

Name(s): _____

Date of your appointment: _____ Time: of Appt: _____

Tax Year _____

J. Capra Tax

Tax Preparation for Entertainers and Others

213-618-8135 <> www.CapraTax.com

- ❖ Slow Down ❖ Breathe ❖
- ❖ For the love of gawd write Neatly ❖
- ❖ Check the Boxes ❖ Write-In your Details ❖
- ❖ YOU GOT THIS! ❖

Once you have filled in the Capra Tax Packet *you could do this in December!* and have received ALL of your tax docs, THEN you can book our appointment on my website at the [BOOK IT!](#) tab. Whether we meet in person via Zoom, or are working remotely, you MUST book an "In Person" or "Remote" timeslot.

I must receive your [completed tax packet](#) and [ALL of your tax documents](#) no later than the day BEFORE your appointment. So, if you book with me on the 11th, I must receive everything no later than the 10th. That means you will [Mail](#) all of your copies to me 4 days before your appointment, or Email the PDFs no later than the day before your appointment.

If you email everything – MY PREFERRED METHOD – scan all of your tax documents, W-2s, 1099s, etc. into one PDF, and your Tax Packet worksheets into a second PDF and send everything in ONE EMAIL with **YOUR NAME 2024 TAXES** in the subject line. Either Password Protect the PDFs or use WeTransfer.com it's free, you don't have to password protect and only I can open it with my email! Easy!

If emailing PDFs isn't your thing, make **COPIES** and mail them to me using USPS Priority Mail (about \$10.00) **YOU KEEP THE ORIGINALS!!** – Contact me for my address.

- ❖ Married Couples, please fill in ONE Tax Packet.
- ❖ I do not want to see your receipts. Signing the [Engagement of Services Agreement](#) (on the next pages) says that you added up, and can prove, your numbers.
- ❖ I do not want your spreadsheets. Transfer your numbers into the Tax Packet. I keep my prices low because you "do the math" ;-)
- ❖ I do not want your check stubs. I DO want you to stack up your check stubs by payer, and make sure there's a W-2 or 1099 on top of each stack. This way you can get any missing tax documents BEFORE making our appointment. (*See page 2 for an unexpected benefit!*)
- ❖ If you have an **IRS IP PIN** you MUST give a copy of that letter to me. You get a new one every year.
- ❖ Fill-in this Tax Packet in **December – now there's a great idea!** As soon as you get ALL of your income, investment, interest and other tax documents, that' you make our appointment.
- ❖ **You MUST be able to prove every number with receipts, not just bank statements ...or guessing.**

PRE-APPOINTMENT CHECK LIST

PLEASE BRING, OR PRESENT ME WITH, **ALL** OF YOUR DOCUMENTS **AT ONE TIME**.

	yes / no:
Completely filled in Capra Tax Packet	Yes
Last year's tax return - <i>only if I didn't do it</i>	
Stack up your check stubs. Be sure you have ALL of your *W-2s Your W-2 total:	\$
Stack up your check stubs. Be sure you have ALL of your *1099s Your 1099 total:	\$
ALL CASH INCOME that you are self-reporting ; Venmo, PayPal, personal check, Zelle, credit card, etc. – write in here AND at the top of page 8	\$
Bank interest and dividends – 1099-INT, 1099-DIV	
Sale of stocks, bonds, mutual funds, etc. – 1099-B	
Unemployment – 1099-G	
Social Security – SSA-1099	
IRA Distributions – 1099-R	
Pension Distributions – 1099-R	
Summary from credit card transactions for funds you RECEIVE (<i>i.e. Square</i>) – 1099-K	
<i>we advise you wait until your tax return is done:</i> IRA Contributions	
HSA Contribution form 8889	
Health Insurance 1095-A, or B, or C	
Home Mortgage Interest, PMI, and Property Tax	
Student Loan Interest – 1098-E	
Tuition Expense – 1098-T	
Closing statements if you BOUGHT or SOLD PROPERTY	
Partnerships, Trusts and Corporations – K-1	

I can't say this enough; people in 'the biz' (and sometimes civilians) have several employers. If you are missing even one W-2 or 1099, you will get a nasty'gram from the IRS & that State with an equally nasty bill attached.

