client_service@whitewatergroup.net
317-483-4200

Important – Read and complete the organizer to its entirety

Thank you for allowing us to prepare your taxes this year. We are dedicated to serving your needs efficiently, effectively and confidentially.

This organizer is only applicable to the 2023 tax year. If you have any questions or concerns regarding the preparation of your 2023 tax return, please indicate them in the space provided on the last page of the organizer or contact us.

The organizer must be completed carefully and entirely to help us help you achieve the best possible result. Omitting information from the organizer may cause delays in preparing your return or processing by the IRS or State.

For your convenience, an electronic organizer, deduction guideline(s) and tax preparation checklist can be found at www.whitewatergroup.net (under Client Resources), or sent to you at your request.

Delivering your documents - Please provide original documents (they will be returned to you) or very clear copies. Original documents are available for pickup at our office after the tax return is completed. Documents can be sent to us in any of the following ways:

1. *Schedule a tax preparation appointment*. Please call or request an appointment on our website 24/7.
2. *Scan and upload to your secure client portal. Files are accepted in* ***PDF format***. We are unable to open mac format file, .pngs and .jpegs. Please provide your files as pdf files (this can be done using our mobile app, see the instructions). We are not able to see or clearly read other formats. Please contact us if you need assistance with your portal.
3. *Drop off or mail to our office*: 9247 N. Meridian Street, Suite 107, Indianapolis IN, 46260-1824. If delivering your documents, please put them in sealed envelope. There is a mail drop to the right of the door, available Monday through Friday 7am to 6pm.

In order to best protect your information, please ***do not email*** documents.

After you have provided all of your documentation, please **let us know** that we can start your tax return.

If you own a *business* - If you are self-employed or a single member limited liability company, please complete the Business Income and Expenses Organizer in addition to the personal client tax organizer. If your business is a Partnership or Sub S corporation, the business must file a separate tax return.

If you own a *rental property* - If you own income producing rental property, please complete a separate Rental Property Organizer for each property you own.

Part I – Household Information

Taxpayers Name: ____________________

Email address: ____________________ **Phone Number:** ____________________

Spouse's Name: ____________________

Email address: ____________________ **Phone Number:** ____________________

Please read each question carefully and indicate if the following apply for either the taxpayer or the spouse

Taxpayer Yes	Taxpayer No	Spouse Yes	Spouse No	
○	○	○	○	Did you serve actively in the armed services in 2023?
○	○	○	○	Were you a member of the National Guard unit that was deployed, mobilized, or federalized in 2023?
○	○	○	○	Are you a public safety officer?
○	○	○	○	Did you work outside the United States?
○	○	○	○	Did you live in one state and work in another state – either virtually or physically?
○	○	○	○	Did you own, manage, or have access to any foreign bank accounts?
○	○	○	○	Did you transfer cash or assets to a foreign country?
○	○	○	○	Do you have signature authority over bank accounts or assets in a foreign country, including those over which you may exercise control for your employer?
○	○	○	○	Do you currently have a will, trust, or estate plan in force?
○	○	○	○	Were you a victim of Identity Theft in 2023?
○	○	○	○	Have you ever been issued an Identity Theft PIN from the IRS for 2023 or any prior year?

Household Information – <u>Please check all that apply</u>:

- ○ Married in 2023; Date: ____________________
- ○ Divorced in 2023; Date finalized: ____________________
- ○ Moved During 2023; New address: ____________________
- ○ Purchase a hybrid, alternative motor, or electric motor energy efficient vehicle in 2023
- ○ Made energy saving improvements to your principal residence in 2023; Improvements: ____________________
- ○ Retired in 2023
- ○ Changed jobs in 2023
- ○ Started a form a self-employment in 2023
- ○ Terminated a form of self-employment in 2023
- ○ Paid $1,000 in a quarter or $1,700 annually to an individual for domestic services performed around your home (e.g. nanny, gardener, maid)
- ○ During 2023, you were notified by any tax agencies regarding changes made to your 2022 or prior year tax returns
- ○ NONE OF THE ABOVE

Part II – Representation Information

Do you wish to allow the IRS and/or State to speak with us as your authorized representative if there are questions regarding the preparation of your 2023 tax return? There is no charge for a discussion about how your tax return was prepared.

Yes	No	
○	○	Federal
○	○	State

Part III – Digital Assets (Virtual Currency, NFT's, etc.) Information – Please check all that apply:

At any time during 2023 did you: (a) receive (as a reward, award or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest I a digital asset)?

