

## GENERAL INFORMATION

We want to take this chance to express to you our sincere appreciation for your confidence and loyalty. We are deeply thankful and extend to you our best wishes for happy and healthy holidays and new year.

Enclosed you will find your 2025 Tax Organizer to assist you in gathering the information and documents necessary for the preparation of your 2025 income tax returns. Your careful completion and timely return of the Tax Organizer and tax documentation will enable us to accurately and efficiently prepare your tax returns.

Our fee schedule has been increased to reflect our additional operating costs. While your fee may vary, depending on the time requirement and complexity of your return as compared to the prior year, on average, we anticipate that you will see **a fee increase of about 5% to 10%**.

This Tax Organizer is prepared based on your prior year return. If your situation has changed and the Topical Index refers you to a sheet that you do not have, you can **call us or email us your request**.

**Please answer at least the first four pages of the Miscellaneous Questions.** The next 12 pages of the Miscellaneous Questions are to help you identify areas that are new for you, may have changed since the prior year, or may be more complex and need additional information. They are also meant to bring certain topics such as changes in the tax law, new tax reporting requirements and new developments to your attention.

**The last five pages of the Miscellaneous Questions** are for gift, estate and financial planning purposes and to bring to your attention some new IRS developments.

**Please be sure to return the Tax Organizer, even if not completed, and your signed Engagement Letter to us with your tax documents. Please also indicate your preference for e-filing, and sign the Opt-Out statement at the bottom of the first page of the Miscellaneous Questions if you want to file paper returns.**

Any documents you send to us will be returned to you, however, **we will retain the Tax Organizer itself.** You should retain your records for a longer period of time, and it is best to retain a copy of your tax returns permanently.

**We are required to e-file your Federal and state income tax returns.**

**If you are unable to obtain all of the information necessary to prepare your returns, or you are unable to send the Tax Organizer to us by March 20th, please let us know.** Applications for extensions of time to file your federal and state income tax returns will be required. The extensions provide additional time to file the returns, but they do not provide additional time to pay the tax. Therefore, in order to prepare valid extension applications and avoid penalties and interest, it is necessary to determine what your tax liabilities are and any balances due must be paid with the applications.

**Thank you!** We look forward to working with you again this tax season.

***Jennifer A Jones CPA Ltd.***

***10615 Judicial Drive Suite 701***

***Fairfax, VA 22030***

***(703) 352-1587***

**ENGAGEMENT LETTER**

**PLEASE SIGN AND RETURN WITH YOUR TAX ORGANIZER**

In accordance with standards established by the American Institute of Certified Public Accountants to ensure a mutual understanding, it is necessary to set forth our understanding of the terms and objectives of our relationship, and to clarify the nature and extent of the tax services to be provided. This Engagement Letter details the nature and limitations of the services we will provide, the terms of our engagement and each party's responsibilities.

***Engagement Objective and Scope***

The objective of our services is to assist you with the calculation of your tax due and provide you with forms and schedules we believe are suitable for you, to file with the Internal Revenue Service (IRS) and applicable state and local tax authorities and sufficient to comply with your tax filing obligations. You have the final responsibility for the filing and content of your tax return(s).

We will prepare your 2025 federal and resident state income tax returns from information that you will furnish to us. Should your Tax Organizer indicate or we determine that there is a gift tax return filing requirement, we will prepare the gift tax return(s). We will prepare your non-resident state income tax returns based upon your filing requirements as reflected in your income tax returns for last year. If we determine that your filing requirements have changed, you will be notified. This engagement pertains only to the 2025 tax year. Our responsibilities do not include preparation of any other tax returns that may be due to any taxing authority.

We will not prepare any tax returns except those identified above, without your express consent and our consent to do so. We will prepare your tax returns based upon information and representations that you provide to us. We have not been engaged to and will not prepare financial statements. We will not audit or otherwise verify the data you submit to us, although we may ask you to clarify certain information.

We will prepare the above referenced tax returns solely for filing with the Internal Revenue Service (IRS) and state and local tax authorities as identified above. Our work is not intended to benefit or influence any third party, either to obtain credit or for any other purpose.

You agree to indemnify and hold us harmless with respect to any and all claims arising from the use of the tax returns for any purpose other than filing with the IRS and state and local tax authorities regardless of the nature of the claim, including the negligence of any party.

Our engagement in connection with the preparation of your income tax returns does not include any procedures designed to discover errors, misrepresentations, fraud, theft, illegal acts, defalcations or other irregularities, should any exist, and you agree that we have no responsibility to do so. Therefore, our engagement cannot be relied upon to disclose such matters. In addition, we are not responsible for identifying or communicating deficiencies in your internal controls. You are responsible for developing and implementing internal controls applicable to your operations. However, we will inform you of any such acts that come to our attention, unless they are clearly inconsequential. If we discover information that affects your prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue.

In preparing your tax returns, a staff person will assemble the initial data from the documents you provide to us. Other staff personnel may contact you to obtain additional information.

This engagement is limited to the professional services outlined above.

***CPA Firm Responsibilities***

Unless otherwise noted, we will perform our services in accordance with the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants, U.S. Treasury Department Circular 230 and the Internal Revenue Code, Treasury Regulations, and any applicable state/local corollaries. It is our duty to perform services with the same standard of care that a reasonable tax preparer would exercise in this type of engagement. It is your responsibility to safeguard your assets and maintain accurate records pertaining to transactions. We will not hold your property in trust for you, or otherwise accept fiduciary duties in the performance of the engagement.

We will prepare your tax returns based upon your filing status as reflected in your income tax returns for last year. If your filing status has changed, you wish to change your filing status, or you have questions about your filing status, please indicate this in your Tax Organizer.

Confidentiality: If the tax returns prepared in connection with this engagement are filed using the married filing jointly filing status, both spouses are deemed to be clients of the firm under the terms of this Agreement. Both individuals acknowledge that there is no expectation of privacy from the other concerning our services in connection with this Agreement. We are at liberty to share with either of you, without prior consent of the other, documents and other information concerning this preparation of your tax returns. You also acknowledge that unless we are notified otherwise in advance and in writing, we may construe an instruction from either of you to be an instruction on your joint behalf. Absent a contrary written instruction in the future, from either or both of you, we will communicate with either or both of you at the address on your 2025 federal return.

Bookkeeping assistance: Should you provide us a copy of the data-file for an existing QuickBooks or other computerized ledger, we will review the file you maintain, make inquiries and/or recommendations for any issue(s) that are discovered or has/have been indicated as existing. These inquiries will be to determine the proper handling of an item, and the recommendations may include correcting journal entries, reclassification of entries, suggested training, or changes in QuickBooks lists, preferences, or other features. Depending on the agreed upon procedure, we will provide, execute and/or implement the recommendations. To the extent we render any accounting and/or bookkeeping assistance, it will be limited to those tasks we deem necessary for the preparation of the returns and billed at our hourly rates. These services will be performed in accordance with the AICPA Code of Professional Conduct. Additional charges will apply for such services.

Prior year review: Our review of the prior year's return will necessarily be limited and may not find all errors, discrepancies, miscommunications or oversights. We will bring these matters to your attention and discuss with you your options and address any other matters arising as a result of any error, discrepancies, miscommunications or oversights. Should amended tax returns be prepared, there may be additional charges for these services, subject to the reason and cause of the error.

Estimated tax payments: You may be required to make quarterly estimated tax payments. We will calculate these payments for the 2026 tax year based upon the information you provide to prepare your 2025 tax returns (the "safe harbor" method) and we have no obligation to update recommended payments after the engagement is completed. If you request that we project your payments to more closely reflect your actual current year's income and/or withholdings, or if you later ask us to update or review your estimated tax payments to more closely reflect your actual current year's income, that service is not within the scope of this engagement and additional charges will apply for such services.

Consultation and tax planning services: This engagement does not include consultation and tax planning services that affects the calculation of tax due on the filing of tax forms and schedules for the current, previous or future tax years. During the course of preparing the tax returns identified above, we may bring to your attention potential tax savings strategies for you to consider as a possible means of reducing your taxes in subsequent tax years. However, we have no responsibility to do so, and will take no action with respect to such recommendations, as the responsibility for implementation remains with you, the taxpayer.

If during this engagement or at a later time, you make inquiries, whether by text, email, telephone, voice, in-person meetings or in writing, about the tax and/or financial aspects of transaction(s), ask us to provide information, ask us to provide consultation and/or tax planning services, or if we customarily provide tax planning, that service is not within the scope of this engagement. Additional charges will apply for such services, and these services will be billed at our hourly rates.

If during this engagement, certain issues arise that require additional consultation, research, and/or discussions to determine the proper handling of the transaction(s), the additional time will be billed at our hourly rates.

**Government inquiries:** This engagement does not include responding to any governmental agency or tax authority, nor does it include making inquiries of any governmental agency or tax authority on your behalf, such as the status of a refund, determining why a refund has not been issued, or the failure of e-payments to or from a government agency to be completed properly or timely. Should you receive an inquiry, you may request that we assist you in responding to such inquiry. Your returns may be selected for examination by the taxing authorities. Any proposed adjustments are subject to certain rights of appeal. If your tax return is selected for examination or audit, you may request that we assist you or represent you. In the event of such examination, audit, inquiry, or proposed adjustment, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

**Third-party verification requests:** We will not respond to any request from banks, mortgage brokers or others for verification of any information reported on these tax returns. We do not communicate with third parties or provide them with copies of tax returns.

**Records and Record Retention:** All of your original records that you provide to us to prepare your tax return(s) will be returned to you after our use. A copy of your income tax returns will also be provided to you. If you e-file your returns, this copy will be in PDF format. You may request a hard-copy in addition to the PDF for an additional fee of \$25. If you elect not to e-file, one hard-copy for your records will be provided to you at no additional cost. Our working papers, including any copies of your records that we chose to make and the tax organizer that you complete, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain these working papers for a period of three years. After this period expires, these files may be destroyed. We will provide copies of such documents at our discretion and the additional time and costs will be billed at our hourly rates for any time and costs associated with the effort.

**Arguable Positions and Reliance on Others:** We will use our judgment to resolve questions in your favor where a tax law is unclear, provided there is substantial support for doing so. If there are conflicting interpretations of the law, or if the tax law is unclear, we will explain the possible positions that may be taken in order for us to sign your returns. We will follow the position you request, provided it is consistent with our understanding of the Internal Revenue Code, tax regulations, Revenue Rulings, Revenue Procedures, Private Letter Rulings and court cases. If the IRS, state or local tax authorities contest the position taken, additional tax, penalties, and interest may be assessed. We assume no liability, and you hereby release us from any liability, including but not limited to, additional tax, penalties, interest and related professional fees you may incur to respond to the tax authority.

If you wish to take a tax position upon the advice of others, you agree to obtain a written statement from the advisor confirming that the position will meet the "realistic possibility," "substantial authority," or "more likely than not" standard, as applicable. In preparing your tax returns, we are subject to a diligence as to accuracy regarding reliance on others standard, as defined in Circular 230, 10.37(b). To the extent a position is based upon the advice of another tax advisor, prior to preparing or signing the tax return, AICPA SSTS No. 1 also requires our firm to have a good faith belief that the position has, as a minimum, a "realistic possibility" of being sustained administratively or judicially on its merits, if challenged. Additional charges will apply to such research and related services.

Moreover, you understand that the IRS, state or local tax authority may disagree with the position taken on the returns. If this occurs, we shall not be liable for any tax, penalties, interest, related professional fees, or other expenses you may incur.

If after review of the work prepared by your other advisor, we determine that we are unable to sign the tax returns, we will be unable to proceed.

**Abusive tax strategies.** Certain tax positions or strategies, while not currently identified as "abusive" by the IRS, may ultimately be determined to be so in the future. Consequently, you agree to advise us of any transaction you have entered into that entitles you to disproportionate tax benefits (deductions, credits, or refunds), that generates significant income deferral or non-recognition, or that generates significant tax losses without corresponding cash impacts ("abusive tax strategies"). If you have entered into any abusive tax strategy, we shall not be liable for any tax, penalties, interest, related professional fees, or other expenses you may incur if the anticipated benefits of the strategy are not realized.

## ***Client Responsibilities***

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. We will provide you with a Tax Organizer to help you compile and document the information we need to prepare your returns. You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that you have disclosed to us all relevant facts affecting the returns. Income from all sources, including those outside the U.S., is required. We will not audit or otherwise verify the data you submit. Although it may be necessary to ask you for clarification of some of the information, we rely upon the accuracy and completeness of the information you provide, both in the Tax Organizer and other supporting documentation and data.

