Chesapeake Accounting Group, PC

Certified Public Accountants
1005 Jessie Dupont Memorial Highway
Post Office Box 370
Burgess, Virginia 22432

Telephone
804-453-7611

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804-453-7340

January 6, 2014

Dear Client,

The New Year is here once again and so is tax time.

We invite you to explore our website at www.chesapeakeaccountinggroup.com. Check out the News and Resources section for weekly tax tips, monthly business and financial tips among other useful information which may be of interest to you. And, as always, our entire staff is ready to assist you in the preparation of your 2013 tax returns.

Please complete and return the following with your tax reporting documents:

- **Signed 2013 Client Organizer and Questionnaire**-supplements the information we derive from your original tax reporting documents, such as, Forms W-2, 1099, and K-1.
- **Please provide all Year End, Annual and Supplemental Information reports from your brokers or financial agents.**

We request that you collect your tax information and deliver it to our office. We will review your data, contact you for additional information, and determine if a conference is needed. Please alert us if you need your return for financial aid forms or other personal deadlines.

Please note the IRS has delayed Tax return processing until January 31, 2014. Also, your Virginia income tax refund will be issued on a prepaid debit card if you do not utilize direct deposit.

As an added service you can now upload your tax documents and access your returns 24 hours a day via a secure online login through our website. Please contact us to setup your secure online account.

We accept Visa, MasterCard, Discover and American Express for your convenience. Payment for services rendered is due at the time you pick up your tax return, unless prior arrangements have been made.

Thank you for the opportunity to continue our relationship in providing all your tax and accounting needs.

Sincerely,

Debra T. Whaley

Debra T. Whaley, CPA, CFP™, EA
President

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2013 Client Organizer

Check if personal information has changed during 2013 ☐

	Taxpayer	Spouse
Social Security Number	______________	______________
First Name	______________	______________
Last Name	______________	______________
Date of Birth*	______________	______________
*** PLEASE COMPLETE - REQUIRED BY LAW**		
Daytime Phone Number	______________	______________
Mailing Address	______________	
City/State/Zip code	______________	____ ______________
Evening Phone Number	______________	
Email Address	______________	

Dependents

First Name	Last Name	Date of Birth	Social Security No.	Relationship	Months lived in your home

If we have not received your information by March 15, 2014, it may be necessary to extend the filing date of your return. In the case of filing for an extension, we shall need sufficient information to estimate your taxes because you taxes must be paid by April 15, 2014 even if you extend the filing date of your return.

We shall indicate that you have granted permission for the Internal Revenue Service and Department of Taxation personnel to discuss your 2013 individual tax return with the preparer. It is your responsibility to inform us if you do not want us to discuss your return with the taxing authorities. This permission allows us to answer questions that arise as the taxing authorities are processing your return.

I (We) have submitted this information for the purpose of preparing my (our) tax return(s). Each item can be substantiated by receipts, canceled checks, or other documents. This information is true, correct, and complete to the best of my (our) knowledge.

Taxpayer Signature **Date**

______________________________ ______________

Spouse Signature **Date**

______________________________ ______________

<u>If self-employed and file Sch. C or F, the business check register, bank statements with imaged checks, and receipts must be provided. If using a vehicle(s) for business purposes, vehicle make, model, total mileage and business mileage for the year must be provided with your tax documents.</u>

PLEASE PROVIDE THE FOLLOWING DOCUMENTS AND INFORMATION IN ADDITION TO ANSWERING THE QUESTIONS ON THE ATTACHED THREE PAGES.

This information is necessary for accurate completion of your tax returns.

