

## ***Cummings, Keegan & Co., P.L.L.P. Client Questionnaire-2023***

- Please sign the letters and answer all applicable questions.
- Save the document to your personal device.
- Upload the completed file to your secure client portal account.
  - If you don't have a portal account set up, you can send a secure file to your advisor [here](#). You can also access the link from the "Client Central" section of our website.

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Client Email: \_\_\_\_\_

Client Phone: \_\_\_\_\_

How would you like your tax returns delivered? (Please choose one)

Electronic (secure Portal account). Email address (if different than above): \_\_\_\_\_

Mail to the address indicated above.

Pick up at the St. Louis Park Office

# CUMMINGS, KEEGAN & CO., P.L.L.P.

St. Louis Park (952) 345-2500

How do you feel when you open your mailbox to find a letter from the Internal Revenue Service? They send millions of computer-generated letters to taxpayers each year which assess additional tax, penalties, and interest. These letters are often inaccurate. If the letters are ignored, the final letter you will receive is an "intent to levy," and they will then levy your bank account. For this reason, it is very important to address the first letter received as soon as possible.

In order to serve you better, we provide a service called "no-nuisance correspondence." For \$100.00 or 10% of your 2022 tax preparation fee, whichever is greater, we will handle all nuisance correspondence for one year starting May 1, 2024, and ending April 30, 2025, for your 2023 tax return and any prior year return that our firm prepared. This service does not include our charges for audits, tax examinations, appeal hearings and related protests on such items or assessments, just routine nuisance correspondence. However, it does include all nuisance letters from the IRS, no matter how many.

We hope you will choose this service. Even if you receive only one letter from the IRS, it will save you valuable time and money.

If you would like to take advantage of this service, please return this signed form with your check when you provide us with your 2023 tax return information. **WE WILL NOT BILL YOU SEPARATELY.** The service will not be effective if your payment is not received with this signed form.

If you have any questions, please call. We would be happy to discuss our no-nuisance correspondence service with you in more detail.

Sincerely,

CUMMINGS, KEEGAN & CO., P.L.L.P.

**I hereby accept your no-nuisance correspondence service as detailed above for my 2023 individual tax return.**

**I have mailed my check in the amount of \$ \_\_\_\_\_ to:**

Cummings, Keegan & Co., P.L.L.P.  
600 South Highway 169, Suite 1400  
St. Louis Park, MN 55426

**I have made a credit card or online check payment at: <https://cumplingskeegan.com/pay-online/>**

E-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Client Name:** \_\_\_\_\_

This letter confirms and specifies the terms of our engagement (the "Engagement") with you and clarifies the nature and extent of the services we, Cummings, Keegan & Co., P.L.L.P. ("CK&Co."), will provide. To ensure an understanding of our mutual responsibilities, we ask you to confirm the following arrangements:

**CK&Co. will:**

- Equip you with questionnaires and worksheets to guide you in gathering the information necessary for the preparation of your return.
- Prepare your 2023 federal and state income tax returns from the information you furnish to us.
- Not audit or otherwise verify the data you submit, although we may need to ask you for clarification regarding some information.
- Render accounting and bookkeeping assistance as necessary for the preparation of your return. (Our work in connection with the preparation of your tax returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist.)

**You have the responsibility:**

- To provide all the information required for the preparation of complete and accurate returns.
- For the final tax returns and, therefore, should review them carefully before you sign them.
- To retain all the documents, cancelled checks, and other data that form the basis of income and deductions.
- These may be necessary to prove the accuracy and completeness of the returns to a taxing authority.
- To obtain separate audit services if you seek to discover fraud, errors, or other potential wrongdoing.
- To promptly communicate and cooperate with CK&Co.

