Marta Sullivan, CPA

TAX PREPARATION
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Welcome to the new tax season for 2021! My tax packet will be pared down, and instructions to get your returns done will be on the home page of my website. Always feel free to call or email if you have any questions, as almost everything about this year will be different from the past. I look forward to working with you, and hope to achieve a streamlined process, and I appreciate your input.

- Married Couples, please fill in ONE Tax Packet.
- I do not want to see your receipts. Signing the Engagement of Services Agreement (on the next pages) says that you added up, and can prove, your numbers.
- I do not want your spreadsheets. Transfer your numbers into the Tax Packet. I keep my prices low because you do the math.
- I do not want your check stubs. I DO want you to stack up your check stubs by payer, and make sure there's a W-2 or 1099 on top of each stack. This way you can get any missing tax documents BEFORE making your appointment.
- If you have an **IRS IP PIN** you MUST give that letter to me. You'll get a new one every year.
- Fill in this Tax Packet as early as possible if you want to take advantage of the lower price.
  As soon as you get ALL of your income, investment, interest and other tax documents, then you can make our appointment.
- **You MUST be able to prove every number with receipts, not just bank statements.**

ENGAGEMENT OF SERVICES AGREEMENT

Marta Sullivan, CPA

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PRINT YOUR NAME(s): ____ **DATE: _________________**

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services I will provide. Our engagement is limited in scope and will be confined to the procedures and practices as set forth herein:

I will prepare your Federal income tax return, and income tax returns for the **STATES OF _________________________**, with supporting schedules, and perform related research as considered necessary (herein after known collectively as the "returns"). This engagement pertains only to the **TAX YEAR ____________**.

My engagement will be complete upon the delivery of the completed returns to you, unless you notify me that you require further tax services including, but not limited to, amendments, audit representation, extensions, past year returns, and any and all other services related to your income tax returns which you request.

The fees for my primary services are per, and as specified in, the accompanying schedule, and services not specifically identified therein will also be based on an hourly rate of **$315 per hour** or the scheduled rate I publish for that time frame of the current tax year. Your actual client fees incurred will be based on the complexity of your returns, and the time necessary to complete such services.

Based on what can be anticipated for your present expressed needs, I ***estimate*** that the fees you will pay to Marta Sullivan, CPA will range from **$300-$1,215** (*see attached fee schedule on next page*) for preparing your Federal and any State income tax returns. This figure may change if more time and/or services other than written above prove to be needed, including services at a later date, such as preparing amendments and providing audit representation. If we anticipate our fees exceeding the aforementioned range, you will be presented the new fees in writing, so as to obtain your approval before continuing with the engagement.

Should my services for a given tax year extend for more than a one-year period, another Engagement of Services Agreement needs to be completed for each year of continuing work.

Please take special note that unless the processing of electronic filing is appropriate for your returns, you will be solely responsible to file any returns I prepare for you with the appropriate taxing authorities.

I will furnish you with my Tax Packet Worksheets to guide you in gathering and understanding the necessary information required for your tax preparation. Your thorough completion and use of these worksheets provide for the most accurate return, and assist me in keeping my fees to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. I will not audit or otherwise verify the data you submit. Accordingly, my engagement cannot be relied upon to disclose errors, fraud or other illegal acts that may exist in the information you have provided. You are responsible for adopting sound accounting policies, for maintaining an adequate and efficient accounting system for safeguarding assets, for authorizing transactions and retaining supporting documentation for those transactions and for devising an internal control system that will help assure the proper preparation of financial statements.

Understand that should you choose to file a return in arrears of the current tax year, or when an amended return is appropriate, a refund is only available to you for 3 years prior to the current tax year.

Continued on next page...

ENGAGEMENT OF SERVICES AGREEMENT continued

In addition to the information you have placed in the Tax Packet, or other papers you may provide, you further acknowledge that to the best of your knowledge and belief during the interview/preparation process you have provided accurate, complete and full disclosure in your answers to any and all questions regarding income, expenses, deductions and exemptions in an effort to ensure that your return is prepared accurately.

To the extent I render any accounting and/or bookkeeping assistance, it will be limited to those tasks I deem necessary for the preparation of the returns and may lead to additional costs. Therefore, your commitment is essential to my ability to complete this engagement. Specifically, I must receive comprehensive information from which to prepare your returns within a reasonable period of time.