**Documentation** : You are responsible for maintaining adequate documentation to substantiate the accuracy and completeness of your tax returns. You should retain all documents that provide evidence and support for reported income, credits, and deductions on your returns, as required under applicable tax laws and regulations. You are responsible for the adequacy of all information provided in such documents. You represent that you have such documentation and can produce it, if needed, to respond to any audit or inquiry by tax authorities. You agree to hold harmless our firm and its partners, principals, shareholders, officers, directors, members, employees, agents or assigns with respect to any additional tax, penalties, or interest imposed on you by tax authorities resulting from the disallowance of tax deductions due to inadequate documentation. Certain deductions, such as meals, travel and entertainment expenses, and expenses for business use of autos, computers, and listed property, require strict documentation. Certain non-cash transactions, such as bartering and virtual currency, require reporting. In preparing your returns, we rely on your representations that we have been informed of all such transactions and that you understand and have complied with the documentation requirements for all of your expenses and deductions. If you have any questions about these issues, please contact us.

**Electronic Payments**. The Modernizing Payments To and From America's Bank Account Executive Order, signed on March 25, 2025, mandated that all payments from the U.S. government after September 30, 2025, must be made electronically. All payments to the U.S. government, including quarterly estimated tax payments, should be made electronically as soon as practicable. You are responsible for transmitting all payments electronically, however, upon request and within the limitations of the tax software and government agency capabilities, we can set up the electronic payments as part of your tax return preparation.

**Personal expenses**: In general, personal expenses are not deductible for income tax purposes. You are responsible for ensuring that personal expenses are separated from business expenses, and that expenses such as meals, travel, vehicle use, gifts, and related expenses are supported by the documentation and records required by the IRS and other tax authorities.

**Online access to information**: To the extent that you provide our firm with access to electronic data via a local or online database from which we download your information, you agree that the data is accurate and complete as of the date and time you authorize it to be downloaded. Documents will be provided to us in PDF format whenever possible and preferably in one PDF document or portfolio. If additional documents are added to a cloud storage service, each group of uploaded documents will be easily distinguishable from previous uploads.

**State and local filing obligations**: In June 2018, the U.S. Supreme Court reversed the long-standing physical presence nexus standard, significantly changing the ability of state or local jurisdictions to tax individuals and businesses with economic nexus in their jurisdiction. Although primarily a sales tax issue, this has been expanded to include income tax issues and tax issues related to remote workers.

You are responsible for determining your tax filing obligations with any state or local tax authorities, including, but not limited to income, franchise, sales, use, business license, business tangible personal property, or unclaimed property taxes. The preparation of any state or local tax return not listed above is not within the scope of our engagement. You agree that we have no responsibility to research these obligations or to inform you of them. If upon review of the information you have provided to us, along with information that comes to our attention, we believe you may have additional filing obligations, we will notify you of this responsibility and ask you to contact us. If you ask us to prepare these returns, we will handle that as a separate engagement.

If you are unsure if you have any other filing obligation with other state or local tax authorities, you are responsible for alerting us and requesting assistance. We shall not be liable for any tax, penalties, interest, related professional fees, or other expenses you may incur as a result of your failure to file or untimely filing of any form for which we were not engaged to prepare.

**U.S. filing obligations related to foreign financial assets:** As part of your filing obligations, you may be required to make certain information disclosures related to your foreign investments. You are responsible for informing us of all foreign assets owned directly or indirectly, including but not limited to financial accounts with foreign institutions, other foreign non-account investments, and ownership of any foreign entities, regardless of amount.

As part of your filing obligations, you are required to report the maximum value of specified foreign financial assets, which include financial accounts with foreign institutions and certain other foreign non-account investment assets that exceed certain thresholds. You are responsible for informing us of all foreign assets, so we may properly advise you regarding your filing obligations.

These assets include any ownership interests you directly or indirectly hold in businesses located in a foreign country, and any assets or financial accounts located in a foreign country over which you have signature authority. Based on the information you provide, will we inform you of any additional filing requirements, which may include *Form 8938, Statement of Specified Foreign Assets*, and *FinCEN Form 114, Report of Foreign Bank and Financial Accounts*. Failure to file required forms can result in the imposition of both civil and criminal penalties, which may be significant.

Failure to timely file the required forms may result in substantial civil and/or criminal penalties. You are responsible for providing us with complete and accurate information regarding any foreign investments that you have a direct or indirect interest in, or over which you have signature authority during 2025.

**Foreign filing obligations:** You are responsible for complying with the tax filing requirements of any other country. You acknowledge and agree that we have no responsibility to raise these issues with you and that foreign filing obligations are not within the scope of this engagement.

**Virtual Currency and Digital Assets:** The IRS considers virtual currency (e.g. Bitcoin) and digital assets as property for U.S. federal income tax purposes. As such, any transactions in, or transactions that use, virtual currency and digital assets are subject to the same general tax principles that apply to other property transactions.

If you had virtual currency activity during 2025, you may be subject to tax consequences associated with such transactions and may have additional reporting obligations. You agree to provide us with complete and accurate information regarding any transaction in, or transactions that have used, virtual currency or digital assets during 2025.

**Other Income, Losses and Expenses:** If you realized income, losses or expenses from a business or have supplemental income or loss, the reporting requirements of federal and state income tax authorities apply to such income, losses or expenses. You are responsible for complying with all applicable laws and regulations pertaining to such operations, including the classification of workers as employees or independent contractors, related payroll tax and withholding requirements, business licenses and personal property reporting..

**Gift Tax Returns:** Any transfer to an individual, either directly or indirectly, where full consideration (measured in money or money's worth) is not received in return is considered a gift. Under federal tax law, certain gifts are taxable, subject to an annual gift tax exclusion amount and are reportable. Transfers of a future interest to a trust is a reportable gift and is not eligible for the annual exclusion.. You are responsible for informing us if gift tax returns are required to be filed. Should we find that a gift tax return is required, we will notify you. Should both spouses have a gift tax return filing requirement, due to split-gifts, spousal consent or otherwise, that will be considered, The preparation of gift tax return(s) will result in additional, separately stated fees, and is outside the scope of this engagement, however, no separate engagement letter will be prepared for this service.

Currently, gift tax returns are not eligible to be filed electronically. Paper return(s) will be provided to you for your signature and for you to mail to IRS.

If you received a gift or bequest from a foreign person, estate or trust, you may be required to file a separate IRS Form 3520, *Annual Return To Report Transactions With Foreign Trusts and Receipt of Certain Foreign Gifts* or Form 3520-A, *Annual Information Return of Foreign Trust with a U.S. Owner*. The preparation of the IRS Form 3520 is outside the scope of this engagement, and the preparation of IRS Form 3520 will result in additional, separately stated fees, however, no separate engagement letter will be prepared for this service.

Ultimate responsibility: You are ultimately responsible for complying with any substantive or procedural tax law which applies to you, and for ensuring your tax returns and any required tax payments are timely received by the appropriate tax authority. This responsibility cannot be delegated to us.

You have final responsibility for the accuracy of your income tax returns. We will provide you with a copy of your electronic income tax returns and accompanying schedules and statements for review prior to filing with the IRS and state and local tax authorities (as applicable). You agree to review and examine them carefully for accuracy and completeness. The law provides various penalties that may be imposed when taxpayers understate their tax liability. You acknowledge that any such understated tax, and imposed interest and penalties, are your responsibility, and that we have no responsibility in that regard.

You have final responsibility for the payment of your taxes in whatever amount is ultimately determined. You may be required or choose to have funds automatically withdrawn from a designated account and transmitted when your tax return is electronically filed. We will not transmit partial payments. You may be required or choose to have any overpayment electronically deposited into a designated account. It is your responsibility to provide us with correct account and routing numbers, to review this information for accuracy prior to submission of your return, and as applicable, to ensure that sufficient funds are available at the time of payments. We shall not be liable for any tax, penalties, interest, related professional fees, or other expenses you may incur as a result of your failure to provide an accurate routing or account number or to ensure sufficient funds are available at the time of payment.

You will be required to verify your income tax returns and sign a completed Form 8879, *IRS e-file Signature Authorization*, and any similar state and local equivalent authorization form before your returns can be filed electronically. Failure to return a properly signed Form 8879 and any similar state and local equivalent authorization form to us in a timely manner will terminate this engagement.

In the event that you do not wish to have your income tax returns filed electronically, additional procedures apply and signatures are required in the Tax Organizer in regards to this matter. You will be responsible for reviewing the paper returns for accuracy, signing them, and filing them timely with the tax authorities.

### ***Timing of the Engagement***

We expect to begin our services upon receipt of the completed 2025 Tax Organizer and all tax documents requested either in the 2025 Tax Organizer or by our office.

If your return is electronically filed, our services will conclude upon the earlier of: 1) the filing and acceptance of your 2025 tax returns by the appropriate tax authorities, 2) written notification by either party that the engagement is terminated, or 3) one year from the execution date of this Agreement.

If you have the option to file a paper return and choose to do so, our services will conclude upon the earlier of: 1) mailing or delivery to you of your 2025 tax returns for your review and filing with the appropriate tax authorities, 2) written notification by either party that the engagement is terminated, or 3) one year from the execution date of this Agreement.

The obligation to file a tax return and/or extension is solely that of the taxpayer. The actual and timely receipt of your filings by the appropriate tax authority is the duty and responsibility of the taxpayer and the taxpayer alone.

### ***Extensions of Time to File Tax Returns***

It may be necessary to apply for an extension of the filing deadline if there are unresolved issues or delays in processing, if we do not receive all of the necessary information needed to prepare the return on a timely basis, or due to staffing availability. Applying for an extension of time to file may limit your ability to make certain elections, extend the time available for a taxing authority to undertake an audit or examination of your return and/or may extend the statute of limitations to file a legal action. All taxes owed are still due by the original filing due date. Additionally, extensions may affect your liability for penalties and interest or compliance with governmental or other deadlines.

Our firm will not file these applications unless we receive your express authorization to do so. In some cases, your signature may be needed on such applications prior to filing or payment of tax due must be enclosed with the application. Failure to timely request an extension of time to file can result in penalties for failure to file tax returns, which accrue from the original due date of the returns, and can be substantial. Failure to pay the taxes due by the original due date will result in the assessment of interest and penalties, which also accrue from the original due date of the returns, and can be substantial.

#### ***Disclosure of Tax Return Information***

Unless authorized by law, we cannot disclose your tax return information to third parties for purposes other than the preparation and filing of your tax return without your consent. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution. Disclosure to a third party will not be made without your written consent using a Consent Form provided to you by our firm upon request.

Certain communications involving tax advice between you and our firm may be privileged and not subject to disclosure to the IRS. By disclosing the contents of these communications to anyone, or by turning over information about those communications to the government, you may be waiving this privilege. To protect this right to privileged communication, please consult with your attorney prior to disclosing any information about our tax advice. Should you decide that it is appropriate for us to disclose any potentially privileged communications, you agree to provide us written, advance authority to make that disclosure.

Should we receive any request for the disclosure of privileged information from any third party, including a subpoena or IRS summons, if permitted, we will notify you of any requests prior to responding. You may, within the time permitted for our firm to respond to the request, initiate such legal action as you deem appropriate to protect information from discovery. Unless you promptly initiate such action after we notify you at your last known address, we will release the information requested. In the event you direct us not to make the disclosure, you agree to hold us harmless from any expenses incurred in defending the privilege, including, by way of illustration only, our attorney fees, court costs, outside adviser's costs, or penalties or fines imposed as a result of your asserting the privilege or your directions to us to assert the privilege.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our hourly rates for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

#### ***Penalties and Interest Charges***

Federal, state, and local tax authorities impose various penalties and interest charges for non-compliance with tax laws and regulations, including, failure to file or late filing of returns, and underpayment of taxes. You, as the taxpayer, remain responsible for the payment of all tax, penalties, and interest charges imposed by tax authorities.

We rely on the accuracy and completeness of the information you provide to us in connection with the preparation of your tax returns. Failure to disclose or inadequate disclosure of income or tax positions may result in the imposition of penalties and interest charges.

The Internal Revenue Code and regulations impose preparation and disclosure standards with noncompliance penalties on both the preparer of a tax return and on the taxpayer. Unless we have a reasonable belief that any tax position in your return will be sustained on its merits, a preparer penalty will be imposed on us unless that position has a reasonable basis and is adequately disclosed in the return. And, while we might be able to avoid a preparer penalty by adequately disclosing a return position, you might not have to disclose the position in order to avoid applicable taxpayer penalties. If we determine that we would be subject to a preparer penalty by delivering your return to you, you agree to either adequately disclose that position on your return or change the position to one that would not subject us to penalty. If you do not choose to change your position or adequately disclose so as to eliminate, in our sole opinion, our exposure to the preparer penalty, we, in our sole discretion and at any time, may withdraw from the engagement without completing or delivering tax returns to you. Such withdrawal will complete our engagement, and you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of our withdrawal.

#### ***Professional Fees***

Our fees for tax services will be based upon complexity of the work to be performed, our professional time to complete the work, and on the availability, quality and completeness of your records.

We also bill for any out-of-pocket expenses incurred on this engagement, including computer processing charges, copying costs, postage and delivery charges. In addition, this fee depends upon the timely delivery, availability, quality, and completeness of the information you provide to us. You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis. You agree to pay all fees and expenses incurred whether or not we prepare the tax returns.