Yes	No	
○	○	*Check the "NO" box if any of the following apply: digital assets were owned but you did not engage in any transactions during the year; or, you are holding digital assets in a wallet of account; or, you transferred digital accounts from one wallet or account to another that you own or control*

Part IV – Dependent Information - Please check all that apply:

- ○ Changes to dependents (birth or no longer a dependent)
- ○ One or more of your dependents EARNED more than $4,300 in income.
- ○ One or more of your dependents had UNEARNED investment income of more than $2,300 (dividends, interest).
- ○ Paid childcare expenses for any dependents while working, looking for work, or while you were a full-time student.
- ○ Incurred adoption expenses or finalized an adoption in 2023 (not including the child of a spouse).
- ○ NONE OF THE ABOVE

Dependent Student Information – Please check all that apply:

- ○ Had a student(s) at an accredited college or university during any part of 2023.
- ○ A student(s) was convicted (prior to the end of 2023) of a felony for possession or distribution of a controlled substance.
- ○ A student(s) dependent in 2022 graduated from a college or university in 2023.
- ○ The student(s) is enrolled at least half-time for one academic period at a college or university in 2023.
- ○ The student(s) is pursuing a 4-year undergraduate degree.
- ○ The student(s) already completed the first 4 years of post-secondary education before 2023.
- ○ The student(s) received a 1098-T from their qualified institution.
- ○ NONE OF THE ABOVE

Part V – Income Information– Please check all that apply to your household:

- ○ Had a job (W-2)
- ○ Earned over $10.00 interest from a single checking or savings account (1099-INT)
- ○ Received dividends (1099-DIV)
- ○ Received a distribution from a retirement plan or pension (1099-R)

Income Information continued – <u>Please check all that apply to your household:</u>

- ○ Received Civil Service Retirement
- ○ Donated all or some of my required minimal distribution (RMD) directly to a charity
- ○ Received social security benefits (SSA-1099)
- ○ Sold stocks, bonds, options, or other investments (1099-B)
- ○ Made a “backdoor” roth contribution by converting a Traditional IRA to a Roth IRA
- ○ Received a state or local tax refund for tax year 2022 (1099-G)
- ○ Paid as an independent or outside contractor or consultant
- ○ Self-employed (1099-NEC or 1099-K)
- ○ Changed the nature of any retirement account during 2023 (convert Traditional IRA to Roth IRA)
- ○ More than 2% Owner or Partner for a business in which you work
- ○ Received a K1 from partnership, S-corporation, or trust
- ○ Exercised any PUT or CALL OPTIONS
- ○ Exercised Short Sale of Stock or Residence
- ○ Owned Rental Property or Collected Rent for a Room (1099-MISC)
- ○ Received rent from short term lodging or personal vacation home – Air BNB, HomeAway, VRBO, etc.
- ○ Gambling, lottery, or fantasy sports (W-2G)
- ○ Won any prizes, contests, or awards for cash or merchandise
- ○ Farm Income
- ○ Royalties (1099-MISC)
- ○ Disability Income
- ○ Unemployment Compensation
- ○ Distribution or Withdrawal from an Education Savings Plan (1099-Q)
- ○ EARLY distribution (under age 59 ½) taken from 401(k), 403(b), IRA or other tax deferred plan in 2023
- ○ Honorarium or Trustee Fees
- ○ Jury Duty or Poll Worker
- ○ Received unreported tips of $20 or more in any month in 2023
- ○ Payment received from a Lawsuit or Settlement of Litigation
- ○ Loan from retirement plan or distribution due to disaster relief
- ○ Inherited cash or property – including real estate
- ○ Received income from an IRA or other retirement plan (i.e. 401k, 403b, 457b)
- ○ Received distributions from Long Term Health Contracts
- ○ Received interest from loans made to another person
- ○ Contract or Installment Sale of Real Estate or other financed property
- ○ Hobbies from which you received income
- ○ Barter/Trade Services

Income Information continued – Please check all that apply to your household:

- ○ Rental of a room in your home (short or long term) that is not a rental property
- ○ Renting the use of your equipment or property (i.e. a motorhome, etc.)
- ○ Renting space on your property short or long term (i.e. land for farming, space in a barn, etc.)
- ○ Freelance – Income from TaskRabbit, Upwork, or Another Similar Freelance website
- ○ Property or Item Sales – eBay or similar websites
- ○ Fashion Sharing – Income from Poshmark, ThredUp, or another similar fashion sharing website
- ○ Income from GoFundMe, Kickstarter, Indiegogo, or another similar website
- ○ NONE OF THE ABOVE

Part VI – Adjustment & Consumer Information – Please check all that apply:

- ○ Made direct contributions to an IRA or other retirement plan
  - ○ Roth ○ Traditional ○ Employer Plan
- ○ Made student loan payments (1098-E)
- ○ Purchased, sold, or exchanged real estate in 2023
- ○ Received grant or exercised stock options from your employer
- ○ Exercised any stock options granted to you
- ○ Disposed stock acquired under qualified employee stock plan
- ○ Gave a GIFT to a single individual of more than $17,000 in 2023
- ○ Had Investments that became worthless in 2023
- ○ Acquired or Sold interest in a Partnership or S-Corporation
- ○ Debt or Loan Cancelled or Forgiven (total or partial) (1099-C)
- ○ Primary residence Foreclosed
- ○ Completed a Short Sale in 2023
- ○ Attended Educational Classes at a university or college in 2023 for which you paid Out-of-Pocket
- ○ Purchased Healthcare Insurance through HEALTHCARE.GOV (Marketplace)
- ○ K-12 Public (only) School Teacher – Amount spent Out-of-Pocket for supplies that were NOT reimbursed $____________
- ○ Alimony was received from or paid to a former spouse; Date divorce finalized____________________
- ○ Own a HEALTH SAVINGS ACCOUNT
  - ○ Did you make any contributions **other than regular payroll** withholdings? YES NO
  - ○ Were any/all distributions used for Medical Purposes ONLY? YES NO
- ○ NONE OF THE ABOVE

Part VII – Tax Payment & Tax Debt Information– Please check all that apply:

- ○ Participating in a payment plan for back taxes
- ○ Filed for bankruptcy in 2023 or intend to file in 2024
- ○ Paid income taxes on wages earned in a Foreign Country in 2023
- ○ NONE OF THE ABOVE

Part VIII – Estimated Tax Payments

Yes	No	
○	○	Did you make estimated tax payments during 2023 or in January 2024 for the 4th Quarter of 2023?*

***If yes, please complete the chart below**

	Federal			Indiana			Other State**	
Qtr	Date Paid	Amount Paid		Date Paid	Amount Paid		Date Paid	Amount Paid
1								
2								
3								
4								

****What Other State was paid?** ____________

Part IX – Federal Itemized Deduction & Credit Information – Please check all that apply:

- ○ Suffered major uninsured and/or catastrophic loss of property (fire, flood, tornado) in a Federally Declared Disaster Area
- ○ Non-business loans that you made in years prior to 2023 became uncollectible
- ○ Paid premiums for Long Term Care Insurance
- ○ Paid property taxes on your home THROUGH MORTGAGE ESCROW
- ○ Paid property taxes on your home DIRECTLY to your county; Annual amount paid in 2023: ___________________or provide bill.
- ○ Made a charitable contribution for the Right to Purchase Athletic Tickets
- ○ NONE OF THE ABOVE

Part X – Questions for *Residents of Indiana Only* – Please check all that apply:

If you resided in the State of Indiana for any period of time during 2023, complete the following. If you were not a resident of Indiana, a state specific questionnaire will be provided to you and you should not complete this section.

- ○ Contributed to an Indiana 529 Plan in 2023
- ○ Made a contribution that qualifies for the Indiana Scholarship Credit
- ○ Made a CASH contribution to an Indiana College or University
- ○ Had Indiana Non-Profit or College License Plates on your vehicle – Please list the license plate types:

  ____

- ○ Moved to Indiana in 2023 from a different state
- ○ Lived in Indiana and worked in a different state
- ○ Changed your county of residence in 2023; County lived in on 1/1/23: ____________________________________
- ○ Civil Service Retiree
- ○ Patent income
- ○ Children in grades K-12 were enrolled in a Private School or Home Schooled during 2023 – Please note how many: ________
- ○ RENTED the primary residence in which you resided in 2023:

  Landlord Name: ____

  Landlord Address: ____

  Total # of months paid rent: _____________ Total rent paid in 2023: $____________________

- ○ NONE OF THE ABOVE

Part XI – Questions or Concerns about your Tax Return

Looking ahead to 2024 – Please check all that apply:

- ○ Planning to Retire in 2024
- ○ Begin to Receive Social Security Benefits in 2024
- ○ A dependent(s) will be enrolling in college in 2024
- ○ Considering filing for Bankruptcy in 2024
- ○ NONE OF THE ABOVE

If you have any questions, concerns or circumstances about your 2023 tax returns or planning for 2024, please provide a brief summary in the space below:

Part XII – Filing and Delivery Notices

All tax returns are **electronically filed,** unless not permissible under special circumstances.