If, during our work, I discover information that affects your prior-year tax returns, I will make you aware of the facts. However, I cannot be responsible for identifying all items that may affect your prior-year returns. If you become aware of such information during the year, please contact me to discuss the best resolution of the issue.

It is always possible your returns may be selected for review (audit) by one or more taxing authority. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such tax examination(s), I will be available upon your written request to represent you during the examination and/or during any appeal for an additional hourly fee.

You should retain all the documents, receipts, records, canceled checks and other data that form the basis of income and deductions for at least Seven Years. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign the returns and/or the e-file Signature Authorization Forms.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

In acknowledgment and acceptance of these terms and considerations, and as client(s) of Marta Sullivan, CPA (I) (we) hereby enter (my) (our) signature(s).

TAXPAYER SIGNATURE: ____ **DATE:** __________________

SPOUSE SIGNATURE: ____ **DATE:** __________________

RATE SCHEDULE

Based on a 90-minute tax return

February $300

March 1 – 15
$360

March 16 – 31
$420

April – December
(and prior years) $480

Corporate

$900

Single Member LLC
Add $300

Additional States add
$50 per state

Addl time $315 per hour
charged in 15-minute pieces

A $50 rescheduling fee will be charged for cancellations made within 24 hours.

PRE-APPOINTMENT CHECK LIST

PLEASE BRING, OR PRESENT ME WITH, **ALL** OF YOUR DOCUMENTS **AT ONE TIME**.

	yes / no:
Completely filled in Tax Packet	
Last year's tax return - only if I didn't do it	
Stack up your check stubs. Be sure you have **ALL** of your W-2s	
Stack up your check stubs. Be sure you have **ALL** of your 1099s	
ALL CASH INCOME that you are self-reporting; venmo, paypal, personal check, credit card, etc.	
Bank interest and dividends – 1099-INT, 1099-DIV	
Sale of stocks, bonds, mutual funds, etc. – 1099-B	
Unemployment – 1099-G	
(if I didn't do last year's return) State Refunds – 1099-G	
Social Security – SSA-1099	
IRA Distributions – 1099-R	
Pension Distributions – 1099-R	
Summary from credit card transactions – 1099-K	
we advise you wait until your tax return is done: IRA Contributions	
HSA Contribution form 8889	
Health Insurance 1095-A, B, or C	
Home Mortgage Interest , PMI, and Property Tax	
Student Loan Interest – 1098-E	
Tuition Expense – 1098-T	
Closing statements if you BOUGHT or SOLD PROPERTY	
Partnerships, Trusts and Corporations – K-1	

Note: this area does not need to be filled out if info is same:
PRIMARY NAME___________________________________

Occupation ___________________________________

Soc. Sec. # ___________________________________

Date of Birth ________________________ Blind Y N
month / day / year

Drivers License # ______________________________

DL Issue date___________ exp. date _____________

Cell Phone ____________________________________

Home Phone ___________________________________

Email _________________________________

SPOUSE NAME ________________________________

Occupation ___________________________________

Soc. Sec. # ___________________________________

Date of Birth ________________________ Blind Y N
month / day / year

Drivers License # ______________________________

DL Issue date_________ exp. date _____________

Cell Phone ____________________________________

Home Phone ___________________________________

Email _______________________________________

Address ______________________________ Unit # ____________ Zip Code ____________
City______________________________

FILING STATUS

❑ SINGLE

❑ MARRIED / JOINT

❑ SEPARATED
Incl. Spouse Name, SSN & DOB above

❑ WIDOW(ER)
Date __________

❑ HEAD of HOUSEHOLD
Must be Single with one or more dependents

DEPENDENT INFORMATION (use addl. sheet if necessary)

Enter the dependent Code in the first column:

L = Child who lived with you N = Child who did not live with you due to divorce or separation O = Other Dependent

CODE	FULL NAME	SOCIAL SECURITY NUMBER	RELATIONSHIP	DATE OF BIRTH	# MONTHS LIVED W/ YOU LAST YEAR

CHILD CARE EXPENSES (use addl. sheet if necessary)

(1) Care Giver ______________________________ Federal ID # ______________________ $______________

Address ____ Phone_________________________

(2) Care Giver ______________________________ Federal ID # ______________________ $______________

Address ____ Phone_________________________

BANK INFO ~ FOR ELECTRONIC REFUND OR AMOUNT DUE

*fill in **ONLY** if you are **NEW** or your bank info has **CHANGED**:*

Bank Name_______________ Routing #________________ Account #________________________

