RTI Tax & Accounting LLC
12550 SE 93rd Ave, Ste 150
Clackamas, OR 97015
503-244-8767

2023 Tax Organizer - Individual

CLIENT NAME:
ADDRESS:
CITY, STATE, ZIP:

MOBILE:
LAST 4 SSN:
EMAIL:

Dear CLIENTS:

Thank you for the opportunity to prepare your 2023 individual tax return this year. We look forward to providing you with exceptional service.

The 2023 tax organizer will assist you in collecting and reporting information necessary for us to properly prepare your 2023 income tax return. Please complete the organizer sections and provide supporting documentation. It is not necessary to fill out all the data on the worksheets when you are providing the supporting tax documents, such as W2s, 1099s, etc. Prior year data, when available, is included on the organizer sections for your reference.

Please provide us with the following additional information:
- Copy of your 2022 tax return, if not prepared by this office
- Form(s) W-2 (wages, etc.)
- Form(s) 1099 (interest, dividends, retirement, etc.)
- Schedule(s) K-1 (income/loss from partnerships, S corporations, etc.)
- Form(s) 1098 (mortgage interest) and property tax statements
- Brokerage statements from stock, bond or other investment transactions
- Closing statements pertaining to real estate transactions, including home refmance statements
- Form(s) 1099-K (Merchant Card and Third-Party Network Payments) and cost of the items sold
- All other supporting documents
- Any tax notices received from the IRS or other taxing authorities
- Business clients: Profit & Loss statement for 2023 and Balance Sheet dated 12/31/2023

The filing deadline for tax returns is April 15, 2024. To meet this deadline, we require all tax documents be received by our office on or before March 4, 2024. Please note, due to IRS regulations, we must have written approval to file an extension for your tax returns, which can be an email. An extension does not extend your time to pay. Please reach out to ensure we can estimate an extension payment for you to reduce penalty and interest.

Please contact us if you need further assistance.

Best regards,

Raymond & Tara
RTI TAX& ACCOUNTING LLC

If we do not receive all of your tax documents by March 4th, do you authorize RTI Tax to file an extension for you?

☐ **YES or NO** ☐

PLEASE SELECT YOUR TYPE OF CLIENT RETURN COPY

Printed ☐ Secure Client Portal ☐

CLIENT ENGAGEMENT LETTER

RTI Tax & Accounting
LLC 12550 SE 93rd Ave,
Ste 150 Clackamas, OR
97015 503-244-8767

CLIENT NAME:
ADDRESS:
CITY, STATE, ZIP:

MOBILE:
LAST 4 SSN:
EMAIL:

Dear CLIENTS:

Thank you for choosing RTI Tax & Accounting LLC to prepare your 2023 individual form 1040 personal income tax returns. We appreciate the opportunity to work with you. This letter specifies the terms ofour engagement with you, clarifies the nature and extent ofthe services we provide, and confirm s an understanding ofour mutual responsibilities.

We will prepare your 2023 federal, state(s), and local(s) individual income tax returns. It is your responsibility to provide all the information required for the preparation ofcomplete and accurate returns. We will assume the data you provide is correct and complete, as we will not audit or otherwise verify the data you submit, although we may ask you to clarify the information provided. We may provide you with a questionnaire and tax organizer to help you gather and organize the necessary information to complete an accurate return. You have the final responsibility for the tax returns and, therefore, you should review them carefully before you sign and file or authorize us to e-file them.

Taxpayers are required to maintain all the documents that form the basis ofincome, deductions, credits, and payments shown on the return. In addition, some items have specific substantiation requirements set forth by the IRS (e.g., business income and expenses, rental income and expenses, vehicle travel logs, medical expenses, charitable contributions over $250, etc.). Ifyou have any questions as to the type ofrecords required, please ask us for advice. We are not responsible for the disallowance ofdoubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties, and interest. We will rely, without further verification, upon information you provide to us from 3rd parties including, but not limited to, Kl's, 1099's, 1098's, receipts, and similar items Your signature on this letter confirms that we have advised you ofthe recordkeeping requirements.

