WAGNER ACCOUNTING
& TAX SERVICE, INC.

999 Century Drive, Suite 5
Dubuque, Iowa 52002
Phone (563) 556-4508
Fax (563) 556-0407

607 Myatt Drive, Suite 1
Maquoketa, Iowa 52060
Phone (563) 652-5152
Fax (563) 652-5152

To Our Valued Tax Clients:

We want to put 2020 behind us as much as you do, but first we need to file your tax returns!

Our acquisition of One Stop Tax Service is complete. Our offices are open on Century Drive in Dubuque and Myatt Drive in Maquoketa. We appreciate the opportunity to serve you in this, our 48th Tax Season.

As you begin gathering your income tax return materials, our Income Tax Information Organizer is formatted to help prepare your tax return with all income and allowable deductions. Business, Rental or Farm income should be detailed on separate organizer worksheets. If you need these additional worksheets, please let us know. All organizer worksheets are available under the forms tab on our website at ***www.wagneracct.com.***

The last-minute COVID-19 Relief Law was signed on December 27th, 2020. Included are additional Economic Impact Payments (EIPs), and guidance on tax treatment of the stimulus. These payments are NOT taxable income in 2020. You will be required to provide the amount of EIPs you received in 2020 and early 2021. Taxpayers not receiving payments may see an additional refund when filing their 2020 return. Also in the legislation is preferential treatment of PPP loans, several extensions of expired provisions, and a new deduction for cash donations to charities. Taxpayers who do not itemize deductions may take up to a $300 write off for these charitable contributions. Multiple legislative provisions apply to businesses and other individual situations, please contact us with questions.

Congress and the tax code place significant responsibility on tax return preparers. Our due diligence & compliance regulations shape our practice, our fee structure reflects this. You are **required to provide** Form 1098-T for Education Credits, signed Form 8332 for non-custodial parents, Form 1095-A for health insurance purchased from the Marketplace, and information on EIPs received before filing. Taxpayers claiming children will need proof of residency for the children with the child's name and address.

We electronically file all eligible returns. Returns must be reviewed, signed, and paid for prior to transmission. We do accept payment by credit card. To provide the most affordable service to all our clients, we charge a 3% convenience fee for debit and credit card transactions.

Generally, refunds are deposited within 21 days of e-file acceptance. The IRS will not guarantee a date for direct deposit of refunds. The IRS has also announced it will accept electronically filed 2020 individual returns beginning February 12th, 2021. This means refunds likely will not be available until after February 28th, 2021.

Please review the COVID-19 procedures included in this organizer before visiting our offices.

In addition to income tax preparation services, we provide accounting and payroll solutions for any business. We offer IRA annuity sales, retirement & estate planning, and financial reviews. Information concerning these services is available upon request. Should you wish to schedule time for Income Tax Consultation and Preparation, please call as soon as you have accumulated your data. If you need assistance or have a tax question, contact us at your convenience.
We appreciate your past business and look forward to working with you in the future.

DAVID A. WAGNER

THOMAS A. WAGNER

INTERVIEW QUESTIONS

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

	YES	NO	
1.	☐	☐	Have you been a victim of identity theft?
2.	☐	☐	Did your address or marital status change during the year?
3.	☐	☐	Were there any births, adoptions, marriages, divorces, or deaths in your tax household?
4.	☐	☐	Do you provide a home for or help support anyone not listed on last year's return?
5.	☐	☐	Did you purchase health coverage from the Health Insurance Marketplace?
6.	☐	☐	Do you have a Health Savings Account (HSA)?
7.	☐	☐	Did you receive unreported tip income of $20 or more in any month?
8.	☐	☐	Did you receive any Unemployment compensation income?
9.	☐	☐	Do you have any reportable gambling income?
10.	☐	☐	Did you receive any disability income?
11.	☐	☐	Did you have any debts cancelled, debts forgiven, or bankruptcy proceedings?
12.	☐	☐	Did you withdraw, transfer, or rollover any amount from a retirement plan?
13.	☐	☐	Did you receive an inheritance?
14.	☐	☐	Did you receive interest from or pay interest on a Land Contract (Seller Financing)?
15.	☐	☐	Did you pay or receive alimony?
16.	☐	☐	Did you pay interest on a Student Loan during the year?
17.	☐	☐	Do you have a foreign bank or financial account, business or trust?
18.	☐	☐	Do you have foreign assets, foreign income, pay foreign taxes, or file foreign returns?
19.	☐	☐	Did you receive, sell, exchange, or otherwise acquire a financial interest in any virtual currency?
20.	☐	☐	Did you receive an Economic Impact Payment (Stimulus) in 2020 or 2021?