Account Type: ❑ Checking ❑ Savings Name on account ___________________________________

HEALTH CARE Check one box:

❑ I had Covered CA or other Government Marketplace Insurance.
You **MUST** give me your form **1095-A** and a **California form 3895**

❑ I had employer offered health insurance (for example SAG-AFTRA). Form 1095-B

❑ I had privately purchased health insurance. Form 1095-C

CHILD TAX CREDIT is enhanced for 2021 in several ways, including raising the per-child payment to $3,000 for families with income below certain thresholds. To receive this benefit, you MUST give me a document for EACH child that includes A) their name and B) your name, or C) at least the last 4 digits of their SSN, for example, their Birth Certificate, Health Insurance Form, Social Security Card
I need a new copy EVERY year that you claim the child.

EXTENSIONS

Did you file any EXTENSIONS for your 2021 tax return? ❑ Yes ❑ No Did you make any payments? $__________

CRYPTO CURRENCY in 2021 did you buy or sell any crypto currency such as Bitcoin, Ethereum or Doge?
❑ Yes ❑ No

STIMULUS PAYMENTS (AKA Recovery Rebate AKA Economic Impact Payment)

3rd **FEDERAL Stimulus Payment** received in or after March 2021 = $ ______________

CA Golden State Stimulus Payment received April 15th - Dec 2021 = $ ________________

My INCENTIVIZED PRICING

Feb = $300
Mar 1-15 = $360
Mar 16-31 = $420
Apr – Dec = $480
(& Prior Years = $480)
Married = $75 additional *(new)*

Extra States = $50 each
SMLLC = $300 *...if you don't know, you don't have it*
Overtime = $315 per hour

RENTAL or DRIVING INCOME Download and fill in those worksheets.

ESTIMATED TAX PAYMENTS TOWARD YOUR 2021 TAX BILL

(IF YOU DON'T KNOW WHAT THIS IS, YOU DIDN'T MAKE ANY)

	FEDERAL	STATE	LOCAL
Quarter 1 = by 4-15-2021	$	$	$
Quarter 2 = by 6-15-2021	$	$	$
Quarter 3 = by 9-15-2021	$	$	$
Quarter 4 = by 1-15-2022	$	$	$
TOTALS	$	$	$

EVERYONE SHOULD FILL OUT THIS PAGE IF MARRIED FILING JOINT COMBINE YOUR NUMBERS

SELF PAID HEALTH INSURANCE including long term care, Medicare supplemental, but **not** life insurance **(Not from your W-2 or Soc. Sec.)**	$
MEDICAL EXPENSES not reimbursed by insurance. i.e. co-pays, dental, vision, glasses, therapy, prescriptions, ambulance, parking at medical facilities…	$
REAL ESTATE TAXES AKA **PROPERTY TAX**	$
HOME MORTGAGE INTEREST	$
PRIVATE MORTGAGE INSURANCE	$
DMV REGISTRATION **bring in your vehicle registration renewal - - - do NOT include parking/traffic tickets**	$
INVESTMENT & LEGAL EXPENSES FOR BUSINESS write-in details:	$
EDUCATOR EXPENSES **K–12 Full-Time teachers only, to the max of $250**	$

		PRIMARY	SPOUSE
RETIREMENT PLAN CONTRIBUTIONS	TRADITIONAL =	$	$
Please wait to make any contribution until I do your Tax Return, you have until	SEP =	$	$
tax day to contribute for last year. (Do Not include 401-K money from W-2)	ROTH =	$	$

Please combine if multiple donations to the same recipient

CHARITABLE CONTRIBUTIONS OF **FUNDS** **Name of charity:**	Date	Amount
		$
		$
use additional sheet if needed	**TOTAL**	**$**
CHARITABLE CONTRIBUTIONS OF **GOODS** **Name of charity:**	Date	Amount
		$
		$
use additional sheet if needed	**TOTAL**	**$**

ALIMONY / SPOUSAL SUPPORT - If you finalized your divorce after January 1, 2019, the *former administration* eliminated the Federal deduction benefit, and reporting requirements of **alimony / spousal support**.

> If your divorce was finalized in 2018 or earlier, > What did you **pay** in spousal support last year $__________________

> What is your ex's SSN ____________________ > What did you **receive** in spousal support last year $________

> CA still allows this deduction and requires you to report the income.