*Our fee for these services* will be based upon the amount of time required to prepare your return plus out-of-pocket expenses, calculated using our standard billing rates. Your use of the questionnaires and worksheets in this tax organizer will assist in keeping the fee to a minimum. All invoices are due and payable upon presentation; they are subject to 1.5% monthly service charges and/or any related collection fees for late payment. Full details are included in our billing and privacy policies listed on our website. The services provided under this Engagement are deemed to occur within Hennepin County, Minnesota. You consent to the exclusive jurisdiction and venue in Hennepin County, Minnesota for all disputes related to this engagement. There shall be a single arbitrator, who shall be a member of the Minnesota Society of Certified Public Accountants with a minimum of ten years of practice. The arbitrator shall have authority to award compensatory damages not to exceed the amount of fees paid for the services rendered. CK&Co. shall be entitled to its attorneys' fees to collect any overdue sum due from you.

*The law provides* various penalties that may be imposed when taxpayers understate their tax liability. Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. It is understood that tax, interest, and penalties resulting from a tax examination are the responsibility of the taxpayer. In the event of such a government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

I have non-U.S. sourced/foreign financial assets:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT SURE
I have signature authority over non-U.S. sourced/foreign financial accounts:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT SURE
During the year, I was in possession of virtual currency (i.e., Bitcoin):	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT SURE

**IMPORTANT New Legislation – Corporate Transparency Act**

Starting in 2024, the Corporate Transparency Act ("CTA") mandates certain entities (primarily small and medium size businesses) created in or registered to do business in the United States report information about their beneficial owners—the individuals who ultimately own or control a company—to the Financial Crimes Enforcement Network ("FinCEN"). If your individual return includes a business entity, such as an LLC, you are responsible for compliance with the CTA, if applicable, and for ensuring that any required reporting of beneficial ownership information ("BOI") is timely filed with FinCEN as required by the CTA. As Cummings Keegan is not rendering any legal services as part of our engagement, we will not be responsible for advising you regarding the legal or regulatory aspects of your compliance with the CTA, nor are we responsible for the preparation or submission of beneficial ownership information reports to FinCEN. If you have any questions regarding compliance with the CTA, including but not limited

to whether an exemption may apply to your business or to ascertain whether relationships constitute beneficial ownership under CTA rules, we strongly encourage you to consult with qualified legal counsel experienced in this area. More information about the CTA and the BOI filing requirement can be found at: <https://www.fincen.gov/boi>.

\_\_\_\_\_ **By initialing here, I acknowledge that I have read and understand the above statement regarding the Corporate Transparency Act and FinCEN reporting requirements beginning in 2024.**

If the foregoing fairly sets forth your understanding, please sign this letter in the space indicated and return it to our office. **If CK&Co. does not receive from you the signed original of this letter but receives from you supporting documentation to prepare your tax returns; then, such receipt by CK&Co. shall be deemed to be evidence of your acceptance of all terms and disclosures set forth above.**

Print Name: \_\_\_\_\_

Date:

## Questions

Please answer the appropriate questions below to help us review your tax documents.

<b>Personal Information</b>	YES	NO	Explanation, if requested
Did your marital status change during the year? <b>IF YES</b> , explain			
Did your address change from last year?			
Can you be claimed as a dependent by another taxpayer?			
If receiving a refund, do you want it direct deposited in your bank account? <b>IF YES</b> , provide a copy of voided check.			
Did you change your bank account during the year? <b>IF YES</b> , provide voided check.			
Did you receive an Identity Protection PIN (IP PIN) from the IRS, or have you been a victim of identity theft? <b>IF YES</b> , attach IRS letter for filing returns in 2023.			
<b>Additional comments:</b>			

<b>Dependent Information</b>	YES	NO	Explanation, if requested
Were there any changes in dependents from the prior year? <b>If yes</b> , provide details.			
Do you have any children under age 19 or full-time student under age 24 with investment income more than \$2,500?			
Do you have any dependents who must file a tax return?			
Did you provide over 50% of support for any other person other than your dependent children during the year?			
Did you pay for childcare while you worked, looked for work, or while a full-time student?			
Did you pay any expenses related to the adoption of a child during the year?			
<b>Additional comments:</b>			

<b>Purchases, Sales, and Debt Information</b>	YES	NO	Explanation, if requested
Did you purchase or sell a principal residence during the year?			
Did you start a new business or purchase, sell or exchange one during the year?			
Did you purchase, sell, or exchange rental property or other real estate in 2023?			
Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)?			