Hourly rates vary from \$120 to \$250 per hour depending on the individual providing the services. We reserve the right to increase or decrease our fees based on the value of the services rendered. All invoices are due and payable upon presentation unless you make other agreed upon arrangements. There will be a late charge of \$30 plus 1.5% per month (18% APR) added to all fees paid more than 30 days from the date of billing. Should it become necessary for our firm to incur attorney's or other collection agency fees in order to collect on your unpaid invoice, you will be responsible for reimbursing us for our costs of collection, including attorney fees.

Additional PDF or hard copies of the tax returns will be provided upon request. The minimum fee is \$35 per tax year.

If we elect to terminate our services for non-payment or for any other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed your return. You will be obligated to compensate us for all time expended, and to reimburse us for all of our out-of-pocket costs incurred on your behalf. Written notification may be made by either emailed correspondence and correspondence sent by USPS Mail to the last known address.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the fee charged by us, and paid by you, for the services set forth in this engagement letter. Our liability for all claims, damages and costs arising from this engagement is limited to the total amount of fees paid to us by you for the services rendered under this agreement.

In the event that we become obligated to pay any judgment or similar award, you agree to pay any amount in settlement, and/or incur any costs as a result of any inaccurate or incomplete information that you provide to us during the course of this engagement, you agree to indemnify us, defend us, and hold us harmless as against such obligations, agreements and/or costs.

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 term set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If the tax services and terms outlined are in accordance with your understanding of our engagement, **please sign this letter on the line below designated for your signature and return the signed signature page of this letter with a completed copy of the enclosed Tax Organizer and your supporting documentation. You should keep a copy of this letter and your completed Tax Organizer for your records.**

If this firm does not receive from you the signed signature page of this letter, in fully executed form, but receives from you a completed copy of the enclosed Tax Organizer and/or supporting documentation, then such receipt by this office shall be deemed to evidence your acceptance of all of the terms set forth above. If however, this office receives from you no response to this letter, then this office will not proceed to provide you with any professional services, will not prepare your income or gift tax returns, and will not prepare any requests for Extension of Time to File Tax Returns.

**Please return the Tax Organizer, even if you did not complete it. It is helpful to us for organizing your information and determining if anything is missing.**

We want to express our appreciation for this opportunity to be of service to you.

To:

Jennifer A. Jones, CPA, Ltd.  
10615 Judicial Drive, Suite 701  
Fairfax, VA 22030  
[jenny@jajonescpa.com](mailto:jenny@jajonescpa.com) 703-352-1587

From:  
NAME \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
CITY STATE ZIP CODE \_\_\_\_\_ ]

The foregoing is in accordance with my understanding of your engagement to provide tax services for the 2025 federal, resident state and the non-resident income tax returns as mutually agreed upon. Should it be determined that there are filing requirements for Form 709 U.S. Gift Tax Return(s), Form 8938, Statement of Specified Foreign Assets, and/or FinCEN Form 114, Report of Foreign Bank and Financial Accounts, that this engagement will include these filing requirements upon express, mutual agreement. The terms described in this letter are acceptable and are hereby agreed to.

AGREED TO AND ACCEPTED BY:

*Jennifer A. Jones, C.P.A.*

Jennifer A. Jones, CPA, President  
For: Jennifer A. Jones, CPA, Ltd.

(Both spouses must sign for the preparation of a joint return)

Accepted By: \_\_\_\_\_ Date \_\_\_\_\_  
Taxpayer \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date \_\_\_\_\_  
Spouse, if applicable \_\_\_\_\_

You hereby authorize the following individuals to communicate directly with us to request services, to obtain copies of tax and financial information on your behalf, to pick up and/or deliver tax documents to include hard copies of your tax returns, and to discuss issues pertaining to this engagement..

Name \_\_\_\_\_

Contact Info (telephone numbers, email address, mailing address)

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Please check the appropriate box as the item pertains to you or your spouse for 2025, and provide any additional information and documentation requested. **If your 2025 Tax Organizer does not contain a form that you need, please let us know and we will send you the form.**

#### ENGAGEMENT LETTER

Yes      No

  

Have you signed and enclosed your Engagement Letter with your Tax Organizer? Our Professional Standards require that this be completed, so please be sure that you have included it with the documents for your tax return preparation.

#### ELECTRONIC FILING OF TAX RETURNS

Yes      No

  

Have you provided your e-mail address on Form 1, pg 2 and is it legible? We are required to electronically file your tax returns. You are required to review the returns, and sign certain consent forms which need to be returned promptly to us via fax, email or mail. We cannot submit the returns to the government without the signed consent forms. The most efficient method to handle the processing of your return is for a PDF copy of your return to be emailed to you. **Please monitor your email account for this correspondence.** You will need Adobe Acrobat Reader (it's free) to be able to read the PDF.

  

Do you want to e-file, but you also want us to provide you a hard-copy of your return in addition to the PDF (often referred to as the Blue Booklet)? Due to cost increases there is a fee of \$25 for a hard copy if requested in addition to your PDF.

  

Do you want to e-file, but you do not have a method to receive or print a PDF? We will provide you hard-copies for you to sign & return to us. Should we send the hard copy by mail \_\_\_\_\_ or you will come to our office \_\_\_\_\_ to sign the returns?

  

Do you want to file your tax returns on **PAPER and you mail them to the government(s)?** If YES YOU WANT TO FILE PAPER RETURNS, please read and sign the following E-Filing Opt-Out statement. If filing a Married Filing Jointly return, both spouses must sign.

#### TAXPAYER E-FILING OPT OUT ELECTION STATEMENT

Pursuant to IRS Notice 2010-85 Sec. 9.04 & 2011-17 Sec 9.04, Rev. Proc. 2011-25 and Substitute VA FORM 8454T

My tax return preparer, a member of the staff of Jennifer A. Jones, CPA, Ltd., has informed me that s/he may be required to electronically file my 2025 federal individual income tax return, Form 1040, Form 1040-SR, or Form 1040-NR, if s/he files it with the IRS on my behalf. I have also been informed that s/he may be required to electronically file my 2025 state individual income tax returns, if s/he files it with the state government on my behalf. I understand that electronic filing may provide a number of benefits to taxpayers, including an acknowledgment that the IRS and/or state received the returns, a reduced chance of errors in processing the returns, and faster refunds. I do not want to have my federal or state individual income tax returns electronically filed and choose to file my returns on paper forms. I will mail or submit my paper returns with the IRS and state government myself. My preparer will not file or otherwise mail or submit my paper return with the IRS or the state government. I was not influenced by Jennifer A. Jones, CPA, Ltd. or any member of the firm to sign this statement. By signing and dating this statement, based on my personal preferences, I have elected to NOT file my returns electronically.

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse, if filing joint return

\_\_\_\_\_  
Date

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**Miscellaneous Questions****DIRECT DEPOSIT OF TAX REFUNDS, ELECTRONIC PAYMENT OF TAX DUE AND SCHEDULE OF ELECTRONIC ESTIMATED TAX PAYMENTS**

Yes      No

Did your bank account information change within the last twelve months? If so, **please update form 3, 6 regarding the bank name, routing number, account number, and type of account.**

If you have an overpayment of taxes for 2025, do you want your refund directly deposited to one or more financial accounts (checking, savings, and/or retirement)? If so, **please complete, verify or update form 3, 6 regarding the bank name, routing number, account number, type of account and allocation of refund per account.** If you make estimated tax payments and want the overpayment applied to your 2026 estimated tax, please answer this question no, and see ESTIMATED TAXES below.

If you have a balance due on your federal or state returns for 2025, do you want to make an electronic payment by having your bank account directly debited on the due date for this balance due? If so, **please complete, verify or update form 3, 6 regarding the bank name, routing number, account number, type of account and allocation of refund per account.**

Our tax preparation software now allows us to set up your Federal and most State estimated tax payments to be withdrawn automatically from your bank account on their due dates. Do you want us to do that?

The Commonwealth of Virginia requires you to make all of your income tax payments electronically if any of the following apply: 1) the extension payment exceeds \$1,500, 2) any estimated payment exceeds \$1,500, or 3) if your total income tax liability exceeds \$6,000. Currently, no penalty is assessed for failure to pay electronically.

**ESTIMATED TAXES**

Yes      No

Did you apply an overpayment of 2024 taxes to your 2025 estimated tax (instead of being refunded)?

If you have an overpayment of 2025 taxes, do you want the excess applied to your 2026 estimated tax (instead of being refunded)?

Do you expect your 2026 taxable income and withholdings to be different from 2025? If so, please indicate anticipated changes on Form 7.1.

**PERSONAL INFORMATION**

Yes      No

Did your marital status change during 2025? If so, please indicate the change on Form 1.

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**Miscellaneous Questions**

Did your address change during 2025? If so, please be sure to show the change on Form 1. If you moved to a different state, please indicate the date your state of residency changed here (mm/dd/yyyy): \_\_\_\_\_ . Most Part-Year state income tax returns require that all items of income and deductions be allocated to the state of residency when the income was received or the deduction was paid. We will need additional details to make this allocation.

Did your e-mail address or telephone number(s) change since 2024? If so, please indicate the new address or number on Form 1 p2.

Could you be claimed as a dependent on another person's tax return for 2025?

Did your e-mail address or telephone number(s) change since 2024? If so, please indicate the new address or number on Form 1 p2.

Has IRS or your State issued you an Identity Theft PIN? If so, please provide the PIN(s) and a copy of the letter(s). For more information on how to protect your identity and data, go to <https://www.irs.gov/identity-theft-central> or <https://www.irs.gov/newsroom/taxpayer-guide-to-identity-theft>. If you receive the annual IP PIN via mail but lose or fail to receive your CP01A Notice, you may use the Get an IP PIN tool to retrieve your number at <https://www.irs.gov/identity-theft-fraud-scams/retrieve-your-ip-pin> or you can call 800-908-4490 for specialized assistance, Monday - Friday, 7 a.m. - 7 p.m. .

**DEPENDENTS**

Yes No

Were there any changes in dependents during 2025? If so, please show changes on Form 2.

Did you have a child born in 2025 and does that child have a social security number? Children born in 2025-2028, may be eligible for a Trump Account beginning July 4, 2026. The federal government will contribute a one-time deposit of \$1,000 to each account, and the parents can contribute up to \$5,000 per year to the account. Parents can elect to have their employer contribute up to \$2,500 for an employee's dependent under the age of 18, however, the employer's contribution counts against the maximum \$5,000 annual limit per child.

Do you help support someone who may qualify as a dependent, e.g. a child, parent, other family member, or an unrelated party, but you are not sure if you can claim them as a dependent? If so, please provide information about the person on Form 2; the support that you provide; the amount and source of any income they have; and the amount of support provided by others, if any.

Did you have a child under 19 or a full-time student under age 24 at the end of 2025, with interest and dividend income in excess of \$1,350, total investment income in excess of \$2,700, or his earned income is less than or equal to half of his support? If so, that child may be subject to the Kiddie Tax. Please provide documentation regarding income and complete Form 44. (Support includes the amount spent for food, lodging, clothing, education, medical, dental, recreation, transportation and other necessities.)

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**Miscellaneous Questions**

If you are a noncustodial parent claiming a dependency exemption, have you enclosed a copy of the signed Form 8332 for attachment to your return?

**NEW TAX LAW QUESTIONS****ADDITIONAL DEDUCTIONS FOR TIPS AND OVERTIME PAY**

Yes      No

Did you work in one of the 68 occupations that is eligible for the tips deduction?

If so, did your employer provide you an accounting of the qualified, voluntary tip income? Please provide a copy of that documentation if it is not reported on your W-2.

Did your employer provide you an accounting of the qualified overtime pay that is the portion of overtime pay in excess of your regular rate of pay? If so, please provide a copy of that documentation if it is not reported on your W-2.

**NEW CAR LOAN INTEREST DEDUCTION**

Yes      No

Did you purchase a brand-new (not used) car in 2025 that had its final assembly in the United States and did you finance it? If so, please provide the bank information showing the vehicle ID and interest paid in 2025.

**INCOME**

Yes      No

At any time during 2025, did you receive, sell, send, exchange or otherwise acquire or dispose of any financial interest in any virtual currency, such as Bitcoin, or other digital asset? If so, please provide a description of the transaction here. Use Form 17 to provide the information regarding any sale during 2025. If you received virtual currency in payment of services, please provide details on Form 14.1, Form 16 or here.

Did you receive any Forms 1099-K? If so, please provide a copy. If these payments were received in a non-taxable transaction, you will also need to have your Third-Party Payment Provider correct the 1099-K.

Did you have any gambling income? If so, please provide any W-2Gs you received, provide your documentation of other winnings not reported on a W-2G, and your substantiated losses. Please complete Form 10, 13.1, 13.2

Did you receive any bartering income? If so, please describe and indicate value of goods or services received on Form 14.1.