ENTERTAINMENT INDUSTRY EXPENSES **for W-2 income only** PUT YOUR EXPENSES ON ONLY ONE PAGE

	Description	Primary expenses	Spouse expenses	Leave Blank
	TAX PREPARATION what did you pay to prepare last years tax return			
	BUSINESS GIFTS limited to $25 per person			
	ADV/PUBLICITY headshots, business cards, website, reels…			
	ON-LINE JOB SEARCH / CASTING REGISTRIES i.e. IMDB, Actors Access, Casting Networks, theatre company dues…			
	AGENT / MANAGER COMMISSIONS call your rep to get real numbers, don't just take X% of your income			
	OFFICE SUPPLIES Ink, printer paper, postage, cloud storage, etc…			
	EQUIPMENT LEASE OR RENT			
	STUDIO OR PROPERTY LEASE OR RENT i.e. theatre, rehearsal space, NOT where you live			
	REPAIR AND MAINTENANCE OF EQUIPMENT			
	MAINTENANCE OF PROFESSIONAL COSTUMES NOT general street wear			
	PURCHASE of PROFESSIONAL COSTUMES NOT general street wear, i.e. doctor, nurse, police, clown. MUST be tied to an audition or gig			
	Professional MAKE-UP, HAIR CARE, NAILS & supplies - MUST be tied to an audition or gig			
	SUPPLIES FOR RESEARCH or JOB SEARCH props, sheet music, scripts, industry periodicals…			
	CALLING SERVICE FOR BACKGROUND			
	PROFESSIONAL COACHING acting class, dance class, vocal training, dialect coaching, industry workshops, etc.			
	UNION DUES & INITIATION FEES INCLUDE 2% AEA DUES			
	WRITE- IN DETAILS OTHER:			
	OTHER:			
	EVEN IF YOU'RE NOT SURE OF YOUR ENTRIES - **TOTAL:**			

CELL PHONE TOTAL________BUSINESS %________			
INTERNET TOTAL________BUSINESS %________			
CABLE TOTAL FOR EDUCATIONAL PURPOSES ONLY			
theatre, movies, Netflix, Amazon Prime, Hulu JOB SEARCH/RESEARCH VIEWING			

INDEPENDENT CONTRACTOR, SMLLC &
<u>SELF REPORTED INCOME & DEDUCTIONS</u>

*(REMEMBER – ONLY PUT YOUR EXPENSES ON **ONE** PAGE, NO DUPLICATE ENTRIES PLEASE)*

		❑ Primary ❑ Spouse Business 1	❑ Primary ❑ Spouse Business 2	❑ Primary ❑ Spouse Business 3
	What is the BUSINESS NAME or TYPE:			
	INCOME you are **SELF-REPORTING** NOT reported on any tax form	$	$	$
8	BUSINESS GIFTS - $25 per person, per year			
8	ADVERTISING & PUBLICITY			
10	COMMISSIONS & FEES			
11	CONTRACT LABOR YOU PAID OUT			
15	INSURANCE TO DO THIS JOB – not health ins.			
17	LEGAL AND PROFESSIONAL SERVICES			
17	LAST YEARS TAX PREPARATION COST			
18	OFFICE EXPENSES			
20 A	EQUIPMENT LEASE OR RENT			
20 B	OFFICE / STUDIO LEASE – not your residence			
21	EQUIPMENT REPAIRS AND MAINTENANCE			
22	SUPPLIES			
23	TAXES PAID & LICENSE FEES			
	CELL PHONE			
	INTERNET			
	write-in details OTHER			
	OTHER			

EQUIPMENT EXPENSE

items costing over $500

Any less expensive items should be added to "supplies" or "office" on previous pages. Use additional sheet if necessary.

ITEM DESCRIPTION	PURCHASE DATE	COST TIMES % OF BUSINESS USE	NET WRITE-OFF
		$ x % =	$
		$ x % =	$
		$ x % =	$
		$ x % =	$

this is the **"I DON'T KNOW WHERE IT GOES"** section*!*

DESCRIPTION	DATE	COST
		$
		$
		$
		$
		$

OFFICE IN THE HOME

This space must be used exclusively for business;
administration, billing, seeing clients, storing business materials, self-tapes, v.o. booth…

	Primary	Spouse
(i.e. 10'x10' = 100 sq. ft.) total square footage of your workspace		
total square footage of your residence		
renters or homeowners insurance		
total RENT *(not mortgage payments)* for the year		
total of all utilities for the year		
other home office expenses - detail:		

