January 6, 2021

Stephen L Nelson CPA PLLC
16310 NE 80th Street, Suite 201
Redmond, WA 98052

Dear Client:

We're delighted you've selected our firm to prepare your individual income tax return. And we want to start work as quickly as possible!

To begin, please review this organizer document, sign the engagement letter it includes, and then fill out as much of the organizer as you can. We'll also need the following tax documents:

- A copy of your 2019 tax return, if not prepared by this office
- Form(s) W-2 (wages, etc.)
- Form(s) 1099 (interest, dividends, etc.)
- Schedule(s) K-1 (income/loss from partnerships, S corporations, etc.)
- Form(s) 1098 (mortgage interest) and property tax statements
- Brokerage statements from stock, bond or other investment transactions
- Closing statements pertaining to real estate transactions
- Form(s) 1099-K (Merchant Card and Third Party Network Payments)
- All other supporting documents (schedules, checkbooks, etc.)
- Any tax notices received from the IRS or other taxing authorities

Please contact us if you need further assistance. We look forward to working together!

Sincerely,

Stephen L. Nelson

STEPHEN L. NELSON CPA PLLC
CERTIFIED PUBLIC ACCOUNTANT

16310 NE 80th St., Suite 201, Redmond, WA 98052
Tel (425) 881-7350 Fax (425) 786-9244
www.stephenlnelson.com

January 6, 2021

Dear Client:

We're providing this engagement letter to confirm our understanding of the terms and objectives of our tax return engagement and the nature and limitations of the services provided to you. If you agree, please sign and return this letter. You also may want to retain a copy for your records.

Services Provided

We will prepare your federal individual income tax return and extension (if applicable) for calendar year 2020 from data you furnish. We will not go through and verify each value used in your tax returns. Therefore, before filing, you should review the information relative to income, deductions, and credits to determine that there are no omissions or misstatements.

Where tax law is unclear or where there may be conflicts between the taxing authorities interpretations of the law and other supportable positions, we will use our judgment in resolving questions. Unless otherwise instructed by you in writing, we will resolve such questions in your favor, whenever possible.

Services Not Provided

While we are of course available to provide you with tax or business planning services, it is our policy to put all advice on which a client might rely into writing in the form of a tax planning letter or formal tax memo. We believe this is necessary to avoid confusion and to make clear the specific nature of our advice. You should not rely on any advice that has not been put into such a form. In particular, you should not rely on oral discussions, telephone calls, email messages, or voice mail messages as tax or business planning advice.

We will not audit or otherwise verify the data you or people working for you submit. Accordingly, our engagement cannot be relied on to disclose errors, fraud, or other illegal acts that may exist. Our engagement ends upon delivery of the tax return. Any follow-up services that might be required (such as representing you in an IRS audit) will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Limitations of Liability

You agree that our maximum liability for any negligent errors or omissions committed by us in the performance of this or any other engagement will be limited to the amount of our fees for this engagement, except to the extent determined to result from our gross negligence or willful misconduct.

Because there are inherent difficulties in recalling or preserving information after an engagement ends, you agree that, notwithstanding the statute of limitations of the State of Washington, any claim based on this or any other engagement must be filed within 24 months after the performance of our service, unless you have previously provided us with written notice of a specific deficit in our services that forms the basis of the claim.

Estimated Fees and Costs

We will bill you our normal and customary fees for the tax preparation services you require, which are determined largely by the time we spend working on your returns. Accordingly, you save expense if you can provide complete, accurate, and organized accounting records. We anticipate fees will rise by five percent as compared to the previous year’s fees if the returns are similar. Also, note that tax returns for the owners of businesses that received Paycheck Protection Program loans may require additional work to correctly handle the tax effects of the PPP loan forgiveness and its impact on the owner's basis in a business.

The fee is due and payable upon completion of the work. If you find that you are unable to pay the complete invoice by the due date, please know that we are often able to provide more lenient payment terms. To make such arrangements, however, please discuss this option in advance of our beginning work.

Finally, we will notify you immediately of any circumstances we encounter that could significantly affect our initial estimate of total fees.

If this letter expresses your understanding, please sign it where indicated and return it to us.

