, <https://FutureForceTaxService.smartvault.com>

**If you have any questions,
please do not hesitate to call us at
866-798-9428 Ext. 703**



Phone: 866-798-9428
Fax: 866-798-9428

5331 Mt View Rd #114
Antioch, TN 37013

Tax Preparation Engagement Letter

Name: _____

Last 4 of Social Security Number: _____

Thank you for choosing Future Force Tax Service to assist you with your taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

Our engagement is limited to performing the following services: Individual/Business/Estate/Partnerships/Trust for Tax Year _____

This engagement pertains only to the year listed above, and our responsibilities do not include preparation of any other tax return years that may be due to any taxing authority. We are responsible for preparing only the returns referenced above. If you have taxable activity in a state or local municipality other than that referenced, you are responsible for providing our firm with all the information necessary to prepare any additional applicable state and local income tax returns as well as informing us of the applicable states and local municipalities. If you have income tax filing requirements in a given state or local municipality but do not file that return, there could be possible adverse ramifications such as an unlimited statute of limitations, penalties, etc. This engagement letter does not cover the preparation of any financial statements sales and use tax, or gift tax returns, which, if we are to provide, will be covered under a separate engagement letter.

We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. We have a tax organizer available to help you collect the data required for your return. The Organizer will help you avoid overlooking vital information. By using it, you will contribute to efficient preparation of your returns and help minimize the cost of our services.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties, and interest.

The Internal Revenue Service imposes penalties on taxpayers, and on us as return preparers, for failure to observe due care in reporting for income tax returns. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare tax returns to confirm the following arrangements.

Federal, state, and local taxing authorities impose various penalties and interest charges for non-compliance with tax law, including for example, failure to file or late filing of tax returns and underpayment of taxes. You as the taxpayer remain responsible for the payment of all taxes, penalties and interest charges imposed by taxing authorities. If we determine, at our sole discretion, that we may be subject to a preparer penalty due to a tax position on your return, you agree to either adequately disclose that position on your return or change the position to one that we confirm would not subject us to penalty. If you choose not to change your position or adequately disclose the tax position so as to eliminate, at our sole discretion, our exposure to the preparer penalty, we, at our sole discretion and at any time, may withdraw from the engagement without completing or

delivering tax returns to you. Such withdrawal will complete our engagement and you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses incurred through the date of our withdrawal.

Federal, State, and local taxing authorities also impose various penalties and interest charges for noncompliance with tax law, including for example, failure to file or late filing of tax returns and underpayment of taxes. You as the taxpayer remain responsible for the payment of all taxes, penalties and interest charges imposed by taxing authorities.

The Affordable Care Act (ACA) has added various new health insurance mandates, penalties and credits. You acknowledge And Future Force Tax Service agrees, that we will rely solely on information provided by you for the purposes of preparing your tax returns listed above and have provided no advice regarding your eligibility for any credits, estimates of any payments or estimates of any penalties under the ACA.

Confidentiality. All information you provide to us in connection with this engagement will be maintained by us on a strictly confidential basis. In the event we receive a subpoena or summons requesting that we produce documents from this engagement or testify about the engagement we will notify you prior to responding to it if we are legally permitted to do so. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate to protect information from discovery. If you take no action with the time permitted for us to respond or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request. Time incurred in connection with subpoenas, and/or other related legal matters involving you, and or your account(s), will be billed at our normal hourly billing rates.

Internet Communication. In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the internet. This often involves sending data, documents and other information, including sensitive tax and financial information. Such communications may include information that is confidential to you. Our firm employs measures in the use of facsimile machines and computer technology designed to maintain data security. While we will use reasonable efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent and consent to our use of these electronic devices during this engagement. You should ensure that your email server and the information stored on your system is secure. We are not responsible for any transmission problems or for the failure of you or any authorized recipient of the information to receive files. You are solely responsible for (i) notifying the firm of the failure to receive files containing your information so that we may provide a copy in an alternate form; (ii) securing your email server and restricting access to your email in order to maintain confidentiality of the information transmitted; (iii) storing the electronic files containing the information; and (iv) acquiring and maintaining the software needed to open and access the files containing the information.