Did you acquire or dispose of any stock during the year?			
Did you take out a home equity loan this year? <b>IF YES</b> , what were funds used for?			
Did you refinance a principal residence or second home this year?			
Did you purchase a qualified plug-in electric drive vehicle this year?			

<b>Income Information</b>	<b>YES</b>	<b>NO</b>	<b>Explanation, if requested</b>
Did you receive any income during the year for property rented?			
Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly (i.e. from investment accounts, partnerships or foreign employer)?			
Did you receive any income from property sold prior to this year?			
Did you receive any unemployment benefits during the year?.			
Did you receive any disability income during the year?			
Did any of your life insurance policies mature, or did you surrender any policies?			
Did you receive any awards, prizes, hobby income, gambling, or lottery winnings?			
Do you expect a large fluctuation in income, deductions or withholding next year?			
Did you have any sales or other exchanges of virtual currency?			
If MN resident, did you receive a state rebate in 2023 known as a "Walz check?" If yes, how much did you receive?			
<b>Additional comments:</b>			

<b>Retirement Information</b>	<b>YES</b>	<b>NO</b>	<b>Explanation, if requested</b>
Did you receive any Social Security benefits during the year?			
Did you make any withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?			
Did you make any qualified charitable distributions (QCD) from your IRA?			
Did you make contributions to any traditional IRA, or Roth IRA? If yes, provide details.			
Did you make contributions to any Keogh, SIMPLE, or SEP? If yes, provide details.			
<b>Additional comments:</b>			

*Continue to next page*

<b>Education Information</b>	<b>YES</b>	<b>NO</b>	<b>Explanation, if requested</b>
Did you have any educational expenses during the year for yourself, your spouse, or a dependent? If yes, attach Form(s) 1098-T or summary of qualified tuition and related expenses for K-12 and/or post-secondary education.			
Did anyone in your family receive a scholarship of any kind during the year? If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?			
Did you make any withdrawals from an education savings or 529 Plan account?			
Did you make any contributions to an education savings or 529 Plan account? If yes, please provide year-end account summary statement.			
Did you pay any student loan interest this year?			
<b>Additional comments:</b>			

<b>Health Care Information</b>	<b>YES</b>	<b>NO</b>	<b>Explanation, if requested</b>
Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act (coverage not through employer or government-sponsored such as Medicare)? If yes, attach any Form(s) 1095-A received.			
Did you make any contributions to a Health Savings Account (HSA)? If yes, please attach Form(s) 5498-SA.			
Did you receive any distributions from a Health Savings Account (HSA)? If yes, attach Form(s) 1099-SA and were all used for qualified medical expenses?			
Did you pay long-term care premiums for yourself or your family?			

<b>Itemized Deduction Information</b>	<b>YES</b>	<b>NO</b>	<b>Explanation, if requested</b>
Did you pay out-of-pocket medical expenses (i.e. not paid with HSA funds)?			
Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? If yes, please provide documentation or summary of donations.			
Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C or written acknowledgement from the done organization.			
Did you pay real estate taxes for your primary home and/or second home?			
Did you pay any mortgage interest on an existing home loan?			
Did you incur interest expenses associated with any investment accounts you held?			
<b>Additional comments:</b>			

<b>Miscellaneous Information</b>	<b>YES</b>	<b>NO</b>	<b>Explanation, if requested</b>
Did you make any federal and or state estimated tax payments for 2023? If yes, provide payments & dates paid within this organizer.			
Did you make gifts of more than \$17,000 to any individual?			
Are you an owner of a single member LLC? Or filed for an assumed business name with secretary of state?			
Did you retire or change jobs this year?			
Did you make energy efficient improvements to your main home this year?			
Did you have a financial interest in or signature authority over a financial account such as a bank, securities, or brokerage account located in a foreign country?			
Do you have any foreign financial assets or hold interest in a foreign entity?			
Did you receive correspondence from the State or the IRS? If yes, explain:			
Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?			
Do you want to designate \$3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.			
<b>Additional comments:</b>			