



Tax Checklist/Questionnaire

Please **check-off** items included & answer **ALL** questions. Also, please sign the attached Engagement Letter up front as **required** by law. Your extra effort assists us in preparing your tax return as quickly & accurately which will reflect lower taxes and costs!

Personal Information: **REQUIRED SECTION**

Full Name: _____

Spouse: _____

Cell Phone: _____

E-mail Address: _____

☐ **No Changes from previous year** ☐ **Sold Home**

New Home Address: _____

Date Moved: _____

Previous Address: _____

Has your Filing Status Changed? **REQUIRED SECTION** **Adjustments, Deductions, & Credits:**

☐ To Married: ☐ Joint ☐ Separate

☐ To Single: Divorce Date: _____

☐ Spouse Passed, Date: _____

☐ Head of Household

☐ **No Changes**

☐ Traditional IRA Contributions: _____

☐ Roth IRA Contributions: _____

☐ Educator Expenses: _____

☐ Student Loan Interest: _____

☐ Charitable Contributions (Provide Proof)

☐ Childcare Daycare Expense: _____

☐ Residential Energy Credits (Provide Proof)

☐ In 2024 Investment became worthless or a victim of Identity Theft?

☐ Other: _____

Income: **REQUIRED SECTION**

☐ Wages (W-2)

☐ Interest & Dividends (1099-INT, DIV, 1099-B)

☐ IRA, 401(k), Pension & Annuities (1099-R)

☐ Income from Estates, Trusts or Businesses (K-1)

☐ Tax Refunds or Unemployment (1099-G)

☐ Social Security Benefits (1099-SSA)

☐ Gambling (W2-G)

☐ Third Party Vendor (1099-K) (Venmo, Paypal, etc.)

☐ Sold Assets not held in an investment account for Gain?

☐ Other: _____

Health Insurance: **REQUIRED SECTION**

☐ Marketplace (Form 1095-A)

☐ Medicaid or Plan from Work

☐ High Deductible Plan with a...

...HSA - Health Savings Account

☐ Contributions in 2024 \$ _____

☐ Distributions (1099-HSA) \$ _____ or

☐ 100% for Medical Expenses

Self Employed: *Provide Business Transactions in Detail*

☐ Own a Rental Property

☐ Own a Business

Dependant(s) Information:☐ ***No Changes from previous year***

Name	Relation	Date of Birth	SSN	If your Dep. is a College Student:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Ed. Exp. (1098-T) Accessed Online
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

In 2024 did you (or Spouse) ...

- ☐ ...install any energy efficient home improvement? (Windows, AC/Furnace, Heat Pump, Solar) If yes, provide a receipt.
- ☐ ...purchase a **new** EV Car? If yes, provide a receipt & documentation of the VIN.
- ☐ ...purchase a **used** EV Car? If yes, provide a receipt & documentation of the VIN.
- ☐ ...own a business or an interest in a partnership, corporation, LLC, or other venture not listed above?
- ☐ ...a citizen of or live in a foreign country, income from a foreign financial account, or a grantor/transferor to a foreign trust?

Please Note any Unusual Circumstances, or Comments & Concerns below:

Bank Account Information:

If you have a refund or owe and would like it to be directly debited/deposited to/from a preferred bank account, please list below.

Bank Name:

Routing Number:

Account Number:

- ☐ ***No Changes, Use Account on File***
- ☐ Savings
- ☐ Checking
- ☐ Use Direct Debit if Tax Owed

Drivers License(s) Information: **REQUIRED SECTION**

Only new clients must fill out Date of Birth & SSN

Primary

License Number:

Exp. Date: Issue Date: State:

DOB: SSN:

Spouse

License Number:

Exp. Date: Issue Date: State:

DOB: SSN:

Financial Consultation:

Would you like to have a consultation after tax season to speak about your financial situation? Including an in-depth dive into your portfolio's diversification, risk allocation, and using investments to mitigate future tax.