Our fee for services will be based upon the complexity of the return(s) and the extent of the tax forms required for us to properly file your tax return(s). If a federal, state, or qualified dependent return is requested, but actual preparation determines that there is no filing requirement, we will waive our fee for the no filing determination. We do reserve the right to charge based on our standard charges if there is extensive research required to make the "no filing" determination. Invoices are due and payable upon presentation. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days. Currently our fee ranges are as follows:

Federal and State Individual Income Tax Returns - \$95 - \$700

Federal and State Business/Organization Tax Return (1120,1120S, 1065,990,1040) – starts at \$350

You agree that our firm's liability for any and all claims, damages, losses and costs of any nature arising from this engagement is limited to the total amount of fees paid by you to our firm for the services rendered under this agreement.

We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.

Our engagement to prepare your tax returns will conclude with the delivery of the completed returns to you (if paper-filing), or your signature and our subsequent submittal of your tax return (if e-filing). If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign where indicated and submit to our office. Your tax return(s) cannot be prepared until this engagement letter is signed and we receive it in our office.

We appreciate your confidence in us. Please call (866)798-9428 Ext 703 if you have questions.

Sincerely,

Sonya Shelton

Sonya Shelton
Future Force Tax Service
Division of FUTURE FORCE ENTERPRISES, INC

Accepted By (Both spouses must sign for preparation of joint returns):

Taxpayer's Signature

Spouse's Signature

Date

Print this form out, take some time to fill it out, and bring it with you when you come to the office or email to taxinfo@futureforceenterprises.com or you also may fax to 1-866-798-9428. This will save you time and money and help us help you more effectively. Fill in the appropriate Tax year.

Tax Return Questionnaire - _____ Tax Year

Name and Address:	Occupation	
Taxpayer:		
Address:		
Spouse:		
Address:		
Phone Numbers	Home:	Work:
Email Address:		

Do you wish \$3 to go to the Presidential Election Campaign? (Tax amount not affected) Yes No

Filing Status: Single Married Head of Household Qualifying Widow

Birth Date: Month, Day, Year **Yourself:** ___/___/___ **Spouse:** ___/___/___

VIRTUAL CURRENCY:

At any time during 20___, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? Yes No

ECONOMIC IMPACT PAYMENTS:

EIP : _____

Enter the amount from IRS Notice 1444 for the third Economic Impact Payment

HEALTH INSURANCE COVERAGE:

Starting with the 20__ plan year, the Federal Shared Responsibility Payment no longer applies.

Some states, however, have their own individual health insurance mandate, requiring you to have qualifying health coverage or pay a fee with your state taxes. Please read the following statements carefully. More than one might apply to your "tax family."

1. If you had health care coverage with a government Marketplace (Exchange) during 20__. Please provide Form 1095-A, issued by the Marketplace. In some family situations you may have more than one 1095-A.
2. If you are claiming someone on your return who was included on another taxpayer's policy with a Marketplace. If so, then you will also need a copy of that taxpayer's 1095-A.
3. If a dependent filed a return for 20__. Provide a copy of the return.
4. If you had compliant health insurance through an employer plan, private policy or with a government plan and provide Form 1095-B, 1095-C or other proof of insurance document.
5. If you were issued a hardship exemption by the Marketplace (Exchange). Provide all applicable exemption certificate numbers issued for each member of your family.
6. Complete the information below if you or any individual included in your "tax family" did NOT have insurance coverage for any month of 20__.

Please indicate any months that a member of your "tax family" was **NOT** insured.

Name: _____
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Name: _____
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Name: _____
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Name: _____
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

3. If you received any interest from a "Seller Financed" mortgage:

Name and Address of Payor	Amount

4. Dividend Income (Attach 1099's)

Name of Payor	Amount	Name of Payer	Amount

5. Capital Gains and Losses:

Investment	Date Acquired	Cost or Other Basis	Date Sold	Net Sale Proceeds

6. Other Gains and Losses: *(Include details of dispositions of any business/rental/farm assets)*

Investment	Date Acquired	Cost/Other Basis	Date Sold	Sale Proceeds

7. Pensions, IRA Distributions, Annuities, and Rollovers

Total Received ... _____
 Taxable Amount (Attach all 1099's or other related papers)..... _____