We will use our judgment to resolve questions in your favor where the tax law is unclear or where there are conflicts between the taxing authorities' interpretation ofthe law and what seem to be other supportable positions. There may be situations where we are required by law to disclose a position on a tax return. We are not attorneys; therefore, we cannot provide you with a legal opinion on various tax positions. We can, however, advise you of the consequences ofdifferent positions. We will adopt whatever position you request on your returns so long as it is consistent with our professional standards and ethics. In the event, however, that you ask us to take an unsupported tax position or refuse to make any required disclosures, we reserve the right to withdraw from the engagement without completing or delivering the tax returns. Such withdrawal would complete our engagement and you agree to pay our fees based on time expended plus all out-of-pocket expenses through the date of withdrawal.

Ifyour returns are selected for examination by a government agency, we will be available, upon request, to represent you and will render additional fees for the time and expenses incurred. Our fees for the services provided will be based on the complexity and time spent in preparing your return. Your invoice will be provided with your completed tax return and payment is due upon receipt.

In recognition of the relative risks and benefits of this agreement to both the client and the firm, the client agrees, to the fullest extent permitted by law, to limit the liability of the firm to the client for any and all claims, losses, costs, and damages of any nature whatsoever, so that the total aggregate liability of the firm to the client shall not exceed the firm's total fee for services rendered under this agreement. The client and the firm intend and agree that this limitation applies to any and all liability or cause of action against the firm, however alleged or arising, unless otherwise prohibited by law. Both parties agree that there is a one-year limitation period to bring a claim against us for errors and omissions. The one-year period will begin upon the date of the tax professional's signature on the tax returns covered by this engagement letter.

Please be aware that U.S. individuals and entities with a financial interest in, or authority over, foreign financial accounts exceeding $10,000 must report this to the U.S. Department of the Treasury. This includes indirect control over foreign accounts via domestic entities. Non-disclosure can lead to significant penalties. Required filings include Form 8938 with your tax return and FinCEN Form 114. Without information on your foreign accounts, our firm cannot prepare these forms, and any resulting penalties are not our responsibility. Without disclosure from you, we will assume no foreign assets or interests exist and won't file related forms without separate authorization.

Notwithstanding anything contained herein, both the firm and client agree that regardless of where the client is domiciled and regardless of where this Agreement is physically signed, this Agreement shall have been deemed to have been entered into at the office of RTI Tax & Accounting LLC, located in Clackamas, OR, USA, and shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of Oregon.

If we do not receive a signed engagement letter but receive from you a filled-out copy of the questionnaire, tax organizer, and/or supporting documentation to complete the tax returns, then such receipt by this office is deemed as evidence of your acceptance of all the terms set forth above.

We appreciate the opportunity to serve you. Please date and sign this letter to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement. It is our policy to initiate services after we receive the executed engagement letter.

Best regards,

Raymond Leslie & Tara Walker
RTI TAX & ACCOUNTING LLC

____
Taxpayer's Signature & Date

____
Spouse's Signature & Date

If married filing joint, we need signatures from both taxpayer and spouse.

2023	1040	US	Miscellaneous Questions

If any of the following items pertain to you or your spouse for 2023,
please check the appropriate box and provide additional information if necessary.

