



Annual Information Sheet
Tax Year 2019

Taxpayer

Spouse

Full Name: _____

Social Security #: _____

Date of Birth: _____

Occupation: _____

Driver's License #: _____

Issue Date: _____

Expiration Date: _____

Document #: _____

(NY only- on the back of license- first 3 characters after the Doc# or after IDUSA on enhanced licenses)

Cell Phone #: _____

Email Address: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Did you buy a new house or move in 2019? YES [] NO [] If yes, date of move or purchase: _____

Prior address, city, state & zip: _____

Direct Deposit for tax refunds: Checking [] Savings [] Name of Bank: _____

Routing Number (9 digits): _____ Account Number: _____

How would you like to receive your tax return copy? (check at least one)

In Portal (PDF copy) [] Paper(by mail) [] Paper(office pick up) []

Would you like to review your return in the portal prior to e-filing? YES [] NO []

Your return is placed in the portal for review and you are notified. Payment for processing your tax return is due according to our payment terms. Your return is not e-filed until we receive confirmation from you.

Printed Name(s): _____

Signature(s): _____ Date: _____

Documents- Tax forms you receive from your employer, bank, government, or other agencies.
Check the boxes, include amounts, and submit documents for all that apply.

Copy of prior year tax return (new clients only)

K-1 Business of Trust

W-2 Wages from employer # of employers _____

1099 C- Debt cancel

1095 A, B or C- Health Insurance

1099 A – Property Abandonment

1099 G- State Tax Refund

1098- Mortgage Interest

1099 G- State Disability Income

1098 T- Tuition statement

1099 G- Unemployment Wages

1099 SA- Health Savings Account

SAA-1099- Social Security

1099 Q- Education Payments

1099 R- Pension/Retirement Income

1099 MISC- Miscellaneous Income

1099 INT- Interest Income

NYS Property Tax Relief Check

1099 DIV/ 1099B- Investments (all pages)

School, Property, Town/Village Tax Bills

Dependents: Name, Birthdate, Soc. Sec # and relationship (child, parent, other): _____

Volunteer First Responders- Taxpayer Spouse Name of station: _____

Are you a teacher/educator? Taxpayer Spouse Both

Taxpayer contributed to an IRA before July 15th? YES NO
If yes, Traditional or Roth Amount: _____

Spouse contributed to an IRA before July 15th? YES NO
If yes, Traditional or Roth Amount: _____

Contribution Health Savings Plan (do not include amounts on W2): _____

Health Savings Plan amount withdrawn: _____

Contribution amount to a 529 Education Plan: _____

Alimony amount: _____ Paid OR Received

Moving expenses for Military persons: _____ Long Term Care Premiums: _____

Health Insurance (do not include Medicare or employer paid ins.): _____

Medical Appt. miles driven: _____ Medical Rx, Copays: _____

Donations by check or cash: _____ Value of non-cash donated items: _____

Miles driven for charity work: _____ Electric Vehicle/ Motorcycle (include documents): _____

Solar or Geothermal System (include documents): _____



Our process

Baer Tax Group, Inc. (BTG) are professionals and keep any information confidential and you are held in the highest regard. BTG requests the same in return. BTG only accepts a limited number of clients and our goal is for the relationship to be mutually beneficial and pleasant.

It generally takes 2-3 weeks from the time all your information is received in full to complete your return. Returns are not processed while you wait. It is very important be sure you have everything submitted for your tax preparation, refer to our checklists to be sure your information submitted is complete.

Phone calls and appointments are scheduled from our website, but information can be dropped off anytime, we have a secure outside drop box for after hours.

Complete information is needed by March 20 to file by the April 15 deadline. Returns that get placed on extension require complete information by September 10 to file by the October 15 deadline, there are no further extensions beyond this date.

Fees

Payment is due when your taxes are completed. You will receive an invoice upon completion and 3 days later it will be debited as per the payment form. BTG reserves the right to not process your return electronically until payment has been cleared.