8. Rents/Royalties, Partnerships, S Corporations, Estates, Trusts _____

*(Attach K-1's for all Partnerships/S Corporations/Fiduciaries)
 (Attach separate schedule(s) showing receipts & expenses for each rental property)*

9. Unemployment Compensation Received ... _____

10. Social Security Benefits Received (Attach annual statement)... _____

11. State/Local Tax Refund(s)... _____

12. Other Income:

Description	Amount

CREDITS:

Child and Dependent Care:

(1) Number of Qualifying Individuals..... _____

(2) Name, address and identification number of each provider:

Name	Address:	Amount Paid

If payments were made to an individual, were the services performed in your home? Yes No

If "Yes," have payroll reports been filed? Yes No

Expenses incurred in connection with adoption.

"Special Needs" child Yes No

Tuition & Fees paid for higher education *(American Opportunity & Lifetime Learning Credits)...* _____

Foreign Tax Credits....._____

Attach detail of type foreign tax, country, and whether "withheld" or paid direct.

2021 Estimated Tax Payments

Federal	Amount	State	Amount

Other Payments: (Enter Advanced Child Credit Payment Here)

Date	Amount	Date	Amount

Other payments or credits - Attach schedule and explain... _____

ITEMIZED DEDUCTIONS:

Medical and Dental	Amount
1. Out of pocket costs for prescription medicines, drugs, insulin, doctors, dentists, nurses, and medical and dental insurance premiums (including Medicare B) paid in 20__ (reduce any insurance reimbursements)	
2. Transportation and lodging incurred to obtain medical care	
3. Other - hearing aids, eyeglasses, medical devices, etc.	

Taxes Paid in _____

Amount

1. State and local income taxes not listed elsewhere	
2. Real estate taxes not listed elsewhere	
3. Personal property taxes (includes owners' tax on auto registration)	

Interest Paid in _____

Amount

1. Home mortgage interest paid to financial institutions	
2. Home mortgage interest paid to individuals	
Name:	
Address:	
3. Points paid on [] purchase [] refinance (include details)	
4. Investment Interest	
5. Student Loan Interest	

Automobile Use in 2021

To deduct mileage for auto expenses on a tax return, a log must be kept which details mileage driven for business purposes. This log, or something which keeps track of mileage, would be needed to justify the write off for the expense in the event of an audit.

Car #1

Make	
Model	
Year	
<i>If the vehicle is being used by the owner, please provide the following information</i>	
Date of Purchase	
Purchase Price	

For Period of Jan. 1, 20__ to Dec. 31, 20__

Amount

Business Mileage	
Moving Mileage – only members of the Armed Forces on active duty who moved because of a permanent change of station	
Charitable Mileage	
Total Mileage	

Car #2

Make	
Model	
Year	
<i>If the vehicle is being used by the owner, please provide the following information</i>	
Date of Purchase	
Purchase Price	

*Commuting mileage must not be added to business mileage.

For Period of Jan. 1, 20__ to Dec. 31, 20__ **Amount**

Business Mileage	
Moving Mileage – only members of the Armed Forces on active duty who moved because of a permanent change of station	
Charitable Mileage	
Total Mileage	

Contributions: *(Written documentation is required for all gifts of \$250 or more)* **Amount**

1. Cash - Less than \$3,000 paid to any one organization	
2. Cash - \$3,000 or more to any one organization -- show name of organization	
3. Other than cash - Attach details	

Casualty and Theft Losses - Attach Details....._____

Miscellaneous Deductions: Eliminated for tax years 2018 through 2025 due to tax reform.

Employee business expenses - attach details	Amount
Reimbursed	0
Not Reimbursed	0
Job hunting expenses (list)	0
Other Expenses	0
Tax Preparation	0
Union Dues	0
Business Publications	0
Professional Dues/Fees	0

Safety Deposit Box Rental	0
Small Tools used in your trade or business	0
Business telephone	0
Uniforms & Cleaning	0
IRA Custodial fees	0
Investment Expenses	0
Education Expenses (attach details)	0
Business Entertainment	0
Other Miscellaneous deductions	0

Adjustments to Income:

	Maximize?	Amount
1. Your IRA deduction	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Spouse's IRA deduction	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Keogh SEP deduction	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Penalty for early withdrawal of savings.		
5. Alimony paid - List name		
6. Self-employed health insurance premiums		

Did anyone in your family receive a scholarship of any kind during 20__ ?