Did you receive any unemployment benefits? If so, please provide a copy of the Form 1099-G and record the amount received on Form 14.2

Did you receive unreported tip income of \$20 or more in any month? If so, please provide amount of unreported tip income here. \_\_\_\_\_

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**Miscellaneous Questions**

Did you start a business, including any side-gigs, operate a farm, or purchase rental or royalty property? If so, please complete Form(s) 16, 18, 19, 20, and/or 22, as applicable.

Did you have any earned income, e.g. wages or self-employment income, while physically present and working in a state other than your state of residency? If the income is only wage income earned in a state with reciprocity, then you can answer the question "no". If you don't know if there is reciprocity for the wage income or have other earned income in another state, attach a statement with a description of the circumstances, the number of days worked in each state by state, and if self-employment income, the amount of gross income by state.

Did you have any other income taxable in a state other than your state of residency? Examples include Partnership or Sub-Chapter S income for a business operating in other states, gambling income from casinos in WV or NJ, and rental income on vacation homes in other states. If so, please be sure that this state is identified in this Tax Organizer, on the Schedule K-1 or Form 1099.

**PASS-THRU ENTITIES AND QUALIFIED BUSINESS INCOME DEDUCTION**

Yes No

Did you have income from a sole proprietorship or pass-through entity such as a partnership, Sub-Chapter S corporation or trust?

Was this income from a specified service trade or business (SSTB)? A specified service trade or business provides services in the field of health; law; accounting; actuarial science; performing arts; consulting; athletics; financial services; brokerage services; investing and investment management trading; dealing in securities, partnership interests or commodities; or any business whose principal asset is the reputation or skill of one of its owners or employees. If you are not sure, please describe the business services here.

**PURCHASES, SALES AND DEBT CANCELLATION**

Yes No

Did you sell any stocks, bonds or other investment property in 2025? Form 17 indicates the information required to report these sales. Please provide the Form 1099-B and any supplemental report and the Realized Gains and Losses report from your broker. If any cost basis information is missing, please be sure to provide the missing details. If any bonds were sold that were purchased at a cost other than face value, please provide the purchase Trade Confirmation showing the premium paid or discount received at the time of purchase.

Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use, or business assets to personal use? If so, please complete Form 22 or 22 p2.

Did you have any debts canceled or forgiven? If so, please provide Form 1099-C or other documentation.

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**Miscellaneous Questions**

Did anyone owe you money which had become uncollectible, other than in the course of your trade or business? If so, please provide information regarding name; relationship; amount, terms, and date of loan; and the collection actions taken.

Did you make loans to/from family members, pass-thru entities or closely-held corporations in excess of \$10,000 in the aggregate? If interest was not paid on the loan, please provide details of the loan and its terms.

**SCHEDULE K-1**

Yes No

Did you acquire \_\_\_\_\_ or dispose \_\_\_\_\_ of an interest in an Estate \_\_\_\_\_, Trust \_\_\_\_\_, Partnership \_\_\_\_\_ or Sub-Chapter S Corporation \_\_\_\_\_? If so, please be sure to include the complete Schedule K-1 and other documents that you received and any documentation regarding your basis.

Have you received all of your Schedules K-1? If not, please forward the Tax Organizer and other tax documentation as soon as you have those items ready, and send the missing Schedule(s) K-1 as soon as it/they arrive.

**RENTAL OF VACATION HOMES AND OTHER RENTAL PROPERTIES**

Yes No

Do you have a rental property that was used by you, another owner, any of your family members or the other owner's family members, or by anyone not paying full rental value? If so, this is considered personal use. Please complete the VACATION HOME section on Form 18 p2 with the number of days of personal use and number of days rented at fair market rent. (Personal use does not include any day that you spend working substantially full-time repairing or maintaining (not improving) the property. However, if you donate the use of the property to a charity, this is also considered personal use.) Also, please indicate here the total number of days the property was rented at full rental value \_\_\_\_\_; the number of days of personal use \_\_\_\_\_; number of days you spent working substantially full time repairing and maintaining (not improving) the property \_\_\_\_\_.

Was the average rental period during 2025 seven (7) days or less, e.g. a resort area property rented by the week? If you are not sure, please provide a history of the rental periods during 2025. If you use a management company, this is typically included in their reports to you. Please provide the management company's year-end report.

Have you verified that you are in compliance with all local licensing, personal property reporting requirements and sales tax laws?

Did you maintain contemporaneous records, including time reports, logs or similar documents, regarding the following (i) hours of all services performed; (ii) description of all services performed; (iii) dates on which such services were performed; and (iv) who performed the services, and these records indicate at least 250 hours were spent on rental services during 2025?

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**Miscellaneous Questions**

Did you issue any 1099-NEC forms to non-corporate vendors and corporate or non-corporate attorneys that provided services to your rental activity and were paid \$600 or more by cash or check during 2025?

**PENSIONS, IRAs AND RETIREMENT PLANS**

Yes      No

Are you a Virginia resident receiving military retirement income received for service in the Armed Forces? This includes a veteran's Survivor Benefits paid to the surviving spouse of a veteran.

Did you or your spouse receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)? Please enclose the related 2025 Form(s) 1099-R.

If you or your spouse were born before January 1, 1953, and have a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.), was a Required Minimum Distribution (RMD) received in 2025? If you were born in 1952, your RMDs must commence for Tax Year 2025, and you have a grace period until April 1, 2026, to receive the 2025 RMD. If you were born in 1953-1959, your RMDs must commence for Tax Year you reach age 73.

If you or your spouse are over 70 1/2 years old and have a Traditional IRA, Rollover IRA, Inherited IRA, SEP-IRA (inactive plans only), and SIMPLE-IRA (inactive plans only), did you make any Qualified Charitable Distributions directly from the IRA to a charity after turning 70 1/2 years old?

Did you or your spouse convert part or all of your Traditional IRA, SEP-IRA, or SIMPL-IRA to a Roth IRA during 2025? If so, please provide the Form(s) 1099-R, and complete Forms 10, 13.1 and 24.

Did you or your spouse receive a distribution from a retirement plan that was subsequently rolled over into another retirement account within 60 days of receiving the distribution? If so, please provide documentation regarding the date of distribution and date the rollover was completed.

Did you or your spouse make more than one rollover during 2025? If so, please provide the account statements for all accounts involved. Trustee-to-Trustee transfers are not considered rollovers.

Have you or your spouse made, or will you or your spouse be making a contribution to a Traditional or Roth IRA for 2025? If so, please be sure to complete Form 24 regarding the contribution amount you have or will be making. If you need more information to make this determination, make a note on Form 24 that you want us to call you to discuss your options and the tax consequences.

**CAUTION:** If you are over the age of 70 1/2 and still working, you can contribute to a Traditional IRA. But if you are considering a QCD for 2025 or a later year, making a tax-deductible Traditional IRA contribution for years you are age 70 1/2 or older will affect your ability to exclude future QCDs from your income.

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**Miscellaneous Questions**

Will you or your spouse make a contribution to a retirement plan (401(k), SEP, SIMPLE, or Qualified Plan) based on self-employment income? If so, please be sure to complete Form 24 regarding the contribution amounts and dates. If you need more information to make this determination, make a note on Form 24 that you want us to call you to discuss your options and the tax consequences.

Do you and/or your spouse have a one-participant retirement plan with a fair market value of \$250,000 or more as of the end of 2025, or did you terminate a one-participant plan during 2025? If so, a Form 5500-SF or 5500-EZ is required to be filed by July 31st. Please let us know if you need our assistance with this filing requirement. This type of retirement plan is different from an IRA, SIMPLE or SEP Plan. It does not include any employer-sponsored retirement plan, FERS account, etc. You and/or your spouse may have set this up while self-employed, and it may be called a Keogh Plan, Money Purchase Pension Plan, Profit Sharing Plan, Solo 401(k), or Individual 401(k) plan.

**HOMES**

Yes No

Did you purchase your principal residence or any other home in 2025? If so, please enclose a copy of the HUD-1 Settlement Statement, ALTA Statement or Closing Disclosure form.

Did you sell your principal residence or any other home in 2025? If so, please enclose the HUD-1 Settlement Statement, ALTA Statement or Closing Disclosure form. Please complete Forms 17 and 27; provide the HUD-1 Settlement Statement, ALTA Statement or Closing Disclosure form for the purchase of the home; and provide a copy of the Form 2119 filed for your prior home sale that took place prior to May 7, 1997, if its gain was rolled over into this home's purchase.

Are your principal and second home mortgages more than \$750,000 (if taken out after 12-15-17) or \$1,000,000 (if taken out prior to 12-16-17)?

During 2025, did you refinance or take out a home equity loan on your principal or other home? If so, please enclose the HUD-1 Settlement Statement or the Closing Disclosure form and an explanation of the use of the funds. What was the term of the new mortgage:        15 years,        30 years,        Other (Please check applicable term, if Other, please indicate number of years).

Have you ever refinanced your principal home or second home and used the proceeds for any purpose other than to refinance qualified acquisition debt or to pay for home improvements? If so, please provide the details and documentation. Form 25, pg 5 indicates the information needed for these calculations.

During 2025, was your home rented out for more than 14 days or used for business? If so, please complete Form 29.

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**Miscellaneous Questions****ENERGY TAX CREDITS**

Yes      No

Did you purchase an Electric Vehicle (EV) prior to October 1, 2025? If so, please provide purchase agreement that also includes the date of purchase and when you took delivery. IRS posts a list of eligible vehicles. You can find the list at <https://fueleconomy.gov/feg/tax2023.html>

Did you install alternative fuel vehicle refueling property in your home for your EV? If so, please provide the invoices showing the cost of the equipment and installation.

Did you make any residential energy-efficient improvements to or purchases for your principal residence, or to a second or vacation home? The Residential Clean Energy Credit applies to solar energy systems (e.g. panels and water heaters), wind turbines, geothermal heat pumps, fuel cells, and battery storage technology. The Energy Efficient Home Improvement Credit applies to qualified energy property that meets certain Energy Star performance and quality standards, and includes items such as insulation; exterior doors, windows and skylights; heating and air conditioning systems; biomass stoves and water heaters. If so, please provide the invoices and the manufacturer's certification documents including the Qualified Manufacturer's ID required to be reported in the tax return in order to claim the tax credits..

**EDUCATION**

Yes      No

Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program (529 Plan)? If so, please enclose the Form 1099-Q and complete Forms 14.3 and 38.

Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school? If so, please be sure to complete Form 38.

Did you make a contribution to a 529 Plan during 2025? If so, please provide a copy of the year-end statement showing the contract number, contribution amount, owner of the account, and beneficiary of the account. Please indicate the state sponsoring the 529 Plan here \_\_\_\_\_

**MEDICAL AND PREMIUM TAX CREDITS**

Yes      No

If you are a Virginia resident, did you pay any premiums for long-term care insurance? If so, please complete Form 25 even if you do not itemize your deductions. If each spouse has a policy, be sure to provide the amount paid for each spouse separately.

Did you (or someone on your behalf, including your employer) make contributions to a health savings account (HSA) for 2025? (A HSA is connected to a high deductible health insurance plan (HDHP) and is NOT the same as a Flexible Spending Account.) If so, please complete Form 32.1.

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## Miscellaneous Questions

Did you receive an HSA distribution or acquire an interest in an HSA due to the death of the account beneficiary? If so, please complete Form 32.1. Please be sure to indicate the amount of the HSA distributed funds used to pay for qualified medical expenses on Form 32-1.

Were you a policyholder who received payments under a long-term care (LTC) insurance contract or received any accelerated death benefits from a life insurance policy? If so, please be sure to include documentation and details.

Did you receive an Advance Payment of the Premium Tax Credit during 2025, reducing your monthly premiums for a policy purchased on the Health Insurance Marketplace? If you did, you have a requirement to file a return, regardless of your income level, and to reconcile the Advance Payment with the Premium Tax Credit (PTC). Should your Advance Payment exceed your PTC, the excess must be repaid on your income tax return. Any excess PTC over your Advance Payment will result in a refundable credit on your federal return. Please provide any 1095-A and related forms you received.

## CHARITABLE CONTRIBUTIONS

Yes      No

Do you have a bank record or a written confirmation from the donee, showing the name of the organization, contributions date(s) and the contribution amount(s) for all cash, check or credit card charitable contributions that you have included in this Organizer? Please do NOT include any unsubstantiated donations in this Tax Organizer. Unsubstantiated donations are **not tax deductible**. You must have a bank record or confirmation on all donations regardless of the amount.