TRANSPORTATION EXPENSES

If you only have *commuting miles, this page doesn't apply to you

	CAR 1	CAR 2
year - make – model:		
date placed in service	month / day / year / /	month / day / year / /

❑ Primary ❑ Spouse
(Car 1) odometer readings Jan 1st 2021:_______ Dec 31st 2021:_______

❑ Primary ❑ Spouse
(Car 2) odometer readings Jan 1st 2021:_______ Dec 31st 2021:_______

TOTAL MILES driven in 2021		
driving in PURSUIT OF, or to expand, your business, skills, knowledge, network, and most 1099 work are BUSINESS MILES		
driving to and from your regular job or side-hustle are *COMMUTING MILES		
one typical ROUND TRIP to your regular job or side-hustle gig		
driving to and from the doctor, treatments, pharmacy are all miles for MEDICAL		
miles to volunteer at a charity or a fundraiser, or donate goods, (but **not** going to worship) are CHARITY		
You also have some miles that are just PERSONAL		
parking when in PURSUIT OF BUSINESS (NOT at your regular job) PARKING FEES	$	$
Uber, Lyft, cab, train, bus fare to pursue, or get to work, (NOT PERSONAL) TRANSPORTATION EXPENSE	$	$

➢ Anyone who has ever been AUDITED is a big believer is in DOCUMENTING their BUSINESS MILEAGE. You can use a phone app, a mileage log or a calendar. Be consistent.
Auditions, meetings, business meals, and classes/training are all *examples* of BUSINESS MILES.

ACTUAL VEHICLE EXPENSES	CAR 1	CAR 2
gas, oil, repairs, insurance, etc.	$	$
rental vehicles	$	$
price or fair market value of your car	$	$
date of PURCHASE / LEASE (circle one)	month / day / year / /	month / day / year / /
LEASE payments (NOT purchase payments)	$	$

➢ Did you buy or lease a new car LAST year? Bring in the sales/lease agreement.

TRAVEL OUT OF TOWN for INTERVIEWS & WORK

(MORE THAN 50 MILES FROM HOME - - use addl. sheet if needed)

TOTAL 1099 Travel:	$	Total W-2 Travel:	$	Total 1099 Meals:	$	Total W-2 Meals:	$

trip#	employer & purpose	kind of work	dates from / to	# of days for work	city / state or city / country
1		❑ 1099 ❑ W-2			
2		❑ 1099 ❑ W-2			
3		❑ 1099 ❑ W-2			
4		❑ 1099 ❑ W-2			
5		❑ 1099 ❑ W-2			
Use additional sheets if necessary					

EXPENSES	trip 1	trip 2	trip 3	trip 4	trip 5
air fare, train, bus, luggage fees…	$	$	$	$	$
hotel, motel, hostel, tents…	$	$	$	$	$
local transportation - cabs, lyft/uber, rental car, parking…	$	$	$	$	$
passport fees, real-id fees…	$	$	$	$	$
other write-in details:					
TOTALS	$	$	$	$	$

MEALS	trip 1	trip 2	trip 3	trip 4	trip 5
actual meal and incidental expenses including tips	$	$	$	$	$

per diem received	$	$	$	$	$
	$	$	$	$	$

- ❖ **In the unlikely event of an audit, YOU MUST be able to provide your lists and prove EVERY number with receipts.**

BUSINESS MEALS & ENTERTAINMENT FOR BUSINESS

A business meal or event must be WITH another person who can expand your knowledge, skill set, or network.

You must be able to back up the business meals and events with entries in your calendar, mileage log, and with actual receipts that include name – date – purpose – location – amount:

NAME (person entertained)	W-2 / 1099	PURPOSE	LOCATION	AMOUNT
				$
				$
				$
				$
				$
				$
			W-2 SUB-TOTAL 1099 SUB-TOTAL	$ $
			W-2 TRAVEL 1099 TRAVEL	$ $
			PRIMARY W-2 TOTAL 1099 TOTAL	$ $

NAME (person entertained)	DATE	PURPOSE	LOCATION	AMOUNT
				$
				$
				$
				$
				$
				$
			W-2 SUB-TOTAL 1099 SUB-TOTAL	$ $
			W-2 TRAVEL 1099 TRAVEL	$ $
			SPOUSE W-2 TOTAL 1099 TOTAL	$ $