PLEASE PROVIDE YOUR PREFERRED CONTACT INFORMATION:

Best Contact#: ______________________ Email: ______________________

TAXPAYER INFORMATION IF NOT ALREADY ON FILE

Name: ______ SS # ______ Birth Date: ______

Spouse ______ SS # ______ Birth Date: ______

Address: ______

County of Residence: ______

School District of Residence: ______

Direct Deposit of Refunds ☐ Yes *(Please attach a deposit ticket marked for savings or checking.)*

DEPENDENTS

IF NOT ALREADY ON FILE

Name (First, Initial):	Social Security Number:	Relationship:	Date of Birth:

STIMULUS

ECONOMIC IMPACT PAYMENTS

Amount of 1st Stimulus Received: ______

Amount of 2nd Stimulus Received: ______

INCOME

PLEASE PROVIDE ALL APPLICABLE FORMS

- ☐ Wages & Salaries: (W-2 Forms)
- ☐ Unemployment: (Form 1099-G)
- ☐ Interest & Dividends: (1099-INT & 1099-DIV Forms, including Tax-Exempt & Municipal Interest)
- ☐ IRA's, Pensions, Annuities: (Form 1099-R)
- ☐ Social Security Income: (Form SSA-1099 for Taxpayer & Spouse)
- ☐ Gambling or Lottery Winnings: (All Forms W-2G)
- ☐ Alimony Received ______ Date of Divorce Decree ______

Other Income: ______

CHILD CARE

IF MORE THAN ONE PROVIDER, PLEASE LIST ON SEPARATE SHEET.

Name of Provider: ______

ID# ______

Address: ______

Amount Paid: ______

Childcare Flex-Spending or Assistance: ______

ESTIMATED INCOME TAX DATA

	FEDERAL AMOUNT	FEDERAL DATE	STATE AMOUNT	STATE DATE
1st Quarter Payments				
2nd Quarter Payments				
3rd Quarter Payments				
4th Quarter Payments				

We will again prepare Estimated Income Tax Payments for 2021 based on your 2020 tax.
If you expect a significant change in your income for 2021, please discuss this with us.

DEDUCTIONS

ADJUSTMENTS & CREDITS

IRA Deduction: Taxpayer: ____________ Spouse: ____________

Payment to Keogh Plan, SEP or SIMPLE: ____________ Alimony paid: ____________

Health Savings Account (HSA) Contributions: ____________ Date of Divorce Decree: ____________

Student Loan Interest (Please provide Form 1098-E) ☐ ____________ Educator Expenses: ____________

MEDICAL & DENTAL

DO NOT include amounts paid for or reimbursed by Health Insurance or premiums paid with pre-tax income.

Medical Insurance: ____________

Medicare Premium: ____________

Long Term Care Insurance: ____________

Doctor, Dentist, Nurse: ____________

Hospitals, Lab Fees: ____________

Prescription Drugs: ____________

Eye Glasses, Hearing Aids: ____________

Braces, Dentures: ____________

Equipment (Prescribed): ____________

Medical Travel (miles): ____________

Medical Lodging: ____________

Nursing or Long Term Care : ____________

HSA Expenses: ____________

Other: ____________

TAXES

Real Estate (Home): ____________

Real Estate (Non-Home): ____________

Car License (IA Only): ____________

Sales Tax on Major Purchases: ____________

CONTRIBUTIONS

Receipt/Documentation is required for all gifts of $250 or more

Church: ____________

United Way: ____________

Red Cross, MDA, Cancer: ____________

Misc. Door-to-Door: ____________

Non-Cash (clothing, food, misc.): ____________

Other Miscellaneous: ____________

Expenses for Charitable Work: ____________

Volunteer Mileage (miles): ____________

INTEREST PAID

Home Mortgage Paid to Financial Institutions
(Please bring 1098 Forms): ____________

Home Mortgage Paid to Individuals: ____________
(List Name, Address, SS #): ____________

____

Points: ____________

Investment Interest: ____________

Home Equity Loans: ____________

Vacation/Second Home, Camper,
Houseboat Mortgage: ____________

TUITION (GRADES K-12)

IOWA RESIDENTS

Tuition, Fees, Textbooks, Materials Required for Extra Curricular Activities: ____________

ILLINOIS RESIDENTS

(Please provide Education Credit Form)

Tuition, Fees, Textbooks: ____________

WISCONSIN RESIDENTS

Private School Tuition: ____________

POST-SECONDARY EDUCATION

(Form 1098-T is required) ____________

ENERGY

RESIDENTIAL IMPROVEMENTS (LESS REBATES)

Solar: ____________

Wind/Fuel Cell: ____________

Geothermal: ____________

Windows, Exterior Doors: ____________

Furnace/Air Conditioner: ____________

Insulation/Roofing: ____________

MISC. DEDUCTIONS

Estate Taxes Paid on Estate Income: ____________

Gambling/Lottery Losses: ____________
(Limited to Gambling/ Lottery Winnings)