PLEASE stack up your check stubs by payer, and make sure there is a W-2 or 1099 to go on the top of each stack.

Unexpected benefit: One year I had over \$1,000 on a W-2 but there was no matching check stub, the residual check never got to me. I wouldn't have known to call to get the check if I hadn't matched my check stubs and tax docs!

ENGAGEMENT OF SERVICES AGREEMENT

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PRINT YOUR NAME(S): _____ DATE: _____

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services I will provide. Our engagement is limited in scope and will be confined to the procedures and practices as set forth herein:

I will prepare, and if possible, eFile your Federal income tax return, and income tax returns for these U.S. STATE(S): _____ with supporting schedules, and perform related research as considered necessary (herein after known collectively as the "returns"). This engagement pertains only to the TAX YEAR _____.

My engagement will be complete upon the delivery of the completed returns to you, unless you notify me that you require further tax services including, but not limited to, amendments, audit representation, extensions, past year returns, and any and all other services related to your income tax returns which you request.

The fees for my primary services are per, and as specified in, the accompanying schedule, and services not specifically identified therein will be based on an hourly rate of \$300 per hour or the scheduled rate I publish for that time frame of the current tax year. Your actual client fees incurred will be based on the complexity of your returns, and the time necessary to complete such services.

Based on what can be anticipated for your present expressed needs, I *estimate* that the fees you will pay to Jordana Capra/J. Capra Tax will range from \$300 - \$900 (see attached fee schedule on next page) for preparing your Federal and any State income tax returns. This figure may change if more time and/or services other than written above prove to be needed, including services at a later date, such as preparing amendments and providing audit representation. If we anticipate our fees exceeding the aforementioned range, you will be presented the new fees in writing, so as to obtain your approval before continuing with the engagement.

Should my services for a given tax year extend for more than a one-year period, another Engagement of Services Agreement needs to be completed for each year of continuing work.

Please take special note that unless the processing of electronic filing is appropriate for your returns, you will be solely responsible to paper-file any returns I prepare for you with the appropriate taxing authorities.

I will furnish you with my Tax Packet Worksheets to guide you in gathering and understanding the necessary information required for your tax preparation. Your thorough completion and use of these worksheets provide for the most complete and accurate return, and assist me in keeping my fees to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. I will not audit or otherwise verify the data you submit. Accordingly, my engagement cannot be relied upon to disclose errors, fraud or other illegal acts that may exist in the information you have provided. You are responsible for adopting sound accounting policies, for maintaining an adequate and efficient accounting system, for safeguarding assets, for authorizing transactions and retaining supporting documentation for those transactions, and for devising an internal control system that will help assure the proper preparation of financial statements.

Understand that should you choose to file a return in arrears of the current tax year, or when an amended return is appropriate, a refund is only available to you for 3 years prior to the current tax year.

Continued on next page...

ENGAGEMENT OF SERVICES AGREEMENT continued

In addition to the information you have entered in the Tax Packet, or other papers you may provide, you further acknowledge that to the best of your knowledge and belief during the interview/preparation process you have provided accurate, complete and full disclosure in your answers to any and all questions regarding income, expenses, deductions and exemptions in an effort to ensure that your return is prepared accurately.

To the extent I render any accounting and/or bookkeeping assistance, it will be limited to those tasks I deem necessary for the preparation of the returns and may lead to additional costs. Therefore, your commitment is essential to my ability to complete this engagement. Specifically, I must receive comprehensive information from which to prepare your returns within a reasonable period of time.

If, during our work, I discover information that affects your prior-year tax returns, I will make you aware of the facts. However, I cannot be responsible for identifying all items that may affect your prior-year returns. If you become aware of such information during the year, please contact me to discuss the best resolution of the issue.

It is always possible your returns may be selected for review (audit) by one or more taxing authority. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such tax examination(s), I will be available upon your written request to represent you during the examination and/or during any appeal for an additional hourly fee.

You should retain all the documents, receipts, records, canceled checks and other data that form the basis of income and deductions for at least Seven Years. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign the returns and/or the e-file Signature Authorization Forms.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

In acknowledgment and acceptance of these terms and considerations, and as client(s) of Jordana Capra / J. Capra Tax, (I) (we) hereby enter (my) (our) signature(s).