- ☐ Yes, provide me with a Financial Wellness Profile to Complete



Engagement Letter

Tax Services:

- We will prepare your Federal, State, and Local individual income tax returns, as needed, from information that you furnish us. We will not audit or otherwise verify the data you submit. We will submit your returns electronically and provide you with one electronic copy of your return. We will charge an additional \$10 for a technology fee that covers portal access, document storage and other software used for tax preparation.
- We will use our judgement to resolve questions in your favor where a tax law is unclear if there is a reasonable justification. Whenever we are aware that a possible applicable tax law is unclear or that there are conflicting interpretations of the law, we will explain the possible positions that may be taken on your return. We will follow whatever position you request, so as long as it is consistent with the codes, regulations and interpretations that have been put into law. If the IRS should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties or assessments.
- We will electronically file your return with the election that authorizes the IRS & other Taxing Agencies to discuss your tax return with the firm.
- While we do retain records of the information you provide, they are not a substitute for your original records. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with professional standards.

Your Responsibilities:

- To fully disclose to us all of the information necessary to prepare accurate returns, to the best of your knowledge. To maintain the documentation necessary to substantiate the information reported on your tax return. This will include but is not limited to, the required documents to support any charitable contributions, auto expenses, travel or entertainment deductions.
- You have to examine your copy of the tax return before we e-file. Please call if you find a problem.
- To provide our firm with copies of any correspondence that you may receive from any taxing authority. IF the tax authorities assess additional tax, penalties, or interest, you agree to be solely responsible for their payment.
- Payment for service is due when the return is completed. Our fees do not include responding to notices from any taxing authority, or audit representation. We would be pleased to respond to notices on your behalf, however additional fees may be charged.

Corporate Transparency Act/Beneficial Ownership Reporting

Assisting you with your compliance with the Corporate Transparency Act ("CTA"), including beneficial ownership information ("BOI") reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no liability resulting from your failure to comply with CTA. Consider legal counsel if you have questions regarding this filing.

Authorization:

All information furnished to us for or in connection with the services under this engagement letter derived or generated by us from the information described above or, associated with prior years' tax return information in our possession may be disclosed to and considered used by any of our employees, affiliates, related entities or subcontractors located within the USA. Disclosures under this paragraph may consist of all information contained in Client's tax returns; if you wish to request a more limited disclosure of tax return information, you must inform us.

Data Disclosure:

You have authorized the sharing of tax information to be disclosed for your tax return to the brokerage or financial services firm, Croak Capital, for the purpose of assisting in advising you on the purchase or sale of investments, managed funds accounts, retirement plans (e.g., traditional IRA, Roth IRA or SEP), and other financial investments in general. Accordingly, we request that you provide the information requested below, and sign and date your consent to the disclosure of your tax return information. Please note that Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose, without your consent, your tax return information to third parties for purposes other than the preparation and filing of your tax return. This consent authorizes the disclosure of a copy of your entire tax return, or all information contained within your tax return to the brokerage or financial services firm. However, you may request that we provide a more limited disclosure of such tax return information to the brokerage or financial services firm in accordance with your direction. Please be aware that if you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution. Also note that you are not required to complete this form. If we obtain your signature on this form by conditioning our services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year. The undersigned hereby authorizes Bridgeway Financial Consulting & Tax Services, LLC to disclose to the brokerage or financial services firm, Croak Capital, my tax return or that portion of my tax return information for the tax year(s) of 2024 and any future years as requested by said brokerage or financial services firm for the purpose of providing the services described above.

Our Promise:

In the unlikely event that we make an error in preparing your return (when you have provided us with complete information) we will reimburse you for any penalties (not tax or interest) resulting from any mistake made by our company. We do not have any control over direct deposit errors or the timing of returns. Our liability to you for these services is limited to the fees you pay for them. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation. If any dispute arises under this service agreement, it shall be resolved through the alternate dispute resolution program offered through the Toledo Bar Association. We appreciate the opportunity to be of service to you.

Printed Name: _____

Signature: _____

Date: _____