Sincerely,

Stephen L. Nelson

Stephen L. Nelson, CPA

Accepted and agreed to:

Signature	Date
Signature	Date

2020 Tax Organizer
prepared for:

Client

,

Stephen L Nelson CPA PLLC
16310 NE 80th Street, Suite 201
Redmond, WA 98052

2020 | 1040 | US | Miscellaneous Questions

If any of the following items pertain to you or your spouse for 2020,
please check the appropriate box and provide additional information if necessary.

PERSONAL INFORMATION

Yes	No	
☐	☐	Did your marital status change during the year?
☐	☐	Did your address change during the year?
☐	☐	Could you be claimed as a dependent on another person's tax return for 2020?

DEPENDENTS

Yes	No	
☐	☐	Were there any changes in dependents?
☐	☐	Were any of your unmarried children who might be claimed as dependents 19 years of age or older at the end of 2020?
☐	☐	Did you have any children under age 19 or full-time students under age 24 at the end of 2020, with interest and dividend income in excess of $1,100, or total investment income in excess of $2,200?

HEALTH CARE COVERAGE

Yes	No	
☐	☐	Did you receive IRS document Form 1095-A (Health Insurance Marketplace Statement)? If so, please attach.
☐	☐	Did you make a contribution to an HSA for 2020?
☐	☐	Did you receive a distribution from an HSA during 2020?

INCOME

Yes	No	
☐	☐	Did you receive unreported tip income of $20 or more in any month?
☐	☐	Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents?
☐	☐	Did you receive any disability income?

2020	1040	US	Miscellaneous Questions

PURCHASES, SALES AND DEBT

☐ ☐ Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S corporation, trust, or REMIC?

☐ ☐ Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use?

☐ ☐ Did you buy or sell any stocks, bonds or other investment property in 2020?

☐ ☐ Did you sell or do you plan to sell any dividend generating stocks or mutual funds during the first 60 days of 2021?

☐ ☐ Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan?

☐ ☐ Did you purchase a home in 2020 and you were overseas on official extended duty?

☐ ☐ Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell energy sources?

☐ ☐ Did you have any debts cancelled or forgiven?

☐ ☐ Does anyone owe you money which has become uncollectible?

RETIREMENT PLANS

☐ ☐ Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?

☐ ☐ Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?

☐ ☐ Did you transfer or rollover any amount from one retirement plan to another retirement plan?

☐ ☐ Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA in 2020?

EDUCATION

☐ ☐ Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program?

☐ ☐ Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school?

2020	1040	US	Miscellaneous Questions

ITEMIZED DEDUCTIONS

☐ ☐ Did you incur a loss because of damaged or stolen property?

☐ ☐ Did you work out of town for part of the year?

☐ ☐ Did you use your car on the job (other than to and from work)?

ESTIMATED TAXES

☐ ☐ Did you apply an overpayment of 2019 taxes to your 2020 estimated tax (instead of being refunded)?

☐ ☐ If you have an overpayment of 2020 taxes, do you want the excess applied to your 2021 estimated tax (instead of being refunded)?

☐ ☐ Do you expect your 2021 taxable income and withholdings to be different from 2020?

INTERNATIONAL INCOME & INVESTMENTS

☐ ☐ Did you have any foreign-source income?

☐ ☐ Did you pay any foreign income taxes?

☐ ☐ Did you have a financial account in a foreign country, such as a bank account, securities account, or other financial account?

☐ ☐ Did you have an interest in a foreign financial account, even if you didn’t directly own it? (E.g., an attorney held it for you, the account was held through a trust or corporation, etc.)

☐ ☐ Did you have signature authority on a foreign financial account, even if you didn’t have an interest in it? (Most common example would be to have signing authority on a foreign bank account of an employer)

☐ ☐ Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust? (Most common example of a foreign trust would be a foreign country’s equivalent of a 401(k) or IRA, e.g. a Canadian RRSP)

☐ ☐ Did you have any other foreign investments held outside of a U.S. brokerage account? (E.g., direct investment in foreign stock, a foreign partnership, a foreign bond, a foreign insurance contract, etc.)

☐ ☐ Did you make a payment to a foreign financial institution from which you did not receive a global intermediary identification number (GIIN)?

2020	1040	US	Miscellaneous Questions

MISCELLANEOUS

☐ ☐ Do you want to allocate $3 to the Presidential Election Campaign Fund?

☐ ☐ Does your spouse want to allocate $3 to the Presidential Election Campaign Fund?

☐ ☐ May the IRS discuss your tax return with your preparer?

☐ ☐ Was your home rented out or used for business?