TAXPAYER SIGNATURE: _____ DATE: _____

SPOUSE SIGNATURE: _____ DATE: _____

RATE SCHEDULE

Based on a 90-minute tax return

January – February
\$300
March 1 – 15
\$350
March 16 – 31
\$400
April – December
(and prior years) \$450

Take advantage of my incentivized pricing!
For complex returns with multiple income sources and expenses that go on different schedules, you won't find a professional to do your tax return for less than \$900+

Married Filing Joint
add \$100
Single Member LLC
Add \$300
Additional States add
\$50 per state
Additional Time at \$300 per hour
Charged in 15-minute increments

TAX DAY EXTENSIONS \$50 > PRIOR TO Tax Day - Paid at the time of request

A \$50 cancellation fee will be charged for cancellations made within 24 hours. I must have your completed Tax Packet & ALL Documents 24 hours BEFORE your appointment.

IF YOU ARE MARRIED – PLEASE SHARE ONE PACKET

PRIMARY NAME _____

SPOUSE NAME _____

fill in info below, ONLY if you are NEW or info has changed:

fill in info below, ONLY if you are NEW or info has changed:

Occupation _____

Occupation _____

Soc. Sec. # _____

Soc. Sec. # _____

Date of Birth Month / Day / Year _____

Date of Birth Month / Day / Year _____

Cell Phone _____

Cell Phone _____

Home Phone _____

Home Phone _____

Email _____

Email _____

Address _____ Unit # _____ Zip Code _____ City _____

Driver's License # _____ State _____

Driver's License# _____ State _____

Issue date _____ Exp. date _____

Issue date _____ Exp. date _____

NY'ers Docu # _____

NY'ers Docu # _____

SINGLE

MARRIED FILING SEPARATE

WIDOW(ER)

HEAD of HOUSEHOLD

Incl. Spouse Name,
SSN & DOB above

Date _____

Must be Single with
one or more dependents

MARRIED / JOINT

DEPENDENT INFORMATION Enter the dependent Code in the first column

L = Child who lived with you N = Child who did not live with you due to divorce or separation O = Other Dependent

CODE	FULL NAME	SOCIAL SECURITY NUMBER	RELATIONSHIP	DATE OF BIRTH	# MONTHS LIVED W/ YOU LAST YEAR

CHILD CARE EXPENSES DAY CARE OR PRE-SCHOOL, BUT NOT OTHER EDUCATION (use addl. sheet if necessary)

(1) Care Giver _____ Federal ID # _____ \$ _____

Address _____ Phone _____

(2) Care Giver _____ Federal ID # _____ \$ _____

Address _____ Phone _____

IRS IP PIN? PRIMARY: _____ **SPOUSE:** _____ **KID #1:** _____ **KID #2:** _____

BANK INFO ~ FOR ELECTRONIC REFUND OR AMOUNT DUE

CHECK THE BOX IF BANK INFO IS THE SAME AS LAST YEAR

fill in ONLY if you are NEW or your bank info has CHANGED:

Bank Name _____ Routing # _____ Account # _____

Account Type: Checking Savings Name(s) on account _____

❖ **HEALTH CARE** check one box:

I had Covered CA or other Government Marketplace Insurance. How many months were you covered? _____

You MUST give me your form 1095-A

I had employer offered health insurance (for example SAG-AFTRA). How many months were you covered? _____

I had privately purchased health insurance. How many months were you covered? _____

❖ **CHILD TAX CREDIT / DEPENDENT** if you are claiming a child on your tax return you **MUST** give me a document for EACH child that includes (A) their name and (B) Your name, and (C) at least the last 4 digits of their SSN, for example, their Birth Certificate, Health Insurance Form, Social Security Card and I need a new copy EVERY year that you claim the child.