If yes, please supply details. Yes No *(This includes athletic scholarships)*

If you have added or disposed of any fixed assets used in trade or business or rental or farm activities, please provide the following:

Addition: Description, Date acquired, cost (& trade-in, if any)

Dispositions: Description, Date of disposition, amount realized

***Note:** If we did not prepare your return previously, please provide the date acquired, cost, depreciation method used, and accumulated depreciation.*

If we have not previously prepared your return - please provide a copy of your previous year tax returns.

Did you settle any notices or settle any tax examinations concerning your prior tax years' returns? Yes No

(If yes, please provide copy of notices, settlement reports, etc.)

Did you receive any payments from a pension or profit-sharing plan?

Yes No (If yes, provide pertinent information or statements from the plan.)

Did you sell your primary residence during 20__? Yes No

If "Yes," provide a copy of the closing statements of the sale and a copy of the closing statement at the time of your purchase, details of any capital improvements you made during the time you owned the property, and any expenses of sale incurred by you. If you have purchased a replacement property indicate cost and date acquired. If you have previously sold a residence, provide a copy of form 2119 from your tax return for the year of sale.

Did you change your state residency during 20__? Yes No

If "Yes" **AND** you were a member of the Armed Forces on active duty who moved because of a permanent change of station, please provide the following:

Previous address:	
Date of move:	
Distance:	miles
Costs of move:	
(describe)	

If you would like your tax refund (if any) deposited directly into your bank:

Account Type:	Your Account Number:	Bank Routing Number:
Checking [] Savings []		

For the year 20__ : (Provide details for any "Yes" response)

Did your principal residence (and second residence, if any) loan(s) exceed the fair market value of the residence?.....Yes No

Do you have a balance borrowed against a home (equity line of credit) in excess of \$100,000, or total mortgage indebtedness in excess of \$750,000?... Yes No

Did you exercise any stock options?... Yes No

Did you purchase, sell, or own any bonds you paid more or less than the face amount? Yes No

Did you sustain any non-business bad debts?... Yes No

Did you or your spouse make any gifts in excess of \$15,000 to any one donee?..... Yes No

Were you the recipient of, or did you make a "below-market" or "interest-free" loan? Yes No

Do you have a child under the age of 18 as of December 31, 2021 who has earned an income (interest, dividends, etc.) of more than \$1,100?..... Yes No

Did you lease a car which you used for business purposes?..... Yes No

If "Yes", provide (1) fair market value or capitalized cost of the car on the 1st day of the lease or rental agreement, (2) term of the lease, (3) number of payments made, (4) number of days the car was leased in 2020, (5) percentage of business use, (6) business or work the car was used in, (7) amount of expenses reported by you to your employer on Form W2.

Rental & Royalty Income and Expense

Property Type: Residential Commercial

Location:

--

If Vacation Home:

<i>Number of days rented</i>	
<i>Number of days used personally</i>	

Property is owned by: Taxpayer Spouse Joint

Percentage ownership of not 100%: _____%

(Please indicate if income and expenses below are listed at 100% or your percentage.)

Did you live in part of the rental property?.....Yes No

If yes, what percentage did you occupy as a tenant? _____%

Check if rented to a related party. Explain relation _____

Business Income & Expenses (Sole Proprietorship)

Principle business or profession: _____

Business name: _____

Employer ID number _____

Business address: _____

City _____ State _____ Zip Code _____

Business is owned by: Taxpayer Spouse

Accounting Method: Cash Accrual

Inventory method: Cost Lower cost or market Other N/A

Did you materially participate in the business? Yes No

Check if this is the first year of the business.

