

For best service, use our secure client portal

Benefits of using the portal:

- Secure storage with 24/7 access
- Faster turn around time for your tax return
- Access to your tax returns, as well as important documents, all in one spot.
- Up to \$30 credit on your tax preparation fee
- Environmentally friendly – less paper waste
- Available to all clients at no cost

To sign up for your secure portal, please email Barbara at barbara@monettistandard.com, or call the office at 732-255-3585. All we need is your name and email address.

To take advantage of the maximum discount, please email or call to have your portal set up today!

MONETTI STANDARD

ACCOUNTANTS AND ADVISORS

January 2022

To Our Tax Clients:

It's that time of year again! Enclosed is an information sheet and questionnaire to help you prepare for your 2021 tax returns. **The information in this letter, the questionnaire, and the tax preparation agreement has changed since last year, so it is important that you read each carefully.** Please consider every question (even those that don't apply to you) and provide as much information as possible (*don't forget deductions like interest, taxes, medical expenses, and charity*) to be sure your return is complete and accurate. Don't hesitate to call us with any questions!

We also enclosed a brief agreement concerning the preparation of your returns. Please sign, date, and return the agreement when you send your tax information. To ensure filing by the April 15th due date, all information must be received by Friday, March 25th. Please do not send any tax information by phone, text, or email. If we do not receive your information by Friday, March 25th, we may have to extend your tax return. This could result in higher charges and delay the filing of your returns until June or July.

MonettiStandard is now offering a \$30 discount as an incentive to take advantage of our Client Portal. You can simply upload your tax documents and receive your completed tax return electronically using our secure client portal. Discount offers are as follows:

- ❖ \$15 off by choosing to upload your 2021 tax documents to your personal portal
- ❖ \$15 off by choosing to receive your 2021 completed tax return in your personal portal
- ❖ \$30 off when you choose to upload your documents AND have your completed tax return uploaded using our client portal
- ❖ Please contact Barbara to set up your secure portal at barbara@monettistandard.com or call the office at 732-255-3585

As a reminder, fees are due when you receive your returns for approval and authorization to e-file.

Thank you for choosing us to prepare your tax returns. We appreciate the trust you place in us. If you have any questions, please do not hesitate to call or email us.

Sincerely,

Frank F. Monetti, CPA, MAcct
Ernest Standard Jr, CPA
Teresa A. Weber, CPA
MonettiStandard PC

Covid-19 Policy

For the safety of our clients and staff, we are requesting that appointments be made only if necessary. You may book an appointment on our website at MonettiStandard.com.

There are several ways to get us your information. For the best service, we recommend using our secure client portal; however, we will continue to accept your documents via mail or drop off. The client drop-off box is located in our lobby (immediately upon entering the office).

MONETTI STANDARD
ACCOUNTANTS AND ADVISORS

TAX RETURN PREPARATION AGREEMENT
JANUARY 2021

MonettiStandard PC (we) will prepare your federal and state income tax returns for the 2021 tax year based on information you provide. Although our work does not include procedures to discover irregularities or inaccuracies in the tax data you provide, we may ask for clarification of certain information, or additional information, so we can prepare complete and accurate returns for you.

It is your responsibility to maintain and provide all necessary information related to income, deductions, and credits for the 2021 tax year, and to respond to inquiries in a timely manner so we can accurately complete your returns by the appropriate due date. This includes completing the questionnaire accompanying this agreement and making all necessary disclosures. We will not begin work on your return until we receive the questionnaire, agreement, and payment for any open balances.

The information needed to complete your returns must be received no later than Friday, March 25th so that the returns may be completed by the original filing due date (April 15th). If an extension of time to file must be submitted, additional charges will apply and return preparation will be delayed. Taxing authorities may also charge penalties and interest.

You are responsible for maintaining and providing appropriate records, such as official tax documents you receive, receipts and substantiation when necessary, purchase and sales information for assets, and any other information that may affect your tax return. You are also responsible for providing information required to support your filing status, dependents, and/or tax credits claimed on your return. Information provided by text message will not be accepted.

