Sielschott, Walsh, Keifer, Regula & Sherer, Inc.
Certified Public Accountants

Robert E. Sielschott, CPA, CVA, ABV
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January 2, 2024

Dear Personal Tax Client:

We hope that you and your families had a wonderful 2023. Thank you again for your continued patronage!

Note, we do not need the engagement letters returned to our office until you provide all of your tax data for the current year, sending them separately ahead of time is not necessary.

Tax Appointments: For the 2023 individual tax filing season, we will make appointments available with one of our preparers at nearly all times during the week. We are now accepting appointments for your personal income tax preparation, and encourage you to schedule your appointment early, as appointment times fill quickly. If you are new to our office, we highly recommend that you schedule an appointment rather than utilizing the drop off method. This not only allows you the opportunity to get to know your preparer, but provides him or her the chance to ask important questions pertaining to your individual situation.

Drop-off tax return preparation: Your personal tax return information can be dropped off or mailed to our office for preparation. If you choose to use this service, please be sure we receive your tax data as soon as it is available in its entirety. We request that you please provide information by March 15th, 2024, to ensure that you are able to file your 2023 1040 by the April 15th deadline. Also, take extra care to answer all questions on the enclosed tax checklist and leave your contact information, since we will not be sitting down with you in person.

If you mail your data to us, please take care to complete and return the enclosed engagement letter. Alternatively, you may go to our website (www.swkrcpa.com), select the "Tax Checklists" link, open the appropriate file, print the engagement letter, sign it, and mail it with your tax data. Also, in an effort to keep your information secure, we request that you send documents with identifying information (including license information and payment information) using a secure means. This would be done most effectively by using our secure online portal, or by calling the office to give this information over the phone.

Our goal, as always, is to ensure that you are compliant with federal, state, and local filing requirements, and that you pay the minimum legal tax due. We can also assist you in planning strategies to minimize your taxes in future years, and look forward to answering your retirement and estate planning questions as well.

You pay us the best compliment when you refer our firm to your friends and family members. We continue to be thankful to you for these referrals.

Sincerely,

Sielschott, Walsh, Keifer, Regula & Sherer CPAs, Inc.

711 Dean Avenue Lima, Ohio 45804
113 North Main Street Bluffton, Ohio 45817
Lima Office: 419-222-2001 Lima Fax: 419-222-1570 Bluffton Office: 419-369-9001 Bluffton Fax: 419-369-1570
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INCOME TAX CHECKLIST

Please Note, this is not meant to be an exhaustive list. If there are items you believe might be relevant, please bring them and we will determine whether we need them when we prepare your return.

Please provide us with your email address so that your secure data portal can be set up.

______1. We will be electronically filing your tax returns for this year except for the city returns. We strongly recommend you have your refund directly deposited to your bank account, or payments automatically withdrawn. Please provide your bank routing number and account number to our office. (A blank check shown to your preparer will yield this information).

______ 2. Please provide the following information for yourself and any dependent you plan to claim on your return; if we have prepared your return in the past, we already have this information on file.

- Full Name
- ***Important!*** **Copy of taxpayer and spouse driver's license or driver's license number.**
- Social Security Number for *ALL* Dependents being claimed. If they do not have one, apply right away, but do not delay your appointment to wait for the number to arrive.
- Date of Birth for *ALL* Dependents. Includes elderly parents you may be supporting.

______ 3. Form 1095-A if you obtained coverage from the federal Marketplace, and / or received tax credits to offset the cost of the Coverage.

______ 4. All W-2s for Wages.

______ 5. All 1099s for Interest & Dividend Income. Include tax exempt interest and dividends (it is important we see the 1099 to distinguish tax-qualified dividends.) Note of caution; financial companies now have until February 15th to send you 1099s. **Be sure you have the final 1099 so that an amended return is not needed later**.

______ 6. All 1099 R Forms for Pension, Annuity, Unemployment, Social Security, Lump Sum Distributions, and Other Miscellaneous Income.