Do you have a Letter of Acknowledgment for every donation of \$250 or more? In addition to your bank record or a written confirmation, you must also have a Letter of Acknowledgment from the charitable organization showing the name of the organization; contributions date(s) and the contribution amount(s); description (but not the value) of non-cash donations; a description and good faith estimate of the value of the goods or services, if any, that were provided in return for the donation; and a statement that no goods or services were provided in return for the donation, or that the goods or services, if any, that were provided by the organization consisted entirely of intangible religious benefits, if that was the case. Without a properly prepared Letter of Acknowledgment, the donation is not deductible. **Please enclose a copy of your Letter(s) of Acknowledgment**

Did you or your spouse make any Qualified Charitable Distributions (QCDs) from a Traditional IRA, Rollover IRA, Inherited IRA, SEP-IRA (inactive plans only), and SIMPLE-IRA (inactive plans only)? **Please provide a list of your QCDs and indicate which IRA's 1099-R includes the QCD amounts**. A Letter of Acknowledgment is required if the donation was \$250 or more. **Please also enclose a copy of your Letter(s) of Acknowledgment**

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**Miscellaneous Questions**

For your non-cash donations, e.g. clothes and household items, have you kept a detailed list of the items donated, their condition, their estimated cost at time of acquisition, their value at the time of the donation and the Letter of Acknowledgment from the charity? It is your responsibility to value the donation. There are websites like Valuation Guide for Goodwill Donors and The Salvation Army Donation Value Guide to help you determine the value of the items at the time of the donation. If your non-cash donations are more than \$500 in total, **please complete Form 26** and include your documentation.

Do you have any out-of-pocket volunteer expenses related to providing services to a charity or use your car for charitable purposes? You need a bank record or other substantiation for the out-of-pocket expense. If any item is \$250 or more, you need the Letter of Acknowledgment as indicated above. You need a detailed, contemporaneous mileage log for the use of your car, including details of the purpose of the trip, destination location and contact, mileage, and the name of the charitable organization. If so, please complete applicable lines on Form 25 p2, and provide a copy of your documentation.

**FOREIGN INCOME, TAXES AND ACCOUNTS**

Yes No

Did you have any foreign income or pay any foreign taxes? Be sure to provide any related 1099s or other documentation. If you are eligible for the Foreign Income Exclusion on wage or self-employment income earned in a foreign country, please complete Form 31.1, Form 31.1 p2 and Form 31.2.

Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust?

Did you receive a gift or bequest from a foreign person or the estate of a foreign person of more than \$100,000 or did you receive a gift from a foreign corporation or partnership of more than \$19,750 (the IRC Sec 6039F threshold)? If so, a Form 3520 is required to be filed.

Did you have an interest in or signature or other authority over any foreign assets or financial accounts in a foreign country, such as a bank account, securities account, or any other financial account? If so, and there was over \$10,000 in the account, please provide a copy of a statement showing the name and address of the financial institution, the account number and the maximum value of the account during 2025 in U.S. dollars. Please also provide the names of the owner(s) of the account, the name of the foreign currency \_\_\_\_\_ and its U.S. Treasury Financial Management Service exchange rate on December 31, 2025, \_\_\_\_\_ to \$1.00 U.S. If the foreign asset was acquired or disposed of during 2025, please provide the date \_\_\_\_\_.

**MISCELLANEOUS**

Yes No

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?

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**Miscellaneous Questions**

May the IRS discuss your tax return with your tax preparer?

Were you notified or audited by either the Internal Revenue Service or the State taxing agency? If so, please include a copy of the notice, information regarding resolution, and other related documents.

Did you engage the services of any household employees? If so, please complete Form 42 and provide a copy of the W-2 Form(s).

If you have income from self-employment, have you verified that you are in compliance with local and state business licensing, zoning regulations, and registration requirements? Generally, each jurisdiction in which you work, e.g. city, county and state, will have licensing requirements and personal property tax filing requirements.

If you have income from self-employment or a rental activity treated as a trade or business, have you verified that you are in compliance with Form 1099 filing requirements? Generally, a non-corporate recipient that was paid \$600 or more for services in the course of these activities must be issued a 1099-NEC. Payments to an attorney or medical service provider in the course of these activities are also reportable even if the recipient is a corporation. A 1099-MISC is required to be issued to a non-corporate landlord paid \$600 or more.

Are you a Virginia Resident and purchased any firearm safety device in 2025? Please provide a copy of the purchase agreement or invoice.

**CONSUMER USE TAX LIABILITY**

Yes No

Did you make any out-of-state purchases, such as buying something on the internet or through a mail order catalog, and did not pay sales tax? Most online retailers collect state sales tax, but if you order from a company that doesn't, you need to pay consumer use tax. If you bought something in another state that does not charge sales tax, but brought the items back to your home, you owe consumer use to your state of residency. If you owe any consumer use tax, please indicate the cost of the items purchased subject to this tax. \$ \_\_\_\_\_

**TAX RELIEF FOR FEDERALLY DECLARED DISASTER AREA VICTIMS**

Yes No

Did you incur a loss on any property located in a federally declared disaster area? If so, your loss may be deductible. If not a federally declared disaster, the loss is not deductible.

Did the loss exceed \$500? If so, please provide the date of the occurrence, documentation regarding the loss, the value of the loss, and the amount of any insurance or FEMA proceeds received.

Did you receive any payments in 2025 due to the disaster? (These payments may or may not be taxable.) If so, please describe, e.g. source of payment, how funds were used, etc.

2025

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US

**Miscellaneous Questions****GIFT TAX RETURN REQUIREMENT**

Yes      No

    

During 2025, did you or your spouse make any gifts of a future interest to an individual or a trust, such as a Charitable Remainder Trust or an Irrevocable Trust with no Crummey Power provision? If so, the annual gift tax exclusion does not apply and a gift tax return may be required.

    

During 2025, did you or your spouse make any gifts to an individual or a trust, or make contributions to a 529 plan, that total more than \$19,000? If so, a gift tax return may be required. Please provide documentation and information regarding the gift(s), including the date(s) of the gift(s), dollar amount or value of the gift(s), description of the gift(s), the recipient's name, address, SSN, DOB, and relationship to you; whether the gift came from a joint account or if it was from an individual account, which spouse's account. For planning purposes, in 2026 the Gift Tax Exclusion will remain at \$19,000 per recipient/donee/person.

**GIFT, ESTATE AND FINANCIAL PLANNING; IRS ONLINE ACCOUNTS**

Although not required for the preparation of your income tax return(s), now is a good time to review related estate and financial planning matters.

In general, you should review your estate plan at least every five years. You should also consider if changes are needed to your plan documents at other times, such as when there is a death, disability, divorce, marriage, the birth or adoption of a child, a serious illness of a beneficiary or named fiduciary, a substantial increase or decrease in the size of your estate, the purchase or sale of a business, retirement, significant gifting or lending of money to a child, change of residence, or the purchase of real estate in another jurisdiction. Changes in the tax laws may also necessitate that you revisit your estate plan.

If you answer no to any of the following questions; if there have been any changes in your marital status or family members; or if it has been more than five years since your estate plan has been reviewed, you may want to consider reviewing your current estate and financial plans and/or updating your documents.

Yes      No

    

Have you and your spouse set up an IRS Online Account so you can securely access information about your federal tax account, including a 5-year history of tax payments, tax transcripts, certain notices, prior year AGI amounts, power of attorney information and other tax records? You can also get or view your ID PIN, authorize a tax professional to access your records, view available W-2 and 1099 forms, and verify that your name and address are correct. Getting this set up ASAP will prevent scammers from setting up a fraudulent account in your name. If you have not done this yet, **you can set this up at <https://www.irs.gov/payments/your-online-account>**.

2025 1040 US

## Miscellaneous Questions

If you operate a business other than a single-member LLC and have an active Employer Identification Number, have you set up a business tax account to view your business profile and manage authorized users. The business tax account will allow business taxpayers to check their tax payment history, make payments, view notices, authorize powers of attorney and conduct other business with the IRS. Future improvements will allow taxpayers to use their business tax accounts to view letters or notices, request tax transcripts, add third parties for power of attorney or tax information authorizations, schedule or cancel tax payments and store bank account information. For more about the business tax account and other initiatives underway to improve taxpayer service and modernize technology using Inflation Reduction Act funding visit <https://www.irs.gov/businesses/business-tax-account>

Are you aware of the IRS Paperless Filing Initiative? Taxpayers can now digitally submit all correspondence and responses to notices using the online IRS Document Upload Tool. IRS plans to provide the option for taxpayers to e-file 20 additional tax forms during the 2024 filing season, and it will update the Where's My Refund Tool to provide taxpayers with more detailed information in plain language and allow the tool to work on mobile devices. News Release FS-2023-25.

Have you gotten your REAL.ID from your DMV? As of May 7, 2025, this will be required for all domestic flights. Other acceptable identification for domestic travel include a valid US or Foreign government issued Passport, Global Entry Card.

Do you and your spouse, if married, each have a will? If so, when was it last reviewed? Year \_\_\_\_\_

Have you or your spouse, if married, established a revocable trust?

If you have a trust, have the titles to the trust's assets been reviewed to insure that the trust has been properly funded and hold those assets that you want subject to the terms of the trust?

Have the titles to your assets been reviewed to insure that their disposition will be in compliance with your wishes? The manner in which your assets are held determine whether or not they are subject to the terms of your will (and subject to probate), subject to the terms of your trust, or pass directly to another party. Joint tenancy, beneficiary designations, Payable on Death (POD) and Transfer on Death (TOD) designations will override any instructions in your will or trust documents, and will avoid probate and reporting on fiduciary income tax returns.

If you and your spouse, if married, have special family personal property like antiques, family photos, art, jewelry or other items that you want to go to specific individuals, have you included documentation in your will or trust for that property to be distributed to that individual? Usually, an attached schedule with clear descriptions of the property and the name of the recipient that can be easily modified is a good option.

Do you and your spouse, if married, have Durable General Powers of Attorney, Advance Medical Directives, Living Wills, Medical Powers of Attorney and HIPAA Release Authorizations? When were these documents last reviewed? Year \_\_\_\_\_

2025	1040	US	Miscellaneous Questions
			<p><input type="checkbox"/> <input type="checkbox"/> Have you maintained a list of important contacts such as financial advisor, estate attorney, tax preparer, primary care physician and other medical care providers, any preferred religious affiliations and related leaders?</p> <p><input type="checkbox"/> <input type="checkbox"/> Does your spouse, successor trustee or executor know where your these important documents, as well as your titles and deeds to your property, marriage and birth certificates, divorce decree and all insurance policies are kept? If you have a Digital Vault or safe, does your trusted representative know how to access the vault or safe?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do your doctors and the people named in these documents have ready access to them and have you discussed the provisions with them? A power of attorney for health care, similar to a power of attorney for property, allows you to name an agent who has the authority to make health care decisions on your behalf, up to and including the end-of-life decisions. A living will is meant to supplement the power of attorney for health care by allowing you to specify your end-of-life decisions for life sustaining treatment in writing, which then acts as a directive to your physician on what treatment you do, or don't, want performed.</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you made provisions in your Durable General Power of Attorney and estate documents for your representative, successor trustee or executor to have access to your electronic accounts and passwords? Are they aware of your 2-Factor Authentication methods and have access to the device? If you own Apple products, have you set up a Legacy contact?</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you made a list of your assets and debts, including recurring monthly bills? You may want this list to include account numbers, contact info, how debts are paid, e.g. auto-pay, online, by check,</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you kept and maintained a comprehensive inventory of digital assets/online accounts, subscriptions, auto-pay accounts, and how to access each asset/account? Some examples of electronic accounts include financial accounts (e.g., online banking, epay, Paypal, eTrade, brokerage accounts), social media accounts (e.g., Facebook, Twitter, LinkedIn, Snapchat), data stored in a “cloud” (e.g., Google Drive, Dropbox), online gaming and gambling accounts, online media (e.g., Amazon Kindle e-books, Google Photos, iTunes songs and movies), blogs, online loyalty and rewards program benefits(e.g. credit card rewards programs), domain names, online businesses, and even digital wallets. For more info on methods to best handle digital assets, see <a href="https://trustandwill.com/learn/what-is-rufadaa">https://trustandwill.com/learn/what-is-rufadaa</a> and the Virginia Fiduciary Access Digital Assets Act <a href="https://www.yetterlawfirm.com/post/what-happens-to-digital-assets-when-someone-passes-away-in-virginia">https://www.yetterlawfirm.com/post/what-happens-to-digital-assets-when-someone-passes-away-in-virginia</a></p> <p><input type="checkbox"/> <input type="checkbox"/> Have you used an online tool to direct the custodian of the digital asset to disclose to a designated representative some or all of your digital asset? The use of an online tool overrides any contrary information provided in a will, trust, power of attorney or other record.</p> <p><input type="checkbox"/> <input type="checkbox"/> If an online tool is not available, have you provided the proper authorization using the required language under the Uniform Fiduciary Access to Digital Assets Act to permit a designated representative access to the digital asset? See <a href="https://www.nolo.com/legal-encyclopedia/ufadaa.html">https://www.nolo.com/legal-encyclopedia/ufadaa.html</a></p>

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**Miscellaneous Questions**

- Have you used an online tool for password storage and online afterlife companies (such as PasswordBox, SecureSafe, Entrust, or LastPass) that may allow an individual to name a digital executor?
- Do you have a hard copy of your passwords in a secure place for your representative, successor trustee or executor to have access to your electronic accounts and passwords?
- Do you have a backup of your digital assets (such as photos and videos) on a portable, encrypted hard-drive and provided access instructions? Have you stored the hard-drive in a secure location with other estate planning documents?
- If face, voice or fingerprint recognition is used to access your digital accounts, have you provided alternative means for your designated representative to access the digital asset in case of your incapacity or death?
- Are these important documents, passwords, access information, etc. kept a secure, protected place other than a safe-deposit box so that your appointed representative(s) can easily and quickly access them if needed?
- Have you reviewed and updated the named beneficiaries on your and your spouse's, if married, life insurance policies, IRAs, and pensions to insure that the funds will go the proper person(s) or entity? This is especially important after a major life event like a marriage, divorce, death, or birth.
- If someone other than your current spouse is the beneficiary of your account in your employer's retirement plan, has your current spouse completed the plan's required spousal consent documents to confirm this?
- If you have any minor children, have you named a guardian for the minor children?
- If you have any minor children, have you named a custodian to manage or made other provisions for the management of their financial assets?
- Is all of the real estate you own located only in your state of residency?
- If you or your spouse own real estate that is located in a state other than your state of residency, have you set up a revocable trust or other means for this real estate to avoid an ancillary probate process in that state?
- Have you and your spouse, if applicable, set up your online account(s) with the Social Security Administration?
- Have you and your spouse, if applicable, checked and verified your Earnings Records with the Social Security Administration?
- If you are not receiving Social Security benefits, have you and your spouse, if applicable, reviewed your Social Security benefit options, including early retirement, delayed retirement, disability benefits, survivor benefits options and, if unmarried but previously married at least 10 years, divorced spouse benefit options?