Yes	No	PERSONAL INFORMATION
☐	☐	Did your marital status change during the year?
☐	☐	Did your address change during the year?
☐	☐	Could you be claimed as a dependent on another person's tax return for 2023?
☐	☐	Did your bank account information change within the last twelve months? If so, please provide name of bank ___________________________ Routing # ___________________ Account# _______________ Select: Checking ☐ or Savings ☐
☐	☐	Would you like your refunds direct deposited to the above account?
☐	☐	Would you like your balance due direct debited from the above account?
☐	☐	If your tax return cannot be completed on time, can we file an extension for you?
		DEPENDENTS
☐	☐	Did you remove or add any dependents?
☐	☐	Did any of your unmarried children who could be claimed as dependents, turn age 19 years or older at the end of 2023?
☐	☐	Did you have any children under age 19 or full-time students under age 24 at the end of 2023, with interest and dividend income in excess of $1,250, or total investment income in excess of $2,500?
☐	☐	Are you claiming a dependent that is not living with you?
		INCOME
☐	☐	Did you change jobs in 2023?
☐	☐	Did you receive unemployment compensation in 2023? If so, please include form 1099-G.
☐	☐	Did you cash any Series EE U.S. savings bonds <u>and</u> pay qualified higher education expenses for yourself, your spouse, or your dependents?
☐	☐	Did you receive form 1099-K? If so, provide the form and the cost of any items sold.
☐	☐	Did you receive any foreign income or pay any foreign taxes?

2023	1040	US	Miscellaneous Questions

Yes	No	BUSINESSES, RENTALS AND FARMS
☐	☐	Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S corporation, trust, or REMIC?
☐	☐	Was your home rented out or used for business?
☐	☐	Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use?
☐	☐	Did your business have sales for clients or customers that reside or work in the City of Portland or Multnomah County and your business is located outside of these tax jurisdictions?
		PURCHASES, SALES AND DEBT
☐	☐	Did you buy or sell any stocks, bonds or other investment property in 2023?
☐	☐	Did you purchase, sell, or refinance your primary, secondary, or rental home? If so, please provide the closing statements.
☐	☐	Did you take cash out of your home equity loan or refinance and use the funds for anything other than to build, remodel or repair the home?
☐	☐	Did you purchase any electric or hybrid vehicles in 2023? If so, please provide your purchase receipts and VIN.
☐	☐	Did you make any Residential Clean Energy purchases involving solar, wind, geothermal, fuel cell energy sources, or battery storage? If so, please provide the purchase and installation invoices.
☐	☐	Did you make any Residential Energy Efficient Home Improvement purchases involving windows, doors, skylights, hvac, water heaters, heat pumps, biomass stoves, or boilers? If so, please provide the purchase and installation invoices.
☐	☐	Did you have any debts canceled or forgiven?
☐	☐	At any time during 2022, did you: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? If so, please provide documentation of purchase and sales.
		FOREIGN ACCOUNTS
☐	☐	Did you have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?
☐	☐	Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust or did you have an interest in any foreign assets or accounts?

2023	1040	US	Miscellaneous Questions

Yes	No	
		RETIREMENT **Please provide all 1099-R forms.**
☐	☐	Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
☐	☐	Did you make any distributions directly from your retirement account to a qualifying 501(c)(3) charity (QCD)?
☐	☐	Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
☐	☐	Did you transfer or rollover any amount from one retirement plan to another retirement plan?
☐	☐	Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA in 2023?
		MISCELLANEOUS
☐	☐	Did you receive health care insurance from the Health Insurance Marketplace and receive Form **1095-A**? If so, please provide the **1095-A** form. Forms 1095-B and 1095-C are not required for your tax return.
☐	☐	Do you want to allocate $3 to the Presidential Election Campaign Fund?
☐	☐	Does your spouse want to allocate $3 to the Presidential Election Campaign Fund?
☐	☐	May the IRS discuss your tax return with your preparer?
☐	☐	Did you or your spouse receive a six-digit Identity Protection Pin issued from the IRS? If so, please include IRS letter.
☐	☐	Do you take part in an income-based student loan repayment program?
☐	☐	Did you receive any notices or letters in 2023 from either the IRS or a State taxing agency? If so, please provide the notice(s) if you have not already provided them to us.
☐	☐	Would you like assistance in setting up your IRS and State's online tax accounts? Having an online account gives you quick access to your tax records.
☐	☐	Did you engage the services of any household employees?
☐	☐	Did you or your spouse make any gifts to an individual that total more than $17,000, or make any gifts to a trust?
☐	☐	Are you a member of the US Armed Forces on active duty who moved pursuant to a military order related to a permanent change of station?

2023 | 1040 | US | Miscellaneous Questions

Yes	No	EDUCATION
		Please provide 1098-T forms and cost of books and fees outside of tuition.
☐	☐	Did you have any **distributions** from an Education Savings Account or a Qualified Tuition Program, such as a 529 plan? If so, please provide form 1099-Q.
☐	☐	Did you, your spouse, or a dependent incur any tuition expenses that were required to attend a college, university, or vocational school?
		OREGON
☐	☐	Did you make a **contribution** to an Oregon 529 plan? If so, how much for taxpayer _______ and spouse_______?
☐	☐	Did you make a political contribution for a federal, state, or local elective office, a candidate's campaign for an election in Oregon, or a political action committee certified in Oregon? If so, how much for taxpayer _______ and spouse_______?
☐	☐	Did you contribute to the Oregon Cultural Trust? If so, how much for taxpayer _______ and spouse_______?

Use this space to write any additional information you want to convey.

ORGANIZER

2023	1040	US	Tax Organizer

RTI Tax & Accounting LLC
12550 SE 93rd Ave, Ste 150
Clackamas OR 97015
Telephone number: **503-244-8767**
Fax number: **503-270-3175**
E-mail address: **info@rtitax.com**

This tax organizer will assist you in gathering information necessary for the preparation of your 2023 tax return. Please enter all pertinent 2023 information.

NOTE: If you claim the earned income credit, please provide proof that your child is a resident of the United States. This proof is typically in the form of: school records or statement, landlord or property management statement, health care provider statement, medical records, child care provider records, placement agency statement, social service records or statement, place of worship, Indian tribal office statement, or employer statement.

NOTE: If your child is disabled, please provide one of the following forms of proof of disability: doctor statement, other health care provider statement, or social services agency or program statement.

CLIENT INFORMATION

	Taxpayer	Spouse
First name and initial		
Last name		
Title/suffix		
Social security number		
Occupation		
Date of birth (m/d/y)		
Date of death (m/d/y)		
1=blind		
Home phone		
Work phone		
Work extension		
Cell phone		
E-mail address		

Address	In care of	
	Street address	
	Apartment number	
	City	
	State	
	ZIP code	

DEPENDENTS

	Dependent	Dependent
First name		
Last name		
Title/suffix		
Date of birth (m/d/y)		
Date of death (m/d/y)		
Date of adoption (m/d/y)		
Social security number		
Relationship		
Months lived at home		

	Dependent	Dependent
First name		
Last name		
Title/suffix		
Date of birth (m/d/y)		
Date of death (m/d/y)		
Date of adoption (m/d/y)		
Social security number		
Relationship		
Months lived at home		

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Please enter all pertinent 2023 information. If you have attached a government form for an item, check the box and do not enter a 2023 amount.

WAGES, SALARIES AND TIPS

Employer name:	2023 Amount	
	Attach Forms W-2	

INTEREST INCOME

Payer name:		
	Attach Forms 1099-INT	

DIVIDEND INCOME

Payer name:		
	Attach Forms 1099-DIV	

PENSIONS, IRA AND GAMBLING INCOME

Payer name:		
	Attach Forms 1099-R&W-2G	
Winnings not reported on W-2G		
Total gambling losses		