- ☐ Forms W-2 for wages, salaries, tips.
- ☐ Forms W-2G for gambling income.
- ☐ Forms 1099-INT for interest.
- ☐ Forms 1099-DIV for dividends.
- ☐ Forms 1099-MISC for miscellaneous income.
- ☐ Forms 1099-G for state income tax refunds.
- ☐ Forms 1099-R for pension, IRA, annuity distributions.
- ☐ Forms 1099-C for cancellation of debt
- ☐ Forms SSA-1099-SM, Social Security Benefit Statement.
- ☐ Forms 1099-B and brokerage statements showing investment transactions for stocks, bonds, etc.
- ☐ 1099 Consolidated Tax Reporting Statements which may include interest, dividends, and other supplemental information.
- ☐ Brokerage statements reporting tax exempt income.
- ☐ Schedules K-1 showing income from partnerships, S corporations, estates and trusts.
- ☐ Forms 1098 for mortgage interest paid, any loan documents, and settlement statements(HUD-1).
- ☐ Forms 1099-S for real estate transactions, settlement statements(HUD-1), loan documents, and documentation for cost basis.
- ☐ Statements, acknowledgements, evidence supporting deductions for medical expenses and cash /noncash charitable contributions.
- ☐ Statements of real estate taxes and personal property taxes, even if you do not expect to itemize.
- ☐ Invoices for new vehicle purchases documenting sales tax, even if you do not expect to itemize.
- ☐ Forms 1098-T for qualified tuition payments & supporting documentation for qualified expenses.
- ☐ Forms 1098-E for student loan interest payments.
- ☐ Forms 1098-C for contributions of motor vehicles, boats, and airplanes valued at > $500.
- ☐ Forms 1099-Q, Payments from Qualified Education Programs.
- ☐ Copies of annual statements for 529 Education Plans, Virginia Prepaid Education Plans, and Virginia Education Savings Trust investments.
- ☐ All other tax reporting documents received.
- ☐ Any tax notices sent to you by the IRS or other taxing authority.
- ☐ A copy of your income tax return from last year, if not prepared by this office.

Questions

(Please check the appropriate box, include all necessary details and supporting documentation.)

Personal Information

	Yes	No
Did your marital status change during the year?	☐	☐
If yes, explain: ______________________________		
Did your address change from last year?	☐	☐
Can you be claimed as a dependent by another taxpayer?	☐	☐
Do you want to use direct deposit if you have a refund?	☐	☐

If yes, provide the following:

Financial Institution ______________________________

Routing # ______________________________

Your Account # ______________________________

Type of account: Checking __________ Savings __________

Estimates, Overpayments, Recovery Payments, Refunds-Federal & State

	Yes	No
If you have an overpayment of 2013 taxes, do you want the excess:		
Refunded?	☐	☐
Applied to 2014 estimated tax liability?	☐	☐
Do you expect a change in your 2014 income or withholding?	☐	☐
Do you expect a change in your deductions or dependents for 2014?	☐	☐

Provide the date and amount of each estimated payment:

Date	Federal Amount	Date	State Amount

Dependent Information

	Yes	No
Were there any changes in dependents from the prior year?	☐	☐
If yes, explain: ______________________________		
Did you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $2,000?	☐	☐
Is there another individual with whom your child has resided or from whom they have received support that has a higher income than you?	☐	☐
Do you have dependents who must file a tax return?	☐	☐
Did you provide over half the support for any other person(s) during the year?	☐	☐
Did you pay any expenses related to the adoption of a child during the year?	☐	☐
If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?	☐	☐
Did you pay for child care while you worked or looked for work (includes preschool below kindergarten)?	☐	☐

If yes: Provider Name ______________________________

Address ______________________________

Soc. Sec. No/Employer ID No ______________________________

Amount Paid ______________ Name of Child ______________

Amount Paid ______________ Name of Child ______________

Purchases, Sales and Debt Information

	Yes	No
Did you start a new business or purchase rental property during the year?	☐	☐
Did you acquire a new or additional interest in a partnership or S corporation?	☐	☐
Did you sell, exchange, or purchase any real estate during the year?	☐	☐
Did you acquire or dispose of any stock during the year?	☐	☐
Did you take out a home equity loan this year?	☐	☐
Did you refinance a principal residence or second home this year?	☐	☐
Did you have total mortgages of $1,000,000 or more in 2013?	☐	☐
Did you purchase or sell a principal residence during the year?	☐	☐
Did you foreclose or abandon a principal residence or real property during the year?	☐	☐
Did you sell an existing business, rental, or other property this year?	☐	☐
Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?	☐	☐
Did you pay any student loan interest this year?	☐	☐
Did you incur any non-business bad debts this year?	☐	☐
Did you have any debts canceled or forgiven this year, such as home mortgage or student loan?	☐	☐