>> Speaking of I.D., please make a one-page copy of your social security cards and your driver's licenses or other state issued photo I.D., and send along with your documents to me. *(It's also smart to keep a copy of your IDs and credit cards in a safe place)*

❖ **EXTENSIONS**

Did you file any EXTENSIONS for your 2024 tax return? Yes No

Did you make any estimated tax payments WITH the extension? Fed \$ _____ State \$ _____ What State(s) _____

❖ **>>> CRYPTO CURRENCY <<<**

Did you mine, buy, sell, use or just hold any virtual or crypto currency? Yes No

Take advantage of my **INCENTIVIZED PRICING!** (prices are based on a 90 min. tax return)

Jan – Feb = \$300
 Mar 1-15 = \$350
 Mar 16-31 = \$400
 Apr – Dec = \$450 (and all prior years)
Extensions = \$50 Paid at time of request

Married Filing Joint = \$100 additional
 Extra States = \$50 each
 SMLLC = \$300 *...if you don't know, you don't have it*
 Overtime = \$300 per hour, including consultations, amended returns, and non tax return work

\$10 charge if you want a folder mailed to you which will include your tax return on paper and a flash drive.

A \$50 cancellation fee will be charged for cancellations made within 24 hours - Paid at the time of cancellation

\$50 if you need *another* copy after you are e-filed.

RENTAL or **DRIVING INCOME** or **SINGLE MEMBER LLC?** Download and fill in those worksheets.

ESTIMATED TAX PAYMENTS TOWARD YOUR 2024 TAX BILL

(IF YOU DON'T KNOW WHAT THIS IS, YOU DIDN'T MAKE ANY)

	FEDERAL	STATE	LOCAL
Quarter 1 = before 4-15-2024	\$	\$	\$
Quarter 2 = before 6-15-2024	\$	\$	\$
Quarter 3 = before 9-15-2024	\$	\$	\$
Quarter 4 = before 1-15-2025	\$	\$	\$
TOTAL	\$	\$	\$

EVERYONE SHOULD FILL OUT THIS PAGE IF MARRIED FILING JOINT COMBINE YOUR NUMBERS

SELF PAID HEALTH INSURANCE including long term care, Medicare <u>supplemental</u> , but not life insurance (Not from your W-2 or Soc. Sec.)		\$								
MEDICAL EXPENSES not reimbursed by insurance. i.e. co-pays, dental, vision, glasses, therapy, prescriptions, PPE, ambulance, parking at medical facilities...		\$								
REAL ESTATE TAXES <small>AKA</small> PROPERTY TAX		\$								
HOME MORTGAGE INTEREST		\$								
PRIVATE MORTGAGE INSURANCE		\$								
INVESTMENT & LEGAL EXPENSES FOR BUSINESS (not a will, or marriage, or divorce or anything personal) write-in YOUR details:		\$								
EDUCATOR EXPENSES K-12 Full-Time teachers only, to the max of \$300		\$								
RETIREMENT PLAN CONTRIBUTIONS Please wait to make any contribution until I do your Tax Return, you have until Tax Day to contribute for last year. (Do Not include 401-K money from your W-2) ROTH =	TRADITIONAL = SEP =	<table border="0"> <tr> <td align="center">PRIMARY</td> <td align="center">SPOUSE</td> </tr> <tr> <td align="center">\$</td> <td align="center">\$</td> </tr> <tr> <td align="center">\$</td> <td align="center">\$</td> </tr> <tr> <td align="center">\$</td> <td align="center">\$</td> </tr> </table>	PRIMARY	SPOUSE	\$	\$	\$	\$	\$	\$
PRIMARY	SPOUSE									
\$	\$									
\$	\$									
\$	\$									

- You **MUST** include the 501(c)(3) I.D. number. No Go-Fund-Me's, and political contributions don't count either.
- Did you contribute to a friend's fund-raising for their Indy project? Put that on P. 8 in advertising.
- Please combine if multiple donations to the same recipient.

Name of charity: Contributions of FUNDS	501(c)(3) E.I.N.	Date	Amount
			\$
			\$
			\$
			\$
			\$
<i>use additional sheet if needed</i>		TOTAL	\$ <u> </u>
Name of charity: Contributions of GOODS		Date	Amount
			\$
			\$
			\$
			\$
			\$
<i>use additional sheet if needed</i>		TOTAL	\$ <u> </u>

ALIMONY / SPOUSAL SUPPORT - If you finalized your divorce after January 1, 2019, the #45 administration eliminated the Federal deduction benefit, and reporting requirements of **alimony / spousal support**.
 > If your divorce was finalized in 2018 or earlier, > What did you **pay** in spousal support last year \$ _____
 > What is your ex's SSN _____ > What did you **receive** in spousal support last year \$ _____
 > CA still allows this deduction and requires you to report the income.