Other: ____________

____

INCOME TAX PREPARATION ENGAGEMENT

Thank you for choosing Wagner Accounting & Tax Service, Inc. to assist you with your tax affairs. This section confirms the terms of our engagement with you and the nature and extent of services we will provide. We will prepare your federal and state income tax returns using information you provide to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. We will perform accounting services only as needed to prepare your income tax returns. Our work will not include procedures to discover defalcations or other irregularities. Accordingly, our engagement should not be relied on to disclose errors, fraud or other illegal acts. The scope of work in connection with the preparation of your federal and state income tax returns is intended to be in compliance with the requirements issued by the various taxing authorities. Because tax laws are not always clear, honest differences of opinions may arise between our interpretation of laws and that of the taxing authorities. We will assist you in resolving these differences in your favor whenever possible. You and/or your duly appointed representative agree not to hold Wagner Accounting & Tax Service, Inc. liable for interpretations made with regard to any of the information supplied by you and used in the preparation of your tax returns.

Unless compelled to do so by law, Wagner Accounting & Tax Service, Inc. does not disclose any irregularities or provide statements with regard to the validity of the information supplied by you to any taxing authority. It is your responsibility to provide information required for preparation of complete and accurate returns. Please review any completed tax returns carefully. As income tax return preparers, we have a responsibility both to the various taxing authorities with whom we file tax returns as well as to our clients. Any client will remain liable for the contents of tax returns prepared by Wagner Accounting & Tax Service, Inc. with data provided by said client. We will return your original records to you at the end of this engagement. You should keep all documents, cancelled checks and other data that support your reported income and deductions. This information may be necessary to verify accuracy of the returns to a taxing authority. All tax returns are subject to review and acceptance by the various taxing authorities. You may appeal any adjustments proposed by a taxing authority. In the event of an examination or other taxing authority contact, Wagner Accounting & Tax Service, Inc. can respond or represent your position to the taxing authority; however, there may be a fee for this service.

All tax return preparation fees must be paid before the tax return can be electronically processed. Once payment is received and the proper forms are signed to electronically file the return, we will file the tax return.

Please acknowledge this statement correctly summarizes your understanding of the arrangements for this work by signing below and return it to us, along with your Organizer. If we do not receive this statement from you in fully executed form, but receive from you a completed copy of your Organizer and/or supporting documentation, such receipt will be deemed to evidence your acceptance of all the terms set forth above.

WAGNER ACCOUNTING & TAX SERVICE, INC.

Accepted by:

TAXPAYER

SPOUSE

DATE

Privacy Notice

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as instructed to do so by such clients. We restrict access to nonpublic personal information to those professionals necessary to provide our services, and we maintain physical, electronic, and procedural safeguards to guard your nonpublic personal information.

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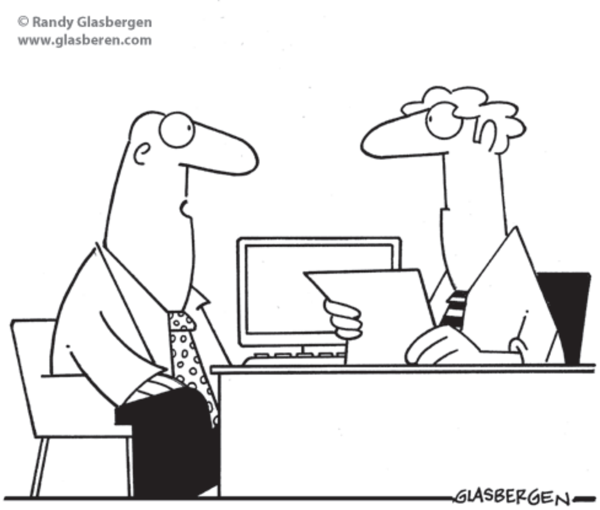
WWW.WAGNERACCT.COM

2020 INCOME TAX INFORMATION ORGANIZER



"Can I write off last year's taxes as a bad investment?"

THINGS TO BRING (IF APPLICABLE)

- ☐ Your 2019 Tax Return (If not prepared by our office)
- ☐ W-2 Forms for Wages
- ☐ Proof of Residency for Dependents
- ☐ 1099's for Retirement, Interest, Dividend and Other Income
- ☐ W-2G's for Gambling Income
- ☐ K-1's for Partnerships, Corporations or Estates
- ☐ Social Security Benefits Statement
- ☐ 1099-K for Business Credit Cards Received
- ☐ 1098's Showing Mortgage Interest Paid
- ☐ 1098-T's for College Tuition Paid
- ☐ Brokerage Statements for Stock Sales
- ☐ Closing Statements for Real Estate Sales or Purchases
- ☐ 1095-A Health Insurance Marketplace Statement

We would like to thank you, our valued customers, for your support over the past 48 years. We look forward to serving your needs in the future. In addition to our broad range of Accounting and Income Tax Services, we also offer the following:

PAYROLL SERVICES • ESTATE PLANNING • GIFT PLANNING

LIFE INSURANCE REVIEWS • ANNUITIES • RETIREMENT PLANNING