The tax return fee covers the preparation of your tax return, it does not cover additional consulting/planning after the preparation, assistance with notices or contacting our office for a refund status. Instructions are given on how to check on refunds are on your instruction sheet. Refund processing can take time so please check with the IRS or State agency on your refund as per the instructions. BTG charges \$25 fee to check your refund status.

Additional tax planning or consulting appointments or assistance with notices are welcome and can be set up from our website or by calling the office. The website has information about consulting fees.

Keep copies of your complete tax return, additional copies requested will incur a fee of \$25 per year/per copy. Accessing our client portal on the BTG website will allow you access to your tax return copies anytime without fee.

Client Information

BTG does not audit the information you provide. Baer Tax Group, Inc will not prepare a return that has inaccurate income or expenses or is considered misstated in any way. There are strict guidelines for preparers and licensed CPA's and we must adhere to those guidelines and not jeopardize professional licensure under any circumstance.

Printed Name: _____

Signed: _____ Date: _____



BAER
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Payment Authorization Form

I/We hereby authorize Baer Tax Group, Inc to initiate debit entries to our account at the financial institution named below for the purpose of paying our fees for accounting and/or tax work.

Debits are processed upon completion of the work; an invoice will be sent. The debit will take place 3 days from invoice being sent, if the debit day falls on a holiday, the debit is processed the next business day.

I/We understand that if the funds are not available at the time of the transfer, we will receive notification from Baer Tax Group, Inc that the transfer could not be completed. I/We will then bring current the total amount due by making a credit card payment over the phone with 3% fee.

Further, I/we agree not to hold Baer Tax Group, Inc responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution.

This agreement will remain in effect until Baer Tax Group, Inc receives written notification of cancellation from me/us at the following email address office@baertaxgroup.com. The notice of cancellation must be received in such time and in such manner as to allow enough time for processing.

Name on bank account OR credit card: _____

Name of bank: _____

Account Type: Checking Savings

Routing number (9 digits): _____ Account number: _____

Billing Zip Code on account: _____ Phone number: _____

OR

Credit card info: (will incur a 3% fee) Visa and Mastercard only.

Credit card #: _____

Expiration date: _____ Code from back of card (3 digits): _____

Billing Zip Code on account: _____ Phone number: _____

Printed Name: _____

Signed: _____ Date: _____



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Tax Return Engagement

Baer Tax Group, Inc. will prepare your federal and state income tax returns based on information you furnish to us. This engagement pertains to the 2019 tax year, and our responsibilities do not include preparation of any other tax returns due to any taxing authority.

It is your responsibility to provide all the information required for the preparation of complete, accurate and timely returns. We will furnish you with or you may access information, checklists and/or worksheets from our website as needed to guide you in gathering the necessary information. Your use of such forms will assist us in keeping our fee to a minimum and efficiently processing your data. To the extent we render any accounting and/or bookkeeping assistance, it will be limited to those tasks we deem necessary for preparation of the returns.

You represent that there is adequate substantiation to support deductions for any expenses claimed on the return. We will not audit or otherwise verify the data you submit to us, although we may ask you for clarification on information. You are ultimately responsible for the accuracy of your return and should review it carefully before approving/signing it. You should retain all the documents, canceled checks, and other data which form the basis of your reported income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority request.

If there is an error on the return resulting from incorrect information supplied by you, or due to your subsequent receipt of amended or corrected tax form(s) (W-2's, 1099's, K-1's), you are responsible for the payment of any additional taxes which would have been properly due on the original return(s), along with any interest and penalties charged by the IRS.

Your returns may 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 our time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation. Tax returns are electronically filed or presented only after payment is received.

If the foregoing fairly sets forth your understanding, please sign below. However, if there are other tax return year you wish us to prepare, please inform us by noting so via email at **Office@baertaxgroup.com** and we will furnish you with an additional engagement letter.

Very truly yours,

Baer Tax Group, Inc.

Accepted By(print name): _____

Signed: _____

Date: _____