WARNING: Are you a SIGNATORY on ANY accounts outside the U.S.?

At any time during the last year, did you have a foreign account that had a value, for even one day, of \$10,000 U.S. Dollars or more? Then you **MUST** fill in the FBAR form available at <http://Bsaefiling.fincen.treas.gov/main.html>
 I am not responsible for filing in this form ...You are.

[MAKING ESTIMATED QUARTERLY TAX PAYMENTS TOWARD THIS YEAR'S TAX BILL:](#)

Go to [IRS.gov](#) (or call 1-800-829-1040)

Make a Payment

Bank Account (Direct Pay)

>>>do NOT choose debit or credit card –

they attach stupid fees!<<<

Make a Payment ...again...

REASON pull down to ESTIMATED TAX

Apply Payment to 1040 (for 1040 1040A, 1040EZ)

follow the instructions from there.

Look at what you earned in the last quarter, and make a payment of 20%.

Ideally you should do this on or BEFORE

April 15,

June 15th, (yes, June - Google it)

Oct 15th and

Jan 15 (for the last quarter of the previous tax year.)

Go to [FTB.CA.gov](#) (or call 1-800-852-5700)

Make a Payment

Bank Account

>>>do NOT choose debit or credit card –

they attach stupid fees!<<<

Use Web Pay Personal

Enter your personal info,

choose Estimated Tax Payment (Form 540 - ES)

Again, look at what you earned in the last quarter, and make a payment of 5%.

Ideally you should do this on or BEFORE

April 15,

June 15th, (Yes, June - Google it)

Oct 15th and

Jan 15 (for the last quarter of the previous tax year.)

[PAYING OFF PAST YEARS TAX BILLS:](#)

Go to [IRS.gov](#) (or call 1-800-829-1040)

MAKE A PAYMENT

BANK ACCOUNT (Direct Pay) never choose credit or debit as they attach stupid fees.

MAKE A PAYMENT ...again

Select a Reason, scroll down to TAX RETURN OR NOTICE

Select Type, choose 1040, 1040A, 1040EZ

The rest is pretty self-explanatory

Go to [FTB.CA.gov](#) (or call 1-800-852-5700)

MAKE A PAYMENT

BANK ACCOUNT (NOT credit card – again stupid fees)

PAY BY BANK ACCOUNT

USE WEB PAY PERSONAL

Enter the requested info, then choose

TAX RETURN PAYMENT

The rest is pretty self-explanatory

Jordana Capra is a CTEC Registered Tax Preparer. This is being presented so that you are aware of the Tax Preparer Code of Conduct and Responsibilities as established by the California Tax Education Council. All CTEC certified tax preparers - -

- Must register as a tax preparer with the California Tax Education Council (CTEC).
- Must not violate provisions of Sections 17530.5 or 7216 of Title 26 of the United States Code prohibiting tax preparers from disclosing any information obtained in the business of preparing federal or state income tax returns unless (1) consented to, in writing, by the taxpayer in a separate document; (2) expressly authorized by law; (3) necessary for the preparation of the return; and, (4) pursuant to court order.
- Must maintain a \$5,000 Tax Preparer Bond issued by a surety company admitted to do business in California. A tax preparer shall provide to the surety company proof that he or she is at least 18 years of age before a bond can be issued.
- Must not conduct business without having a current surety bond in effect.
- Must furnish evidence of a current bond upon the request of any state or federal law enforcement agency.
- Must not fail to sign a customer's tax return when payment for services rendered has been made.
- Must not fail to return, upon the demand by or on behalf of a customer, records or other data provided to the tax preparer by the customer.
- Must, prior to rendering any tax preparation services, provide the customer, in writing, with the tax preparer's name, address, telephone number, and evidence of compliance with the bonding requirement.
- Must complete, on an annual basis, not less than 20 hours of continuing education from an approved curriculum provider: (10 hours federal tax law, 2 hours ethics, 3 hours federal tax update and 5 hours California).

Jordana Capra / J. CAPRA TAX
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Bonded with Merchants Bonding Co.
CTEC # A237088
PTIN # P01452416

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Est. Circa 2011