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**Miscellaneous Questions**

If you or your spouse are approaching your 65th birthday, have you applied for Original Medicare Part A, B and D, or Medicare Advantage Part C? Individuals already receiving Social Security benefits are automatically enrolled in Medicare Part A and Part B in the month they turn age 65. Individuals who are close to age 65 and not receiving Social Security benefits must apply for Original Medicare Parts A and B by contacting the Social Security Administration. Parts C and D are private plans run by insurance companies and you must contact the insurance company for these benefits. **Individuals who do not enroll in Parts A, B, C or D when they are originally eligible at age 65 may be subject to significant penalties.** Generally, your initial enrollment period extends from three months before the month of your 65th birthday to three months after the month of your 65th birthday. This applies regardless of your full-retirement age. An exception to this rule is if you or your spouse is currently employed, participating in that employer's group health insurance program, and that employer's plan covers at least 20 employees. If you and/or your spouse meet this exception to the general rule because your and/or your spouse have coverage based on current employment, you need to sign up for Medicare during a Special Enrollment Period. This Special Enrollment Period is the eight-month period that starts the month after employment ends or the month after the group health insurance based on current employment ends. COBRA and retiree health plans are NOT considered coverage based on current employment.

Thank you for answering these questions! We know that this was a lot of work, but your answers will help us to focus on those tax issues unique to your situation, and we appreciate the time you took to address these items. If the last section regarding Gift, Estate and Financial Planning raised any concerns that you want to discuss, please let us know.

If your 2025 Tax Organizer does not contain a form that you need, you can simply call or email us and we will provide the blank form to you. Blank forms will also be accessible on our website at <HTTP://WWW.jajonescpa.com/taxorganizers/2025taxorganizer.pdf>.

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2025	1040	US	Client Information	1																																																													
<b>Jennifer A Jones CPA Ltd.</b> <b>10615 Judicial Drive Suite 701</b> <b>Fairfax VA 22030</b> Telephone number: (703) 352-1587 Fax number: (703) 352-1927 E-mail address: jenny@jajonescpa.com			<b>Tax Return Appointment</b>  Date: Time: Location:																																																														
<p><b>This tax organizer will assist you in gathering information necessary for the preparation of your 2025 tax return. Please add, change, or delete information as appropriate.</b></p>																																																																	
<h3>CLIENT INFORMATION</h3> <table border="1"> <tr> <td rowspan="3">Filing Status</td> <td>Filing status (table).....</td> <td></td> </tr> <tr> <td>1=married filing separate and lived with spouse .....</td> <td></td> </tr> <tr> <td>Year spouse died, if qualifying surviving spouse (2023 or 2024) .....</td> <td></td> </tr> <tr> <td rowspan="8">Taxpayer</td> <td>First name and initial.....</td> <td></td> </tr> <tr> <td>Last name.....</td> <td></td> </tr> <tr> <td>Title/suffix.....</td> <td></td> </tr> <tr> <td>Social security number.....</td> <td></td> </tr> <tr> <td>Occupation.....</td> <td></td> </tr> <tr> <td>Date of birth (m/d/y).....</td> <td></td> </tr> <tr> <td>Date of death (m/d/y).....</td> <td></td> </tr> <tr> <td>1=blind.....</td> <td></td> </tr> <tr> <td rowspan="8">Spouse</td> <td>First name and initial.....</td> <td></td> </tr> <tr> <td>Last name.....</td> <td></td> </tr> <tr> <td>Title/suffix.....</td> <td></td> </tr> <tr> <td>Social security number.....</td> <td></td> </tr> <tr> <td>Occupation.....</td> <td></td> </tr> <tr> <td>Date of birth (m/d/y).....</td> <td></td> </tr> <tr> <td>Date of death (m/d/y).....</td> <td></td> </tr> <tr> <td>1=blind.....</td> <td></td> </tr> <tr> <td rowspan="6">Address</td> <td>In care of.....</td> <td></td> </tr> <tr> <td>Street address.....</td> <td></td> </tr> <tr> <td>Apartment number.....</td> <td></td> </tr> <tr> <td>City.....</td> <td></td> </tr> <tr> <td>State.....</td> <td></td> </tr> <tr> <td>ZIP code.....</td> <td></td> </tr> <tr> <td rowspan="3">Foreign Address</td> <td>Region.....</td> <td></td> </tr> <tr> <td>Postal code.....</td> <td></td> </tr> <tr> <td>Country.....</td> <td></td> </tr> </table>					Filing Status	Filing status (table).....		1=married filing separate and lived with spouse .....		Year spouse died, if qualifying surviving spouse (2023 or 2024) .....		Taxpayer	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.....		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.....		Address	In care of.....		Street address.....		Apartment number.....		City.....		State.....		ZIP code.....		Foreign Address	Region.....		Postal code.....		Country.....	
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2025	1040	US	Client Information (continued)	1 p2
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Please add, change or delete information for 2025.

### CLIENT INFORMATION

Taxpayer Contact Information	Home phone.....		Daytime Phone 1 = Work 2 = Home 3 = Mobile
	Work phone.....		
	Work extension.....		
	Daytime phone (table).....		
	Mobile phone.....		
	Fax number.....		
	E-mail address.....		
Spouse Contact Information	Home phone.....		
	Work phone.....		
	Work extension.....		
	Daytime phone (table).....		
	Mobile phone.....		
	Fax number.....		
	E-mail address.....		
Taxpayer Authentication	Driver's license no.....		
	Driver's license state.....		
	Issue date (m/d/y).....		
	Expiration date (m/d/y).....		
	Theft protection PIN.....		
Spouse Authentication	Driver's license no.....		
	Driver's license state.....		
	Issue date (m/d/y).....		
	Expiration date (m/d/y).....		
	Theft protection PIN.....		

2025	1040	US	Dependents	2
Please add, change or delete information for 2025.				
<b>DEPENDENTS</b>				
First name..... Last name..... Title/suffix..... Date of birth (m/d/y)..... Date of death..... Date of adoption..... Social security number..... Relationship..... Months lived at home..... Type of dependent (see table)..... Earned income credit (see table)..... Claimed by: 1=taxpayer, 2=spouse..... IRS theft protection PIN .....		Dependent	Dependent	<b>Type of Dependent</b> 1 = Child living w/taxpayer 2 = Child not living w/taxpayer 3 = Dependent other than child 4 = Head of household or qualifying surviving spouse (QSS) only, not a dependent 5 = Earned income credit only, not a dependent  <b>Earned Income Credit</b> 1 = When applicable (default) 2 = Student age 19 to 23 3 = Disabled 4 = Force 5 = Suppress  <b>NOTE:</b> If you claim the earned income credit, please provide proof that your child is a resident of the U.S. This proof is typically in the form of: 1. School records or statement 2. Landlord or property management statement 3. Health care provider statement 4. Medical records 5. Child care provider records 6. Placement agency statement 7. Social service records or statement 8. Place of worship statement 9. Indian tribe office statement 10. Employer statement  <b>NOTE:</b> If your child is disabled, please provide one of the following forms of proof of disability: 1. Doctor statement 2. Other health care provider statement 3. Social services agency or program statement
		Dependent	Dependent	
First name..... Last name..... Title/suffix..... Date of birth (m/d/y)..... Date of death..... Date of adoption..... Social security number..... Relationship..... Months lived at home..... Type of dependent (see table)..... Earned income credit (see table)..... Claimed by: 1=taxpayer, 2=spouse..... IRS theft protection PIN .....		Dependent	Dependent	
		Dependent	Dependent	
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		Dependent	Dependent	
2				



Please enter all pertinent 2025 information.

### APPLICATION OF 2025 OVERPAYMENT (7.1)

If you have an overpayment of 2025 taxes, do you want the excess refunded?  or applied to 2026 estimate?

Other (please explain):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 2026 ESTIMATED TAX INFORMATION

Do you expect your 2026 taxable income to be different from 2025? ..... Yes  No

If "yes" explain any differences in income, deductions, dependents, etc.:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you expect your 2026 withholding to be different from 2025? ..... Yes  No

If "yes" explain any differences:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## ORGANIZER

2025	1040	US	Wages, Pensions, Gambling Winnings	10, 13.1, 13.2
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Please enter all pertinent 2025 amounts & attach all W-2, W-2G and 1099-R forms.  
Last year's amounts are provided for your reference.

## WAGES, SALARIES, TIPS (10)

No.	Name of Employer (Box c)	1=retirement plan (Box 13) 1=spouse	Wages, Tips, Other Compensation (Box 1)	Tax Withheld					2024 Wages
				Federal (Box 2)	Social Security (Box 4)	Medicare (Box 6)	State (Box 17)	Local (Box 19)	

## PENSIONS, IRA DISTRIBUTIONS (13.1)

No.	Name of Payer	Distribution code #2 Distribution code #1 1=IRA/SEP/SIMPLE 1=spouse	Gross Distribution (Box 1)	Taxable Amount (Box 2a)	Tax Withheld		Value of all IRAs at 12/31/25	2024 Distribution
					Federal (Box 4)	State (Box 14)		

## GAMBLING Winnings (W-2G) (13.2)

No.	Name of Payer	1=spouse	Gross Winnings (Box 1)	Tax Withheld			2024 Winnings
				Federal (Box 4)	State (Box 15)	Local (Box 17)	

## GAMBLING LOSSES &amp; Winnings (NON W-2G) (13.2)

Total gambling losses .....  
Winnings not reported on Form W-2G .....

2025 Amount	TS	2024 Amount

10, 13.1, 13.2

2025 1040 US Interest & Dividend Income 11, 12

**Please enter all pertinent 2025 amounts & attach all 1099-INT, 1099-OID and 1099-DIV forms.  
Last year's amounts are provided for your reference.**

## INTEREST INCOME (11)

## DIVIDEND INCOME (12)

2025	1040	US	Miscellaneous Income	14.1
------	------	----	----------------------	------

Please enter all pertinent 2025 amounts and attach all 1099-MISC, 1099-NEC, 1099-K, SSA-1099, and RRB-1099 forms. Last year's amounts are provided for your reference.

### MISCELLANEOUS INCOME

	2025 Amount		2024 Amount	
	Taxpayer	Spouse	Taxpayer	Spouse
Social security benefits (SSA-1099, box 5) .....				
Medicare premiums paid (SSA-1099) .....				
1=treat Medicare premiums paid as SE health ins. ....				
Tier 1 RR retirement benefits (RRB-1099, box 5) ....				
1=lump-sum election for SS benefits .....				
Alimony received.....				
Taxable scholarships and fellowships.....				
Jury duty pay.....				
Household employee income not on W-2 .....				
Excess minister's allowance .....				
Alaska permanent fund dividends .....				
Income from rental of personal property .....				
Activity not engaged in for profit income.....				
Olympic & Paralympic medals & USOC prize money.....				
Prizes and awards .....				
Stock Options .....				
Strike or lockout benefits (other than bona fide gifts)				
Non-tuition fellowship and stipend payments entered above to include as taxable compensation for IRA purposes .....				
Wages earned while incarcerated not on W-2 .....				
Income subject to S/E tax: (1099-NEC, box 1)				
Other income (1099-MISC, box 3, 8)				
Digital assets not reported elsewhere.....				