Income Information

	Yes	No
Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as investment accounts or partnerships?	☐	☐
Did you receive any income from property sold prior to this year?	☐	☐
Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	☐	☐
Did you make any withdrawals from an IRA, Keogh, SIMPLE, or SEP account?	☐	☐
Did you make any withdrawals from an education savings/529 Plan account?	☐	☐
Did you receive any distributions from a Health Savings Account, Archer MSA, or Medicare Advantage MSA during the year?	☐	☐
Did you receive any Social Security benefits during the year?	☐	☐
Did you receive any unemployment benefits during the year?	☐	☐
Did you receive any disability income during the year?	☐	☐
Did you receive tip income not reported to your employer this year?	☐	☐
Did any of your life insurance policies mature, or did you surrender any policies?	☐	☐
Did you cash any Series EE or I U.S. Savings bonds issued after 1989?	☐	☐
Did you receive any awards, prizes, hobby income, gambling or lottery winnings?	☐	☐

Itemized Deduction Information

	Yes	No
Did you incur a casualty or theft loss during the year?	☐	☐
Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?	☐	☐
Do you have evidence to substantiate cash or noncash charitable contributions? (If vehicle, boat, or airplane Form 1098-C required.)	☐	☐
Did you have an expense account or allowance during the year?	☐	☐
Did you use your car on the job, for other than commuting?	☐	☐
Did you work out of town for part of the year?	☐	☐
Did you have any expenses related to seeking a new job during the year?	☐	☐
Did you make any major purchases during the year (cars, boats, etc.)?	☐	☐
Did you make any out-of-state purchases (by telephone, internet, mail, in person) that the seller did not collect state sales or use tax?	☐	☐
Did you pay premiums for qualified long-term care insurance?	☐	☐

If yes, provide the amount for: Taxpayer ________________

Spouse ________________

	Yes	No
Traditional IRA, Roth IRA, SEP, 529, and Virginia Education Plan Contributions		
Have you made IRA contributions for 2013?	☐	☐
If yes, provide the amount for: Taxpayer _________ Spouse__________		
Have you made Roth IRA contributions for 2013?	☐	☐
If yes, provide the amount for: Taxpayer _________ Spouse__________		
Do you plan to contribute by 4/15/2014 to an IRA, a Roth IRA, or a Simplified Employer Pension (SEP) for 2013?	☐	☐
Did you make any contributions to an education savings or 529 Plan account?	☐	☐
Miscellaneous Information		
Did you pay or receive alimony? Select one: Pay_______ Receive_______	☐	☐
If yes: Name____		
Soc. Sec. No.____________________________________		
Did anyone in your family receive a scholarship of any kind during the year?	☐	☐
Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent?	☐	☐
Did you make gifts of more than $14,000 to any individual?	☐	☐
Did you engage in any bartering transactions?	☐	☐
Are you an active participant in a pension or retirement plan?	☐	☐
Did you make any contributions to a Health Savings Account or Archer MSA?	☐	☐
If yes, provide the amount for: Taxpayer _________ Spouse__________		
Did you pay any COBRA health care coverage continuation premiums?	☐	☐
If yes, provide the amount for: Taxpayer _________ Spouse__________		
If you are a business owner, did you pay health insurance premiums for your employees this year?	☐	☐
Did you retire or change jobs this year?	☐	☐
Did you incur moving costs because of a job change?	☐	☐
Did you make energy efficient improvements to your main home in 2013?	☐	☐
Did you pay any individuals as a household employee during the year?	☐	☐
Did you receive a distributon from, or were you a grantor or transferor for a foreign trust?	☐	☐
Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country?	☐ ☐	☐ ☐
Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?	☐	☐
Did you receive correspondence from the State or the Internal Revenue Service? If yes, explain: ________________________________	☐	☐
Do you want to designate $3 to the Presidential Election Campaign Fund? (Checking yes will not change your tax or reduce your refund.)	☐	☐
Did you receive and Identity Protection PIN from the Internal Revenue Service or have you been a victim of identity theft? If yes, attach the IRS letter.	☐	☐
Did you have any additional tax-related transactions not addressed in this organizer/questionnaire? If yes, please attach details and documentation.	☐	☐

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