☐ ☐ Did you have a medical savings account (MSA), a Medicare + Choice MSA, or acquire an interest in an MSA or a Medicare + Choice MSA because of the death of the account holder? Or, were you a policyholder who received payments under a long-term care (LTC) insurance contract or received any accelerated death benefits from a life insurance policy?

☐ ☐ Are you a member of the Armed Forces of the United States on active duty who moved pursuant to a military order related to a permanent change of station?

☐ ☐ Did you engage the services of any household employees?

☐ ☐ Were you notified or audited by either the Internal Revenue Service or the State taxing agency?

☐ ☐ Did you or your spouse make any gifts to an individual that total more than $15,000, or any gifts to a trust?

☐ ☐ Did your bank account information change within the last twelve months?

☐ ☐ Did you receive, sell, send, exchange or otherwise acquire any financial interest in virtual currency?

CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY ACT (CARES ACT)

☐ ☐ Did you receive an economic impact payment? If so, how much?

☐ ☐ Did your business have any PPP loan amounts forgiven?

☐ ☐ Did you receive a distribution from your retirement plan because of COVID?

2020 | 1040 | US | Tax Organizer

Stephen L Nelson CPA PLLC
16310 NE 80th Street, Suite 201
Redmond, WA 98052
Telephone number: (425) 881-7530
Fax number: (425) 786-9244
E-mail address:

Tax Return Appointment

Date:
Time:

Location:

This tax organizer will assist you in gathering information necessary for the preparation of your 2020 tax return. Please enter all pertinent 2020 information. If you have attached a government form for an item, check the box and do not enter a 2020 amount.

CLIENT INFORMATION

	Taxpayer	Spouse
First name and initial.......		
Last name........................		
Title/suffix........................		
Social security number....		
Occupation.....................		
Date of birth (m/d/y)........		
Date of death (m/d/y)......		
1=blind............................		
Home phone...................		
Work phone....................		
Work extension...............		
Cell phone.......................		
E-mail address...............		
Drivers License #............		
Drivers License State.......		
Issue Date.......................		
Expiration Date...............		

Address	Street address............	
	Apartment number......	
	City..............................	
	State........................	
	ZIP code.....................	

DEPENDENTS

	Dependent No.	Dependent No.
First name........................		
Last name........................		
Title/suffix........................		
Date of birth (m/d/y)........		
Date of death (m/d/y)......		
Date of adoption (m/d/y).		
Social security number....		
Relationship....................		
Months lived at home......		

WAGES, SALARIES AND TIPS

	Employer Name:	2020 Amount	2019 Amount
☐		Attach Forms W-2	
☐			

2020	1040	US	Tax Organizer

Please enter all pertinent 2020 information. If you have attached a government form for an item, check the box and do not enter a 2020 amount.

INTEREST INCOME

Payer Name:

		2020 Amount	2019 Amount
☐		Attach Forms 1099-INT	
☐			

DIVIDEND INCOME

Payer Name:

		2020 Amount	2019 Amount
☐		Attach Forms 1099-DIV	
☐			

PENSION AND IRA INCOME

Payer name:

		2020 Amount	2019 Amount
☐		Attach Forms 1099-R	
☐			

GAMBLING WINNINGS

Payer name:

		2020 Amount	2019 Amount
☐		Attach Forms W-2G	
☐			
	Total gambling losses		
	Winnings not reported on Form W-2G		

OTHER GOVERNMENT FORMS - INCOME

		2020 Amount	2019 Amount
☐	Form 1099-B - Sales of stock (also include transaction history)	Attach Forms 1099	
☐	Form 1099-MISC - Miscellaneous income		
☐	Form 1099-K - Merchant card and third party network payments		
☐	Form 1099-S - Sales of real estate (also include closing statements)		
☐	Form 1099-G - State tax refunds	Attach Forms 1099	

Taxpayer:

		2020 Amount	2019 Amount
☐	Form SSA-1099 - Social security benefits	Attach Forms 1099	
☐	Form 1099-G - Unemployment compensation		

Spouse:

		2020 Amount	2019 Amount
☐	Form SSA-1099 - Social security benefits	Attach Forms 1099	
☐	Form 1099-G - Unemployment compensation		

MISCELLANEOUS INCOME

	2020 Amount	2019 Amount
Alimony received		
Spouse: Alimony received		

Other:

	2020 Amount	2019 Amount

2020	1040	US	Tax Organizer

Please enter all pertinent 2020 information. If you have attached a government form for an item, check the box and do not enter a 2020 amount.