### Form 1099-K

Amount of sale proceeds from Form 1099-K for personal item(s) sold at a loss.....		
Amount from Form 1099-K that was incorrectly reported .....		

### TAX WITHHELD (not entered elsewhere)

Federal income tax withheld .....		
State income tax withheld .....		
Local income tax withheld .....		

14.1

Please add, change or delete 2025 information as appropriate.  
Be sure to attach all 1099-G forms.

**STATE AND LOCAL TAX REFUNDS /  
UNEMPLOYMENT COMPENSATION (Form 1099-G)**

No. <input type="text"/>	2025 1099-G Amount	
	Name of payer.....	1=spouse.....
	Unemployment compensation:	
	Total received (Box 1).....	
	2025 Overpayment repaid .....	
	State and local refunds:	
	State and local income tax refund, credit or offsets (Box 2) .....	
	1=city or local income tax refund .....	
	Tax year for box 2 if not 2024 (Box 3) .....	
	Federal income tax withheld (Box 4).....	
	RTAA payments (Box 5).....	
	Taxable grants:	
	Federal taxable amount (Box 6).....	
	State taxable amount, if different .....	
	Farm amounts:	
	Agriculture payments (Box 7).....	
	1=agriculture payments are from conservation reserve program .....	
	Market gain (Box 9).....	
	Number of farm .....	
	1=box 2 is trade or business income (Box 8) .....	
	State income tax withheld (Box 11).....	

  

No. <input type="text"/>	2025 1099-G Amount	
	Name of payer.....	1=spouse.....
	Unemployment compensation:	
	Total received (Box 1).....	
	2025 Overpayment repaid .....	
	State and local refunds:	
	State and local income tax refund, credit or offsets (Box 2) .....	
	1=city or local income tax refund .....	
	Tax year for box 2 if not 2024 (Box 3) .....	
	Federal income tax withheld (Box 4).....	
	RTAA payments (Box 5).....	
	Taxable grants:	
	Federal taxable amount (Box 6).....	
	State taxable amount, if different .....	
	Farm amounts:	
	Agriculture payments (Box 7).....	
	1=agriculture payments are from conservation reserve program .....	
	Market gain (Box 9).....	
	Number of farm .....	
	1=box 2 is trade or business income (Box 8) .....	
	State income tax withheld (Box 11).....	

2025	1040	US	Education Distributions (ESA's and QTP's)	14.3
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Please enter all pertinent 2025 amounts and attach all 1099-Q forms.  
 Enter qualified education expenses below that are not entered elsewhere.  
 Last year's amounts are provided for your reference.

## ESA'S AND QTP'S (Form 1099-Q)

2025 Amount

2024 Amount

No. <input type="text"/>	Name of payer.....	
	1=spouse.....	
	Qualified expenses:	
	Higher education (net of nontaxable benefits).....	
	Elementary & secondary education (net of nontaxable benefits).....	
	Form 1099-Q:	
	Gross distributions (Box 1).....	
	Earnings (Box 2).....	
	Basis (Box 3).....	
	Rollover: 1=nontaxable, 2=taxable (Box 4).....	
Distribution type: 1=private 529, 2=state 529, 3=Coverdell ESA (Box 5).....		
ESA's only:		
2025 contributions to this ESA.....		
Value of this account at 12/31/25 (plus outstanding rollovers).....		
Basis in this ESA as of 12/31/24.....		

No. <input type="text"/>	Name of payer.....	
	1=spouse.....	
	Qualified expenses:	
	Higher education (net of nontaxable benefits).....	
	Elementary & secondary education (net of nontaxable benefits).....	
	Form 1099-Q:	
	Gross distributions (Box 1).....	
	Earnings (Box 2).....	
	Basis (Box 3).....	
	Rollover: 1=nontaxable, 2=taxable (Box 4).....	
Distribution type: 1=private 529, 2=state 529, 3=Coverdell ESA (Box 5).....		
ESA's only:		
2025 contributions to this ESA.....		
Value of this account at 12/31/25 (plus outstanding rollovers).....		
Basis in this ESA as of 12/31/24.....		

No. <input type="text"/>	Name of payer.....	
	1=spouse.....	
	Qualified expenses:	
	Higher education (net of nontaxable benefits).....	
	Elementary & secondary education (net of nontaxable benefits).....	
	Form 1099-Q:	
	Gross distributions (Box 1).....	
	Earnings (Box 2).....	
	Basis (Box 3).....	
	Rollover: 1=nontaxable, 2=taxable (Box 4).....	
Distribution type: 1=private 529, 2=state 529, 3=Coverdell ESA (Box 5).....		
ESA's only:		
2025 contributions to this ESA.....		
Value of this account at 12/31/25 (plus outstanding rollovers).....		
Basis in this ESA as of 12/31/24.....		

14.3

Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

## ABLE DISTRIBUTIONS / CONTRIBUTIONS

No. <span style="border: 1px solid black; padding: 2px;"> </span>	Name of payer or issuer . . . . .	2025 Amount	2024 Amount
	1=spouse . . . . .		
	Distributions (1099-QA):		
	Gross distributions (1)		
	Earnings (2) . . . . .		
	Basis (3) . . . . .		
	1=program to program transfer (4) . . . . .		
	1=ABLE account terminated (5) . . . . .		
	1=recipient is not the designated beneficiary (6) . . . . .		
	Qualified disability expenses paid . . . . .		
	Amount excluded from 10% tax . . . . .		
	Excess contributions:		
	Excess contributions withdrawn by due date of return . . . . .		
	Earnings on excess contributions . . . . .		

No. <input type="text"/>	Name of payer or issuer .....	
	1=spouse .....	
	Distributions (1099-QA):	
	Gross distributions (1) .....	
	Earnings (2) .....	
	Basis (3) .....	
	1=program to program transfer (4) .....	
	1=ABLE account terminated (5) .....	
	1=recipient is not the designated beneficiary (6) .....	
	Qualified disability expenses paid .....	
Amount excluded from 10% tax .....		
Excess contributions:		
Excess contributions withdrawn by due date of return .....		
Earnings on excess contributions .....		

No. <span style="border: 1px solid black; padding: 2px;"> </span>	Name of payer or issuer .....		
	1=spouse .....		
	Distributions (1099-QA):		
	Gross distributions (1) .....		
	Earnings (2) .....		
	Basis (3) .....		
	1=program to program transfer (4) .....		
	1=ABLE account terminated (5) .....		
	1=recipient is not the designated beneficiary (6) .....		
	Qualified disability expenses paid .....		
	Amount excluded from 10% tax .....		
	Excess contributions:		
	Excess contributions withdrawn by due date of return .....		
	Earnings on excess contributions .....		

Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

## GENERAL INFORMATION

Principal business/profession .....

Principal business code .....

Business name, if different from Form 1040 .....

Business address, if different from Form 1040 .....

City, if different from Form 1040 .....

State, if different from Form 1040 .....

ZIP code, if different from Form 1040 .....

Foreign region .....

Foreign postal code .....

Foreign country .....

Employer identification number .....

Other accounting method .....

Principal business/profession .....
Principal business code .....
Business name, if different from Form 1040 .....
Business address, if different from Form 1040 .....
City, if different from Form 1040 .....
State, if different from Form 1040 .....
ZIP code, if different from Form 1040 .....
Foreign region .....
Foreign postal code .....
Foreign country .....
Employer identification number .....
Other accounting method .....

Accounting method: 1=cash, 2=accrual .....

Inventory method: 1=cost, 2=lower cost/market, 3=other .....

1=change of inventory method .....

1=spouse, 2=joint .....

1=first Schedule C filed for this business .....

If required to file Form(s) 1099, did you or will you file all required Form(s) 1099: 1=yes, 2=no .....

1=not subject to self-employment tax .....

1=did not "materially participate" .....

1=personal services is not a material income producing factor .....

1=investment .....

1=minister's Schedule C .....

1=single member limited liability company .....

1=trader in financial instruments or commodities .....

Accounting method: 1=cash, 2=accrual .....
Inventory method: 1=cost, 2=lower cost/market, 3=other .....
1=change of inventory method .....
1=spouse, 2=joint .....
1=first Schedule C filed for this business .....
If required to file Form(s) 1099, did you or will you file all required Form(s) 1099: 1=yes, 2=no .....
1=not subject to self-employment tax .....
1=did not "materially participate" .....
1=personal services is not a material income producing factor .....
1=investment .....
1=minister's Schedule C .....
1=single member limited liability company .....
1=trader in financial instruments or commodities .....

## INCOME

Gross receipts or sales (Form 1099-NEC) .....

Returns and allowances .....

Other income:

2025 Amount	2024 Amount

## COST OF GOODS SOLD

Inventory at beginning of the year .....

Purchases .....

Cost of items for personal use .....

Cost of labor .....

Materials and supplies .....

Other costs:

Inventory at beginning of the year .....
Purchases .....
Cost of items for personal use .....
Cost of labor .....
Materials and supplies .....
Other costs:

Inventory at end of the year .....

Inventory at end of the year .....
------------------------------------

Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

## EXPENSES

Accounting.....  
 Advertising.....  
 Answering service.....  
 Bad debts from sales or service.....  
 Bank charges.....  
 Car and truck expenses (not entered elsewhere).....  
 Commissions.....  
 Contract labor.....  
 Delivery and freight.....  
 Dues and subscriptions.....  
 Employee benefit programs.....  
 Insurance (other than health).....  
 Mortgage interest (paid to banks, etc.).....  
 Other interest (not entered elsewhere).....  
 Janitorial.....  
 Laundry and cleaning.....  
 Legal and professional.....  
 Miscellaneous.....  
 Office expense.....  
 Outside services.....  
 Parking and tolls.....  
 Pension and profit sharing plans - contributions.....  
 Pension and profit sharing plans - admin. and education costs.....  
 Postage.....  
 Printing.....  
 Rent - vehicles, machinery, & equipment (not entered elsewhere).....  
 Rent - other.....  
 Repairs.....  
 Security.....  
 Supplies.....  
 Taxes - real estate.....  
 Taxes - payroll.....  
 Taxes - sales tax included in gross receipts.....  
 Taxes - other (not entered elsewhere).....  
 Telephone.....  
 Tools.....  
 Travel.....  
 Meals in full (50%).....  
 Department of Transportation meals in full (80%).....  
 Uniforms.....  
 Utilities.....  
 Wages.....

	2025 Amount	2024 Amount
Accounting.....		
Advertising.....		
Answering service.....		
Bad debts from sales or service.....		
Bank charges.....		
Car and truck expenses (not entered elsewhere).....		
Commissions.....		
Contract labor.....		
Delivery and freight.....		
Dues and subscriptions.....		
Employee benefit programs.....		
Insurance (other than health).....		
Mortgage interest (paid to banks, etc.).....		
Other interest (not entered elsewhere).....		
Janitorial.....		
Laundry and cleaning.....		
Legal and professional.....		
Miscellaneous.....		
Office expense.....		
Outside services.....		
Parking and tolls.....		
Pension and profit sharing plans - contributions.....		
Pension and profit sharing plans - admin. and education costs.....		
Postage.....		
Printing.....		
Rent - vehicles, machinery, & equipment (not entered elsewhere).....		
Rent - other.....		
Repairs.....		
Security.....		
Supplies.....		
Taxes - real estate.....		
Taxes - payroll.....		
Taxes - sales tax included in gross receipts.....		
Taxes - other (not entered elsewhere).....		
Telephone.....		
Tools.....		
Travel.....		
Meals in full (50%).....		
Department of Transportation meals in full (80%).....		
Uniforms.....		
Utilities.....		
Wages.....		

Other expenses:

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NOTE: If you purchased or disposed of any business assets, please complete Sheet 22.

If you sold any stocks, bonds, or other investment property in 2025, please list the pertinent information for each sale below or provide a spreadsheet file with this information. Be sure to attach all 1099-B forms and brokerage statements.

Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

**PRIOR YEAR INSTALLMENT SALE**

No. <input type="text"/>	Description of property..... Date acquired (m/d/y)..... Date sold (m/d/y)..... Gross profit ratio (.xxxx)..... Current year principal payments (-1 if none).....	2025 Amount	2024 Amount

No. <input type="text"/>	Description of property..... Date acquired (m/d/y)..... Date sold (m/d/y)..... Gross profit ratio (.xxxx)..... Current year principal payments (-1 if none).....	2025 Amount	2024 Amount

No. <input type="text"/>	Description of property..... Date acquired (m/d/y)..... Date sold (m/d/y)..... Gross profit ratio (.xxxx)..... Current year principal payments (-1 if none).....	2025 Amount	2024 Amount

No. <input type="text"/>	Description of property..... Date acquired (m/d/y)..... Date sold (m/d/y)..... Gross profit ratio (.xxxx)..... Current year principal payments (-1 if none).....	2025 Amount	2024 Amount

No. <input type="text"/>	Description of property..... Date acquired (m/d/y)..... Date sold (m/d/y)..... Gross profit ratio (.xxxx)..... Current year principal payments (-1 if none).....	2025 Amount	2024 Amount

No. <input type="text"/>	Description of property..... Date acquired (m/d/y)..... Date sold (m/d/y)..... Gross profit ratio (.xxxx)..... Current year principal payments (-1 if none).....	2025 Amount	2024 Amount

No. <input type="text"/>	Description of property..... Date acquired (m/d/y)..... Date sold (m/d/y)..... Gross profit ratio (.xxxx)..... Current year principal payments (-1 if none).....	2025 Amount	2024 Amount

2025	1040	US	<b>Sale of Home &amp; Moving Expenses</b>	17, 27
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If you sold your home or moved in 2025, please complete the information below.  
 For the sale of home, please provide Form 1099-S and closing statements from  
 the purchase and sale of your home.