It is your responsibility to review your returns before they are filed to determine that all income has been correctly reported and that you have met all IRS recordkeeping requirements. You are ultimately responsible for the completeness, accuracy, and timely filing of your tax returns.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible. Services performed will be in compliance with the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants.

If you receive additional correspondence from taxing authorities, we will be glad to assist you or represent you if you desire. Our fees for preparing your returns do not include additional time required to assist with tax notices or examinations.

Our fees for preparation of your returns are based on the complexity of the work and the condition of your records. **Invoices must be paid in full on the delivery of your returns.** Our agreement will be complete when your returns are submitted for e-filing.

If this accurately summarizes your understanding relating to the preparation of your tax returns, please sign and return this agreement with your tax information. **By signing below, you certify under penalties of perjury that all information provided by you, both written and oral, is true, correct, and complete to the best of your knowledge.**

MonettiStandard PC

Accepted by (for joint returns, BOTH spouses must sign):

Signature

Date

Signature

Date

Name

Name

MONETTISTANDARD

ACCOUNTANTS AND ADVISORS

2021 Tax Organizer

The purpose of this organizer is to help us prepare your returns so you can get the best tax result. If you have any questions, please call our office at (732) 255-3585.

Personal Information

Name		SSN	Date of Birth	
Taxpayer				
Spouse				
Address				
Street		City		
State		Zip		
Occupation	Daytime phone	Evening phone	Cell phone	
Taxpayer				
Spouse				
Taxpayer Email				
Spouse Email				

<u>Marital Status end of 2021</u>	<u>Other Information</u>	<u>Taxpayer</u>	<u>Spouse</u>
<input type="checkbox"/> Married	Are you blind?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Married Filing Separately	Are you disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Single	Are you a full-time student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Widow(er) If spouse died in 2021 enter date of death _____	Do you want \$3 to go to the Presidential Election Campaign Fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Dependent Information

First and Last name	SSN	Relationship	Months in Home	Date of Birth	Disabled	Full-time Student

Account Information for Deposits or Withdrawals

Name of Bank	Bank Routing Number	Bank Account Number	Type of Account		Use this Account For	
			Checking	Savings	Deposits	Withdrawals

Questionnaire

Name:

SSN:

Dependent Information If this does not apply to you, check here ____ and skip to the next section.

Yes No

- Did you have any changes in dependents during the year?
If "Yes," explain _____
- Can another person qualify to claim any of your dependents?
- Did you have any childcare expenses during the year?
- Did you have any adoption expenses during the year?
- Did you have any children under age 19 or full-time student under age 24 with more than \$2200 of unearned income?
Provide documentation for proof of dependent related credits (school records, medical Records, daycare records, etc.)

Health Care Information

Yes No

- Did any member of your household have health insurance?
If "Yes," provide copies of Form 1095-A or 1095-B.
- Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA during the year?

Stimulus Payment, Income, Purchases, Sales, and Dept. Information

Yes No

- Did you receive Advance Child Tax Credit Payments in 2021?**
If yes, please provide IRS records to verify the amount received.
- Did you receive a stimulus payment in May of 2021?**
If yes, please provide the amount here \$ _____ and initial here _____.
- Did you receive any tips not reported to your employer?
- Did you receive any unemployment or disability income during the year?
- Did you cash any U.S. savings bonds during the year?
- Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currencies, such as bitcoin?
- Did you receive any other income not provided with this organizer?
If yes, explain _____
- Did you start a new business or purchase any rental property during the year?
- Did you purchase any business assets or convert any assets to business use?
- Did you buy or sell a principal residence during the year?
If "Yes," provide closing documentation for the purchase and the sale of the home.
- Did you have a principal residence or a piece of real property foreclosed on during the year?
- Did you abandon a principal residence or piece of real property during the year?
- Did you refinance your principal home or second home or take out a home equity loan during the year?
If "Yes," provide all escrow, closing, and other pertinent documentation and information.
- Did you receive any principal or interest during this year from property sold in prior years?
- Did you rent out your home or use it for a business?
- Did you sell, exchange, or purchase any real estate during the year?
- Did you acquire a new or additional interest in a partnership or S corporation?
- Did you have any debts canceled or forgiven this year?
- Does anyone owe you money that has become uncollectible?
- Did you purchase a new hybrid, alternative motor, or electric motor energy-efficient vehicle during the year?
If "Yes," provide the year, make, model, VIN, and date the vehicle was placed in service.