Your **tax return, results, and signature documents** will **be uploaded to your secure client portal**. Notifications will be sent to the email address(es) you provided.

Part XIII – Refund Information

Please Indicate how would you like to receive your refund (if applicable)?

○ Direct deposit to the account on file from last year (typically 2-3 weeks after return is accepted)

○ I have new direct deposit information

Checking Account	Savings Account	
○	○	Bank Name: ______________________________

Routing #: ______________________________ Account #:______________________________

○ Refund by check (4-6 weeks or more after return is accepted)

○ Use the refunds as estimated tax payments for 2024

NOTE: After tax returns are transmitted and accepted WWG has no control over how and when a refund is received. There is a link to check status of your refund on our website

Client Extended Service & Audit Protection Plan Disclosure Agreement Form

The Client Extended Service & Audit Protection Plan (CESAPP) provides tax planning assistance, as needed throughout the year, and mitigates the costs associated with response and representation during a tax return audit; these are additional services not included in the individual tax preparation base fee.

The CESAPP plan provides coverage to answer questions, and receive personal tax consultation(s), as needed. Client circumstances often change after their annual return is filed, which requires preplanning and preparation to positively impact tax returns the following year. Among the most common changes are births, deaths, inheritances, the need to withdraw funds from a retirement account, job changes and more. Clients that enroll in CESAPP are not billed additional fees for consultation in accordance with the tiered plans below.

The IRS sends out over 250 million automated notices annually to taxpayers. The odds increase each year for taxpayers to receive notices questioning their tax return, initiating an audit, or informing them of identity theft. Many of these notices are incorrect and cost the tax payer extensive time, stress and money in defending and proving their "innocence". Without a CESAPP, base fees to respond to an IRS/State notice start at $200 per hour. Comprehensive Audit representation fees are typically $3,500-$10,000.

The CESAPP is offered to our clients to help alleviate the unpredictable expenses and stress of an audit and to provide the best service to our clients all year, with included consultations as needed.

Important: Plans do not cover representation for audits conducted by the IRS Criminal Investigation Division. Plans do not cover work required to respond issues for the plan year that necessitate reviewing, or are as result of, changes to prior year tax returns or incorrect prior year information provided to us.

❑ **Basic Plan(1) - $79.00/yr. ($325 value)**
Recommended if you have only a limited number of income sources for protection as needed for an inquiry letter
- ✓ We will respond to written notices from the IRS, State, or local tax authorities.
- ✓ You will receive up to one hour of consultation on tax planning matters.(2)

❑ **Silver Plan(1) - $89.00/yr. ($3,925 value)**
Recommended for most clients, particularly if assistance in tax planning is needed
Includes everything in Basic Plan, PLUS:
- ✓ We will represent and defend you in case of an IRS or State income tax audit.
- ✓ We will assist with restoration of your tax account and any refunds due to tax identity theft.
- ✓ You will receive a total of up to 4 hours of tax planning and/or audit representation(2)(3)

❑ **Gold Plan - $149.00/yr.** (Best Value!) **($4,550+ value)**
Recommended for tax returns with multiple schedules, and clients that are self-employed and/or have rental properties
Includes everything in Silver Plan, PLUS:
- ✓ You will receive a total of up to 10 hours of tax planning and/or audit representation(4)
- ✓ We will provide copies of your tax returns upon your request at no charge.
- ✓ Priority phone, email (returned within 24 hours) and office access.
- ✓ Office visits scheduled within the same week and after normal business hours if needed

❑ **Opt-OUT** By checking here, I indicate my choice to *not* participate in the CESAPP. I understand that tax planning inquires (via phone, email, etc.), audit response(s), representation and other services requested will be invoiced at standard fees ($150-$200 per hour) There is a $40 minimum billing charge.

The CESAPP becomes effective upon payment of the service of the invoice for the 2023 Form 1040. It lasts for 3 years from the date your return was filed (the statutory period that the IRS is allowed to audit).

Primary Taxpayer Signature	Spouse Signature
Primary Taxpayer Date	Spouse Date

Notes:
(1) Clients timely filing 2023 returns (including the extension filing period) can enroll into Basic & Silver Plans. Clients with delayed filing of returns prior to 2023 may enroll only in the Gold Plan due to increased chance of audit.
(2) Consultation must be on your tax matters only and may not be transferred to others
(3) Our hourly audit fee for up to 4 hours of audit representation will be waived. Additional hours will be billed at our regular representation rate (currently $200/hour)
(4) Our hourly Audit fee for up to 10 hours of audit representation will be waived. Additional hours will be billed at our regular rate (currently $200/hour)