______ 7. All 1099 B Forms for Sale of Stock. Also include the date sold, the date acquired, the original cost, and the number of shares.

______ 8. Summary of all Business Income & Expenses. All new equipment purchases should be listed with date acquired and cost. Sale or trade of old equipment should be noted.

______ 9. Summary of all Farm Income & Expenses. All new equipment purchases should be listed with date acquired and cost.

______ 10. Summary of all Rental Income & Expenses. All new equipment or property purchases should be listed with date acquired and cost. If a new rental, bring the closing statement.

______ 11. Sales price and date of sale of any business, farm, or rental property and equipment. If a real estate sale, bring the closing statement.

______ 12. Record of alimony received or paid. If paid, name and Social Security number of ex-spouse who received the alimony must be included.

______ 13. If your personal residence was sold this year and a profit over $250,000 was realized, contact the office for additional information. If you sold your personal residence and lived there for fewer than 2 years, be sure to let your preparer know the details of the sale.

______ 14. Any K-1s received from Partnerships, Trusts & Estates, S-Corporations, and LLCs.

______ 15. All IRA contributions for this tax year. List contribution amount for spouse if applicable. **Include year-end balance on *ALL* IRA accounts. Include information regarding withdrawals you've made or non-deductible contributions in the past.**

______ 16. If you have driven your car for business purposes, a record of business miles as well as total miles driven during this year is necessary, or actual auto expense receipts, unless you are a W-2 employee, then these costs are non-deductible.

______ 17. Amount of estimated tax paid to Federal, State, School, or Local Government for this year and the date each quarter's estimate was paid.

______ 18. Amount of childcare costs. Include the name, address, and Social Security number or Federal Identification Number of the provider of your childcare.

______ 19. List of medical costs for doctors, hospitals, dentists, drugs, prescriptions, medical insurance, eye glasses, dentures, and other medical costs. Include total mileage driven for medical purposes.

______ 20. Amount of real estate taxes paid on personal residence and other properties.

______ 21. List of mortgage interest paid to financial institutions; include Form 1098 from the lending institution.

______ 22. List of mortgage interest paid to an individual, including name, address, and Social Security Number.

______ 23. List of all charitable contributions made. **All contributions must now be documented, regardless of amount, so you must keep a receipt in your records to substantiate the amount given.**

______ 24. List mileage for work done as a volunteer for charitable purposes.

______ 25. List all non-cash contributions, i.e. Goodwill / Salvation Army. If amount exceeds $500, itemize articles given, and bring receipt or letter to your tax appointment.

______ 26. If in college, the tuition paid during the year and what year of school you or your dependent is in (i.e. freshman, sophomore, etc.). You must provide form 1098-T from the college. If you contribute to the Ohio Section 529 Plan for a child or grandchild, let us know the amount for this year.

______ 27. Amount of student loan interest paid for this year.

______ 28. If you converted a Traditional IRA to a Roth IRA, we need to know the amount converted. Bring Form 1099-R for so that we can properly report the transaction.

______ 29. Do you have any household employees? If so, provide names, addresses, Social Security Numbers, and amount paid to each employee.

______ 30. If you are self-employed, and do work in various taxable cities, provide the gross revenues from each city.

______ 31. If you gave a gift of cash or property valued over $17,000 during this year, please contact the office for additional information. While it is unlikely that gift tax is due, you may be responsible for filing a gift tax return.

______ 32. If you made improvements to your home including a Geothermal HVAC system, Furnace, Air Conditioner, Ceiling fans or insulation during this year, please provide the receipt from your contractor. If you made other energy improvements to your home during this year, let us know the cost and describe the improvement.

______ 33. If you claimed the federal first-time homebuyer credit in 2008, you are subject to repayment. Likewise, if you claimed the credit in 08, 09, or 10 and the home ceased to be your main home, you are subject to repayment. Please discuss this situation with your preparer.

______ 34. Ohio has become very aggressive in pursuing its "Use Tax", which applies to internet purchases where no sales tax was paid. Be sure to provide your preparer with total purchases where no sales tax was paid.

______ 35. **If you had ownership, control or signing rights for any foreign bank accounts at any point during this year, we must complete information reporting on these accounts. Discuss this situation with your preparer because serious penalties apply for failure to report.**

______ 36. **If you had ownership or control for crypto currencies, we must complete information reporting on these accounts. Discuss this situation with your preparer.**

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2023 – 1040 TAX RETURN ENGAGEMENT LETTER

We are pleased to provide you with personal income tax preparation service for your 2023 personal income tax returns. This letter sets out the terms and conditions of this engagement:

- We will prepare your returns based on the data you provide. You confirm to us that the information you provide is to the best of your knowledge, true, correct & complete.
- We are authorized by you to rely on your data without further audit or verification procedures.
- The responsibility for the accuracy and completeness of your return remains with you.
- You confirm that you have kept adequate books and records, contemporaneous mileage logs, receipts, and other data that can confirm your deductions in the event of an IRS audit.
- If you are self-employed, or otherwise operate a business, you are responsible for records including your time involvement in those activities, as well as your basis in those activities.
- We will represent you, if desired, before the IRS in the event of an audit, and will bill you for those services at our normal rates under a separate engagement.
- You are responsible for Ohio sales, use and Ohio CAT tax returns unless you separately engage our firm to prepare these returns.
- We maintain no responsibility for the analysis of whether payments you make for services are independent contractor payments or employee payments, or prepare 1099s for contractors unless you separately engage our firm in this regard. You affirm that you have timely sent all required 1099s.
- **You have reported to us the existence of any foreign bank accounts, assets, trust, or corporate interests held outside the United States.**
- **You have reported to us the existence of any crypto currency assets held and any resulting taxable transactions occurred the calendar year.**
- The law provides various penalties and interest that may be imposed when taxpayers underestimate or underreport their tax liability. You acknowledge that any such understated tax, and any imposed interest and penalties, are your responsibility, and that we have no responsibility in that regard.
- Indemnification: by engaging our firm, you agree to indemnify Sielschott, Walsh, Keifer, Regula & Sherer CPAs, Inc. for expenses incurred by our firm, including our normal hourly rate of fees, if our firm or our work product is called into a legal dispute between you and a third party.
- Alternative resolution: by engaging our firm, you agree to arbitrate any dispute you have with Sielschott, Walsh, Keifer, Regula & Sherer CPAs, Inc. created by the preparation of this income tax return.
- Limitation on damages: By engaging our firm in the preparation of your income tax returns, you agree that our errors and omissions liability will not exceed our fees collected for this engagement plus IRS penalties and interest.
- Our engagement will be complete upon the delivery of the completed returns to you. Thereafter, **you will be solely responsible to follow filing instructions, and to file certain returns by mail with the appropriate taxing authorities.**
- It is our policy to retain engagement documentation for a period of seven years, after which time we will commence the process of destroying the contents of our engagement files.
- Our fees for this engagement will be calculated based on our normal 1040 billing procedures.
- Direct deposit certification: IRS now requires tax practitioners to verify the accuracy of bank account numbers and routing numbers for accounts receiving tax refunds. Signing this engagement letter serves as verification of banking information.
- **If you are dropping off your tax return at our office for preparation, you understand that we will electronically file your tax return. Please indicate your understanding of this firm policy by initialing here___________.**

Sielschott, Walsh, Keifer, Regula & Sherer CPAs, Inc.

Please indicate your acceptance of these terms by signing below; this letter correctly sets out the terms of the tax preparation engagement.

______________________________	______________________
PRINT NAME	**DATE**
______________________________	______________________
CLIENT'S SIGNATURE	**PHONE NUMBER**

<u>For returning clients only:</u> Bank Info Same? ______ If no, please attach copy of voided check, if available.

Email Address __________________________ -Fill in only if communicating or receiving returns via email.