RETIREMENT PLAN CONTRIBUTIONS

	2020 Amount	2019 Amount
Taxpayer:		
Traditional IRA contributions (1=maximum)		
Roth IRA contributions (1=maximum)		
Self-employed SEP, SIMPLE, & qualified plan contributions (1=maximum)		
Spouse:		
Traditional IRA contributions (1=maximum)		
Roth IRA contributions (1=maximum)		
Self-employed SEP, SIMPLE, & qualified plan contributions (1=maximum)		

OTHER GOVERNMENT FORMS - DEDUCTIONS

	2020 Amount	2019 Amount
☐ Form 1098-E - Student loan interest	Attach Forms 1098	
☐ Form 1098-T - Tuition and related expenses		

Affordable Care Act

☐ Form 1095-A - Health Insurance Marketplace Statement	Attach Forms 1095

ADJUSTMENTS TO INCOME

	2020 Amount	2019 Amount
Taxpayer:		
Self-employed health insurance premiums		
Educator expenses		
Expenses from rental of personal property		
Other adjustments to income:		
Alimony Paid - Recipient name & SSN		
Spouse:		
Self-employed health insurance premiums		
Educator expenses		
Expenses from rental of personal property		
Other adjustments to income:		
Alimony Paid - Recipient name & SSN		

MEDICAL AND DENTAL EXPENSES

	2020 Amount	2019 Amount
Prescription medicines and drugs		
Doctors, dentists and nurses		
Hospitals and nursing homes		
Insurance premiums		
Taxpayer: Long-term care premiums		
Spouse: Long-term care premiums		
Insurance reimbursements		
Out-of-pocket lodging and transportation expenses		
Number of medical miles		
Other:		

2020	1040	US	Tax Organizer

Please enter all pertinent 2020 information. If you have attached a government form for an item, check the box and do not enter a 2020 amount.

MEDICAL AND DENTAL EXPENSES (Continued)

Other:	2020 Amount	2019 Amount

TAXES PAID

	2020 Amount	2019 Amount
State income taxes - 1/15 payment on 2019 state estimate....................		
State income taxes - paid with 2019 state extension...............................		
State income taxes - paid with 2019 state return.....................................		
State income taxes - paid for prior years and/or to other states.............		
City/local income taxes - 1/15 payment on 2019 city/local estimate........		
City/local income taxes - paid with 2019 city/local extension..................		
City/local income taxes - paid with 2019 city/local return........................		
State and local sales taxes paid (except autos and special items)...........		
Use taxes paid on 2020 purchases...		
Use taxes paid on 2019 state return..		
Sales tax on autos not included above...		
Sales taxes paid on boats, aircraft and other special items......................		
Real estate taxes - principal residence...		
Real estate taxes - property held for investment......................................		
Foreign income taxes...		
Other:		
☐ Personal property taxes (including automobile fees in some states)........	Attach Tax Notice	

INTEREST PAID

	2020 Amount	2019 Amount
Home mortgage interest and points paid		
☐	Attach Forms 1098	
☐		
Home mortgage interest not on Form 1098 (include name, SSN, & address of payee)		
Points not reported on Form 1098		
Mortgage insurance premiums on post 12/31/06 contracts....................		
Investment interest (interest on margin accounts):		
Passive Interest..		

CASH CONTRIBUTIONS

Note: No deduction is allowed for cash or check contributions unless the donor maintains a bank record, or a written communication from the donee, showing the name of the organization, contributions date(s), and contribution amount(s).

	2020 Amount	2019 Amount

2020	1040	US	Tax Organizer

Please enter all pertinent 2020 information. If you have attached a government form for an item, check the box and do not enter a 2020 amount.

CASH CONTRIBUTIONS (Continued)

	2020 Amount	2019 Amount
Volunteer Expenses (out-of-pocket)		
Number of charitable miles		

NONCASH CONTRIBUTIONS

Note: No deduction is allowed for contributions of clothing and household items that are not in good used condition or better. In addition, a deduction for any item with minimal monetary value may be denied.

MISCELLANEOUS DEDUCTIONS

Union and professional dues		
Tax return preparation fee		
Safe deposit box rental		
Investment expenses		
Estate tax, section 691(c)		

Unreimbursed employee expenses:

Other:
