Tax & CD Financial, LLC
480.354.1040
1810 S. Crismon Rd., Ste. 188
Mesa, Arizona 85209

New Client Information Form

Please provide last 3 years tax returns at appointment

Primary Taxpayer Information

First Name	M.I.	Last Name	Date of Birth	Social Security Number
Current Occupation:			Blind or Disabled?	

Spouse's Information

First Name	M.I.	Last Name	Date of Birth	Social Security Number
Current Occupation:			Blind or Disabled?	

Address	City, State, Zip Code	
Home Phone	Cell Phone	Work Phone
Email Address (this is a great form of communication)		

Filing Status [ ] Single [ ] Married Filing Joint [ ] Head of Household [ ] Qualified Widower [ ] Married Filing Separate*

**Spouse's Information will need to be provided for this filing status.*

In 2010 did you get: [ ] Married (date: _____________) [ ] Divorced (date: _____________) [ ] Spouse Died (date: _____________)

Dependents - Names MUST be listed as they appear on the Social Security Card.
Fill out completely and provide Social Security cards for each dependent claimed

Full Name	Social Security Number	Date of Birth	Relationship
Full Name	Social Security Number	Date of Birth	Relationship
Full Name	Social Security Number	Date of Birth	Relationship
Full Name	Social Security Number	Date of Birth	Relationship
Full Name	Social Security Number	Date of Birth	Relationship
Full Name	Social Security Number	Date of Birth	Relationship

Direct Deposit of Refund or Electronic Payment of Balance Due **[ ] Yes (see below)** **[ ] No**
Please provide check or direct deposit authorization with Bank Acct/Routing # for Direct Deposit or Direct Debit

How did you hear about us?

[ ] Walk-In [ ] Website [ ] Newsletter
[ ] Newspaper [ ] Door Hanger
[ ] Yellow Pages [ ] Other ___________________________________
[ ] Referral - Who can we thank for your referral? ____

Did you make 2010 Estimated Tax Payments?

Amount Applied from 2009 refund: ___________________________

First Quarter: Federal Amount Paid: ________ Date Paid: ________ State ____ Amount Paid: ________ Date Paid: ________

Second Quarter: Federal Amount Paid: ________ Date Paid: ________ State ____ Amount Paid: ________ Date Paid: ________

Third Quarter: Federal Amount Paid: ________ Date Paid: ________ State ____ Amount Paid: ________ Date Paid: ________

Fourth Quarter: Federal Amount Paid: ________ Date Paid: ________ State ____ Amount Paid: ________ Date Paid: ________

The following items may affect your tax return. Please answer to the best of your knowledge!

1. Did you **purchase a new home** between 4/8/2008-4/30/2010 (Must close by 9/30/2010)? [ ] No [ ] Yes

2. Did you receive a **$7,500 First Time Homebuyer Credit in 2009** for which you now must begin the repayment? [ ] No [ ] Yes

3. Did you **short sell** or lose your principal residence to **foreclosure** in 2010? [ ] No [ ] Yes

4.Was any debt on credit cards, personal loans, or any other type of **debt cancelled** in 2010? [ ] No [ ] Yes

5. Did you or your spouse contribute to a **Health Savings Account** (H.S.A.) in 2010? [ ] No [ ] Yes

6. Did you (or do you plan to before 4/15/2011) contribute to a Traditional IRA or ROTH for 2010? [ ] No [ ] Yes

Self: Traditional IRA $ ___________ Spouse: Traditional IRA $ ___________

Self: Roth IRA $ ___________ Spouse: Roth IRA $ ___________

7. Did you, your spouse, or any of your dependents **attend college** in 2010? [ ] No [ ] Yes

8. Did you pay **child care costs** for a dependent child under the age 13, or cost of caring for a disabled individual, so you could work, attend school or look for a job? [ ] No [ ] Yes

9. Did you have winnings from **gambling, prizes** or **income from hobbies**? [ ] No [ ] Yes

10. Did you make **charitable contributions** of either cash or goods? [ ] No [ ] Yes

If so, did you make a cash contribution to any of the following:

- Az Public Schools? $________
- Az Private School Tuition Program? $________
- Charity for the Working Poor? $________
- Az Military Relief Family Fund? $________

11. Did you make any **energy-efficient improvements** to your principal residence during the year? [ ] No [ ] Yes

12. Did you purchase a **new hybrid**, advanced lean-burn, or **plug-in electric vehicle**? [ ] No [ ] Yes

13. Are you a **teacher**? [ ] No [ ] Yes - [ ] No [ ] Yes

If yes, did you incur out-of-pocket classroom costs? Amount $_________________

14. Did you incur any expenses associated with **adoption of a child**? [ ] No [ ] Yes

2010 Tax Client Questionnaire

Name:

The following items may affect your tax return.
Please answer to the best of your knowledge!

1. Did you **purchase a new home** between 4/8/2008-4/30/2010 (Must close by 9/30/2010)
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Self: Traditional IRA $ ___________ Spouse: Traditional IRA $ ___________
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1810 S Crismon Rd Ste 188 Mesa, Arizona 85209
(480) 354-1040 (480) 354-1041 Fax

Date________________________________

Dear Client:

We appreciate the opportunity to work with you. To minimize the possibility of a misunderstanding between us, we are setting forth pertinent information about the services we will perform for you. We will prepare your Federal and State(s) individual income tax returns in accordance with appropriate tax laws and regulations from information you furnish us. We will not audit or otherwise verify the data you submit although we may ask you to clarify some of the information. We will furnish you with questionnaires to help you gather and organize the necessary information for us. For speedy completion of your taxes, please provide any additional information needed promptly to our office if requested.

Our tax preparation services are based on a fee schedule based on the specific forms or schedules needed to complete your return. Additional charges may be assessed for: adding receipts, researching basis of assets sold, NOL's or multi-state returns filed. If your return is not completed and picked up by April 18, 2011, you may be subject to late filing or late payment penalties. We do not file tax extensions for clients unless specifically requested, in writing or by fax/e-mail to do so.

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns. If you have any questions as to the type of records required, please ask us for advice in that regard. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties and interest.

Our fee does NOT include responding to inquiries or examination by taxing authorities. We are available to represent you and our fees for such services are at our standard hourly rates.

We will use our judgment to resolve questions in your favor where a tax law is unclear if there is a reasonable justification for doing so. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. We will follow whatever position you request, so long as it is consistent with the codes and regulations and interpretations that have been promulgated. 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.

In addition, your confidentiality privilege can be inadvertently waived if you discuss the contents of any privileged communication with a third party, such as a lending institution, a friend, or a business associate. We recommend that you contact us before releasing any privileged information to a third party.

Please review your return(s) CAREFULLY before signing and filing them. If you do receive a letter from any taxing agency, please notify our office immediately and provide a copy of the letter. If it is necessary to correct entries due to our error, we will do so at no additional charge to you. If addition, we will pay any penalties due to our error. However, we are not responsible to pay any additional taxes owed. Our firm maintains electronic copies of all returns prepared.

If the above fairly sets forth your understanding, please sign the enclosed copy of this letter and return it to us. We are pleased to have you as a client, and look forward to a long and mutually satisfying relationship.

Sincerely,

Cheryl Wilson

Cheryl Wilson, EA, CFP®
CD Tax & Financial LLC

Client Name(s) ________________________________

Client Signature ________________________________

Spouse Signature ________________________________

***Both spouses must sign engagement letter*

If you can dream it You can do it

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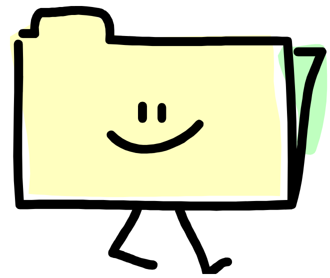
Privacy Policy

Your Records are secure with us.



It has always been the policy of CD Tax & Financial, LLC to keep all information that we collect from you, confidential from all sources. We restrict access to all nonpublic personal information about you to members of our firm who need to know that information to provide services to you. We do collect nonpublic personal information about you from the following sources:

- ✓ Information we receive from you on tax preparation organizers, worksheets, Federal and State tax reporting forms, and from other documents we use in tax preparation or other financial and related services.
- ✓ Information about your transactions with us, our affiliates, and others.
- ✓ Information we may receive from outside agencies such as banks and brokerage houses.
- ✓ We do not disclose any nonpublic personal information about our clients or former clients, except as permitted, required, or approved by you in writing as listed below:
    - ❖ Requirements to comply with federal, state or local law.
    - ❖ Requirements to comply with national, state or local licensing rules.
    - ❖ Requirements to disclose information in response to legal subpoenas.
- ✓ Items you permit or request us to disclose, as authorized by you in writing.
- ✓ Information that you authorize us to disclose by signing this engagement letter to electronically file your tax return, when applicable.
- ✓ Information that you authorize us to disclose by signing this engagement letter, which discloses that you are our client, without disclosure of financial or other personal information.

I have read, understand, and accept the conditions of the engagement letter and the privacy policies discussed above.

______________________________		______________________________	
Taxpayer Signature	**Date**	**Spouse Signature**	**Date**

NOTE: BOTH MUST SIGN THIS DOCUMENT, IF MARRIED (Exception: Surviving Spouse)