	Amount		Amount
Income		Cost of Goods Sold	
1. Gross receipts or sales		1. Beginning of year inventory	
2. Returns and allowances.		2. Purchases	
3. Other income.		3. Cost of items used personally	
		4. Cost of labor	
		5. Materials and supplies	
		6. Other costs	
		7. End of year inventory	

Expenses	Amount	Expenses	Amount
1. Advertising		21. Other taxes	
2. Bad debts (N/A cash benefits)		22. Licenses	
3. Commissions and fees		23. Travel	
4. Employee benefits		24. Meals and entertainment	
5. Health insurance		25. Utilities	
6. Other insurance		26. Wages	
7. Mortgage interest		27. Management fees	
8. Other interest		28. Consulting expenses	
9. Legal and accounting fees		29. Payroll service	
10. Allocation of tax preparation fees		30. Employee vehicle expense	
11. Office expense		31. Employee mileage	

12. Pension and profit-sharing plans		32. Client gifts (limited to \$25 each)	
13. Rent, vehicles		33. Education and seminars	
14. Rent, equipment		34. Other: (Description)	
15. Rent, building		35.	
16. Repairs & maintenance, building		36.	
17. Repairs & maintenance, equipment		37.	
18. Repairs & maintenance, vehicles		38.	
19. Supplies		39.	
20. Payroll taxes		40.	

Depreciation

Property	Date Acquired	Cost or Other Basis	Depreciation Method	Prior Depreciation

Farm Income & Expense

Principle Product _____

Employer ID number _____

Accounting method: Cash Accrual

Check if you materially participated in farm operations: Taxpayer Spouse

Income	Amount
1. Sales of livestock and other resale items	
2. Cost of above.	

3. Sales of livestock, produce, etc. you raised.	
4. Cooperative distributions (1099-PATR)	
5. Cooperative distributions, taxable portion	
6. Agricultural program payments	
7. Agricultural program, taxable portion	
8. Commodity Credit Corporation Loans	
9. Crop insurance loans	
10. Custom hire	
11. Other:	

Expenses	Amount	Expenses	Amount
1. Car and truck expenses		19. Machinery and equipment rental	
2. Chemicals		20. Land rental	
3. Conservation expense		21. Other	
4. Custom hire (machine work)		22. Repairs and maintenance	
5. Employee benefit programs		23. Seeds & plants purchased	
6. Employee health insurance		24. Storage and warehousing	
7. Feed purchased		25. Supplies purchased	
8. Fertilizers and lime		26. Payroll taxes	
9. Freight and trucking		27. Other taxes	
10. Gasoline, fuel, and oil		28. Utilities	

11. Other insurance		29. Veterinary, breeding, & medicine	
12. Mortgage interest		30. Other:	
13. Other interest		31.	
14. Labor hired		32.	
15. Legal and professional fees		33.	
16. Allocated tax preparation fees		34.	
17. Pension and profit share plans		35.	
18. Vehicle rental		36.	

Depreciation

Property	Date Acquired	Cost or Other Basis	Depreciation Method	Prior Depreciation

Business Use of Home

Do you use any part of your home regularly and exclusively for business? Yes No

Estimated percentage of time spent in home office compared to total time spent in this business activity. (e.g., 10%, 20%).....

Description of work done in home office _____

Description of work done outside of work office _____

Total area of home... ..

Total area of home used regularly for business.....

	Direct costs (benefit only business portion of home)	Indirect costs (other)
Home insurance		
Repairs and maintenance		
Utilities		
Rent		
Other.		

If Daycare Facility:

Days used as a daycare facility.	
Prior year carryover of unallowed losses	

Cost of home and improvements and prior depreciation.				
Depreciation of home, improvements, furniture, and equipment.				
Property	Date Acquired	Cost or Other Basis	Depreciation Method	Prior Depreciation

Household Employees: (Nanny Tax)

Did you pay a household employee at least \$2,200 this year? Yes No
(e.g., housekeepers, nannies, nurses, yard workers, health aides, babysitters)

If yes, please provide the following information for each:

Name		Federal Income tax withheld	
		Social Sec. tax withheld	
Wages paid		Medicare tax withheld	
		State income tax withheld	

Your Employer Identification Number (you can no longer use your Social Security number):

Has W-2 been filed?	Yes []	No []
If no, do you want us to prepare for you?	Yes []	No []
Have the necessary state employment returns been filed? If	Yes []	No []
No, do you want us to prepare for you?	Yes []	No []
Was the household employee under eighteen years of age and a student?	Yes []	No []