Questionnaire

Name:

SSN:

Itemized Deduction Information

Yes No

- Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?
- Did you pay any long-term care premiums for yourself, your spouse, or dependent during the year?
- Did you receive any state or local income tax refunds from prior years?
- Did you make any major purchases (vehicle, boat, etc.) during the year?
- Did you pay any real estate property taxes during the year?
- Did you pay mortgage interest during the year?
- Did you make cash donations to charity during the year?
- Did you make noncash donations to charity (clothes, furniture, etc.) during the year?
- Did you have gambling winnings or losses during the year?

Retirement Information If this does not apply to you, check here ____ and skip to the next section.

Yes No

- Did you convert any traditional, SEP, or SIMPLE IRS's to a Roth IRA in 2021?
- Did you receive any payments from a retirement account, such as an IRA, a pension, profit sharing, or 401(k) plan during the year?
- Did you receive any Social Security benefits during the year?

Education Information If this does not apply to you, check here ____ and skip to the next section.

Yes No

- Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
- Did you make a contribution to or receive a distribution from an Educational Savings Account or Qualified Tuition Program during the year?
- Did you pay student loan interest for yourself, your spouse, or your dependents(s) during the year?

Foreign Accounts

Yes No

- Did you have an interest in a foreign bank account, foreign trust, or foreign real estate?
- Did you receive any income from, or pay taxes to, a foreign country?

Miscellaneous Information

How would you like to receive your completed returns? (Please check one).

- _____ Please send my returns using the secure portal (\$15 discount).
- _____ Please mail my returns.
- _____ I would like to pick up my returns. (We will call you when the return is complete to schedule a pick up time).

Questionnaire

Name:

SSN:

Yes No

- Can you or your spouse be claimed as a dependent by someone else?
- Did you make gifts to any one person in excess of \$15,000 during the year?
- Did you make any energy-efficient improvements to your main home during the year?
- Did you apply an overpayment of your 2020 taxes to your 2021 estimated taxes?
- If you have an overpayment of 2021 taxes, do you want the refund applied to your 2022 estimated taxes?
- Did you receive any notices from the IRS or state taxing authority?
If "Yes," explain _____
- May the IRS discuss your tax return with your preparer?
- Do you anticipate your income or withholdings to be different for 2022?
- Are you or a spouse a military veteran?
- Do you have a will?
- Do you own any trusts?
- Are you financially prepared for retirement?
- Is there any other information that affects your return? If so, please describe below.
- Do you have any questions or concerns we can help you with, If "Yes," please describe below.
- Did anyone in your household receive an identity protection personal identification number (IP PIN)?
If "Yes," please provide a copy of the IRS notice.
- If you qualify, do you want to make an IRA contribution?

Estimates

Please complete below if you made any quarterly tax payments:

	Federal		Resident State	
	Date Paid	Amount	Date Paid	Amount
Overpayment applied from 2020	_____	_____	_____	_____
First Quarter	_____	_____	_____	_____
Second Quarter	_____	_____	_____	_____
Third Quarter	_____	_____	_____	_____
Fourth Quarter	_____	_____	_____	_____
Additional Payments	_____	_____	_____	_____

Additional Notes:

PLEASE RETURN THIS WITH YOUR PACKET

Did you remember to (please check/initial):

- Enclose your signed client agreement?
- Fill out the questionnaire?
- Update your contact info?
- Include proof of residence for any dependents?
- Indicate if you received a Stimulus Payment in May 2021?
- Include Form 1098-T and account statement for any child in college (the 1098-T lists their tuition and other charges)?
- Indicate if you received Advance Child Tax Credit Payments?
- Indicate how you would like to receive your completed tax return (Client portal, mail, pick-up)?

Taking a few moments to check off these items will help us get your return back to you faster. **Company policy is that we cannot begin work on your return without these documents.** Thank you for your cooperation!