OTHER GOVERNMENT FORMS - INCOME

Form 1099-B - Sales of stock (also include transaction history)	Attach Forms 1099	
Form 1099-MISC - Miscellaneous income		
Form 1099-K - Merchant card and third party network payments		
Form 1099-S - Sales of real estate (also include closing statements)		
Form 1099-G - State tax refunds	Attach Forms 1099	
Taxpayer:		
Form SSA-1099 - Social security benefits	Attach Forms 1099	
Form 1099-G - Unemployment compensation		
Form 1099-Q (529 Plan)		
Form 1099-QA/5498-QA (ABLE Accounts)		
Spouse:		
Form SSA-1099 - Social security benefits	Attach Forms 1099	
Form 1099-G - Unemployment compensation		
Form 1099-Q (529 Plan)		
Form 1099-QA/5498-QA (ABLE Accounts)		

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MISCELLANEOUS INCOME

Taxpayer: Alimony received		
Spouse: Alimony received		
Other:		

RETIREMENT PLAN CONTRIBUTIONS

	2023 Amount	
Taxpayer: Traditional IRA contributions (l=maximum)		
Roth IRA contributions (1=maximum)		
Self-employed, SEP, SIMPLE, & qualified plan contributions (1=maximum)		
Spouse: Traditional IRA contributions (1=maximum)		
Roth IRA contributions (l=maximum)		
Self-employed, SEP, SIMPLE, & qualified plan contributions (1=maximum)		

OTHER GOVERNMENT FORMS - DEDUCTIONS

Form 1098-E - Student loan interest	Attach Forms 1098	
Form 1098-T - Tuition and related expenses		

Form 1095-A - Health Insurance Marketplace Statement	Attach Forms 1095	

ADJUSTMENTS TO INCOME

Taxpayer:

Self-employed health insurance premiums		
Educator expenses		
Other adjustments to income:		
Alimony paid - Recipient name & SSN		

Spouse:

Self-employed health insurance premiums		
Educator expenses		
Other adjustments to income:		
Alimony paid - Recipient name & SSN		

MEDICAL AND DENTAL EXPENSES

Prescription medicines and drugs		
Doctors, dentists and nurses		
Hospitals and nursing homes		
Insurance premiums		
Long-term care premiums - taxpayer		
Long-term care premiums - spouse		
Insurance reimbursement		
Out-of-pocket lodging and transportation expenses		
Number of medical miles		
Other:		

TAXES PAID

State income taxes - 1/23 payment on 2022 state estimate		

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TAXES PAID (continued)

	2023 Amount	
State income taxes - paid with 2022 state extension		
State income taxes - paid with 2022 state return		
State income taxes - paid for prior years and/or to other states		
City/local income taxes - 1/23 payment on 2022 city/local estimate		
City/local income taxes - paid with 2022 city/local extension		
City/local income taxes - paid with 2022 city/local return		
State and local sales taxes (except autos and special items)		
Use taxes paid on 2023 purchases		
Use taxes paid on 2022 state return		
Sales tax on autos not included above		
Sales taxes paid on boats, aircraft, and other special items		
Real estate taxes - principal residence		
Real estate taxes - property held for investment		
Foreign income taxes		
Personal property taxes (including automobile fees in some states)	Attach Tax Notice	

INTEREST PAID

Home mortgage interest and points paid:

	Attach Forms 1098	

Home mortgage interest not on Form 1098 (include name, SSN, & address of payee):

Points not reported on Form 1098:

Investment interest (interest on margin accounts):

Passive interest		

CASH CONTRIBUTIONS

NOTE: No deduction is allowed for cash or check contributions unless the donor maintains a bank record, or a written communication from the donee, showing the name of the organization, contribution date(s), and contribution amount(s).

Volunteer expenses (out-of-pocket)		
Number of charitable miles		

NONCASH CONTRIBUTIONS

NOTE: No deduction is allowed for contributions of clothing and household items that are not in good used condition or better, in addition, a deduction for any item with minimal monetary value may be denied.

MISCELLANEOUS DEDUCTIONS

Union and professional dues		
Tax return preparation fee		
Safe deposit box rental		
Investment expenses		
Estate tax, section 691(c)		

Unreimbursed employee expenses:

Other:		