### SALE OF HOME (17)

Description of property (Box 3) .....

Date acquired (m/d/y) .....

Date sold (m/d/y) (Box 1) .....

Sales price (Box 2) .....

1=sale of home .....

1=owned and used property as main home for at least 2 of 5 years before sale .....

1=business use in year of sale .....

Number of days after December 31, 2008 that home was not used as principal residence .....


### Adjusted Basis

Original cost .....

Improvements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Adjusted basis .....


### Expenses of Sale (Commissions, advertising fees, legal fees, and loan charges paid by the seller)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total expenses of sale .....


### Reduced Exclusion

Please complete the following information if due to a change in health, place of employment, or unforeseen circumstances you either:  
 a) Did not meet the ownership and use tests \*, or b) Excluded gain on the sale of another home after May 6, 1997.

If excl. gain from another home after May 6, 1997 & within 2 yrs. of current sale, enter date of sale (m/d/y) .....

1=sale due to change in health, employment or unforeseen circumstances .....

Days used as main home - taxpayer .....

Days used as main home - spouse .....

Days property owned - taxpayer .....

Days property owned - spouse .....


### MOVING EXPENSES (27) (If you are a member of the Armed Forces and moved due to a permanent change in station)

1=spouse, 2=joint .....

1=armed forces move due to permanent change of station .....

Miles from old home to new work place .....

Miles from old home to old work place .....

Expenses for transportation and storage of household goods and personal effects .....

Lodging and travel (excluding meals):

  Lodging and travel (excluding automobile) .....

  Parking fees and tolls .....

  Gas and oil .....

  Miles driven to new home .....


(\* owned and used property as main home for at least 2 of 5 years before sale)





Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

## GENERAL INFORMATION

Principal product .....

Principal product .....
Employer ID number .....

Agricultural activity code .....

Agricultural activity code .....
Accounting method: 1=cash, 2=accrual .....
1=spouse, 2=joint .....
1=farm rental (Form 4835) .....
Type of rental property (farm rental only): 1=land, 2=self-rental, 3=other .....
1=crop insurance proceeds election .....
If required to file Form(s) 1099, did you or will you file all required Form(s) 1099: 1=yes, 2=no .....
1=did not "materially participate" (Schedule F only) .....
1=did not actively participate (Farm rental only) .....
1=real estate professional (farm rental only) .....
1=single member limited liability company .....
% of ownership if not 100% (.xxxx) (Farm rental only) .....

Accounting method: 1=cash, 2=accrual .....

1=spouse, 2=joint .....

1=farm rental (Form 4835) .....

Type of rental property (farm rental only): 1=land, 2=self-rental, 3=other .....

1=crop insurance proceeds election .....

If required to file Form(s) 1099, did you or will you file all required Form(s) 1099: 1=yes, 2=no .....

1=did not "materially participate" (Schedule F only) .....

1=did not actively participate (Farm rental only) .....

1=real estate professional (farm rental only) .....

1=single member limited liability company .....

% of ownership if not 100% (.xxxx) (Farm rental only) .....

## FARM INCOME

Cash method:

	2025 Amount	2024 Amount
Sales of livestock and other resale items .....		
Cost or basis of livestock or other resale items .....		
Sales of products raised .....		

Accrual method:

Sales of livestock, produce, etc. .....	
Beginning inventory of livestock, etc. .....	
Cost of livestock, etc. purchased .....	
Ending inventory of livestock, etc. .....	

Other farm income:

Total cooperative distributions .....	
Taxable cooperative distributions .....	
Total agricultural program payments (other than CRP) .....	
Taxable agricultural program payments (other than CRP) .....	
Total conservation reserve program payments .....	
Taxable conservation reserve program payments .....	
Commodity credit loans reported under election .....	
Total commodity credit loans forfeited or repaid .....	
Taxable commodity credit loans forfeited or repaid .....	
Total crop insurance proceeds received in 2025 .....	
Taxable crop insurance proceeds received in 2025 .....	
Taxable crop insurance proceeds deferred from 2024 .....	
Custom hire (machine work) income not included above .....	



## 2025 1040 US Partnership and S corporation Information 20.1,20.2

Please add, change or delete 2025 information as appropriate. Be sure to attach all Schedule K-1s.

## PARTNERSHIP INFORMATION (20.1)

## S CORPORATION INFORMATION (20.2)

2025	1040	US	Estate or Trust and REMIC Information	20.3,20.4
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**Please add, change or delete 2025 information as appropriate.  
Be sure to attach all Schedule K-1s and Schedule Qs.**

### ESTATE OR TRUST INFORMATION (20.3)

## REMIC INFORMATION (20.4)

20.3.20.4

If you disposed of any business assets in 2025, please enter date sold, sales price, and expenses of sale. For real estate transactions, be sure to attach all 1099-S forms and closing statements.

22

If you purchased any business assets (furniture, equipment, vehicles, real estate, etc.) or converted any personal assets to business use in 2025, please enter all pertinent information below.

Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

## GENERAL INFORMATION

Description of vehicle .....  
 1=no evidence to support your deduction .....  
 1=no written evidence to support your deduction .....  
 1=vehicle is available for off-duty personal use .....  
 1=no other vehicle is available for personal use .....  
 1=vehicle used primarily by more than 5% owner .....  
 Number of months of business use if changed from 100% personal use .....

	2025 Amount	2024 Amount
Description of vehicle .....		
1=no evidence to support your deduction .....		
1=no written evidence to support your deduction .....		
1=vehicle is available for off-duty personal use .....		
1=no other vehicle is available for personal use .....		
1=vehicle used primarily by more than 5% owner .....		
Number of months of business use if changed from 100% personal use .....		

## AUTOMOBILE MILEAGE

Total mileage (for the tax year) .....  
 Business mileage .....  
 Commuting mileage (for the tax year) .....  
 Average daily round-trip commute .....

Total mileage (for the tax year) .....	
Business mileage .....	
Commuting mileage (for the tax year) .....	
Average daily round-trip commute .....	

## ACTUAL EXPENSES

Parking fees and tolls (business portion only) .....  
 Gasoline, lube, oil .....  
 Repairs .....  
 Tires .....  
 Insurance .....  
 Miscellaneous .....  
 Auto license (other than personal property taxes) .....  
 Personal property taxes (based on car's value) .....  
 Interest (car loan) (for Schedule C, E & F) .....  
 Vehicle rent or lease payments .....  
 Inclusion amount (enter as positive) .....  
 Value of employer-provided vehicle on Form W-2 (2106) .....

Parking fees and tolls (business portion only) .....	
Gasoline, lube, oil .....	
Repairs .....	
Tires .....	
Insurance .....	
Miscellaneous .....	
Auto license (other than personal property taxes) .....	
Personal property taxes (based on car's value) .....	
Interest (car loan) (for Schedule C, E & F) .....	
Vehicle rent or lease payments .....	
Inclusion amount (enter as positive) .....	
Value of employer-provided vehicle on Form W-2 (2106) .....	

Please enter all pertinent 2025 information. Last year's amounts are provided for your reference.

### TRADITIONAL IRA CONTRIBUTIONS

IRA contributions you made or expect to make (1=maximum) (\$7,000/\$8,000 if 50 or older) ....  
 Contributions made to date .....  
 1=covered by plan, 2=not covered .....  
 2025 payments from 1/1/26 to 4/15/26 .....

2025 Amount  
Taxpayer Spouse


2024 Amount  
Taxpayer Spouse


### ROTH IRA CONTRIBUTIONS

Roth IRA contributions you made or expect to make (1=maximum) (\$7,000/\$8,000 if 50 or older) ...  
 Contributions made to date .....



### SEP, SIMPLE AND QUALIFIED PLANS (KEOGH)

Profit-sharing (25%/1.25) contributions you made or expect to make (1=maximum) ....  
 Money purchase (25%/1.25) contributions you made or expect to make (1=maximum) ....  
 Defined benefit contributions you expect to make ....  
 Self-employed SEP (25%/1.25) contributions you made or expect to make (1=maximum) ....  
 Plan contribution rate if not .25 (.xxxx) ....  
 Individual 401k: SE elective deferrals (except Roth) (1=max.) ....  
 Individual 401k: SE designated Roth contributions (1=max.) ....  
 SIMPLE contributions:



SIMPLE contributions:

Self-employed SIMPLE contributions you made or expect to make (1=maximum) ....  
 Employer matching rate if not .03 (.xxxx) ....  
 1=nonelective contributions (2%) ....  
 Contributions made to date .....



### ADJUSTMENTS TO INCOME

Self-employed health insurance:  
 Total premiums (excluding long-term care) ....  
 Long-term care premiums .....

Student loan interest paid (1098-E, box 1) ....  
 Educator expenses (kindergarten thru grade 12) ....  
 Jury duty pay given to employer .....

Expenses from rental of personal property .....



Alimony paid:

**Taxpayer**

**Spouse**

Date of divorce or sep. agreement

Recipient's first name ....	
Recipient's last name ....	
Recipient's SSN ....	
Amount paid .....	
2024 amt:	2024 amt:


Please enter all pertinent 2025 amounts and attach all 1098 forms.  
Last year's amounts are provided for your reference.

## MEDICAL AND DENTAL EXPENSES

NOTE: Enter self-employed health insurance premiums on Sheet 24 and Medicare insurance premiums on Sheet 14.

Prescription medicines and drugs .....

Doctors, dentists and nurses .....

Hospitals and nursing homes .....

Insurance premiums not entered elsewhere (excl. LT care & amts. paid w/pre-tax dollars) .....

Long-term care premiums - taxpayer .....

Long-term care premiums - spouse .....

Insurance reimbursement (enter as a positive number) .....

Lodging and transportation:

Out-of-pocket expenses .....

Medical miles driven .....

	2025 Amount	TS	2024 Amount
Prescription medicines and drugs .....			
Doctors, dentists and nurses .....			
Hospitals and nursing homes .....			
Insurance premiums not entered elsewhere (excl. LT care & amts. paid w/pre-tax dollars) .....			
Long-term care premiums - taxpayer .....			
Long-term care premiums - spouse .....			
Insurance reimbursement (enter as a positive number) .....			
Lodging and transportation:			
Out-of-pocket expenses .....			
Medical miles driven .....			

Other medical and dental expenses:


## TAXES PAID (State and local withholding and 2025 estimates are automatic.)

State income taxes - 1/25 payment on 2024 state estimate .....

State income taxes - paid with 2024 state return extension .....

State income taxes - paid with 2024 state return .....

State income taxes - paid for prior years and/or to other state .....

City/local income taxes - 1/25 payment on 2024 city/local estimate .....

City/local income taxes - paid with 2024 city/local extension .....

City/local income taxes - paid with 2024 city/local return .....


## SALES AND USE TAXES PAID

State and local sales taxes (except autos and special items) .....

Use taxes paid on 2025 purchases .....

Use taxes paid with 2024 state return .....

Sales tax on autos not included above .....

Sales tax on boats, aircraft, other special items .....


## OTHER TAXES PAID

Real estate taxes - principal residence:


Real estate taxes - held for investment :


Personal property taxes (including auto fees in some states. Provide a copy of tax notice) .....


Foreign income taxes .....


Other taxes:


Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

### INTEREST PAID

Home mortgage int. (Box 1) and points (Box 5) reported on Form 1098:

2025 Amount	TS	2024 Amount

Home mortgage interest not reported on Form 1098:

Payee's name.....

Payee's name.....		
Payee's SSN or FEIN.....		
Payee's street address.....		
Payee's city.....		
Payee's state.....		
Payee's ZIP code.....		
Payee's region.....		
Payee's postal code.....		
Payee's country.....		
Amount paid.....		

Points not reported on Form 1098:


Investment interest (interest on margin accounts):


Passive interest.....


NOTE: Points paid on loans other than to buy, build, or improve your main home are deductible over the life of the mortgage. For these types of loans also provide the dates and lives of the loans.

### 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).

Churches, schools, hospitals, and other charitable organizations (60% limitation):

Contributions by cash or check:


Volunteer expenses (out-of-pocket).....

Number of charitable miles.....


Veterans' organizations, fraternal societies, nonprofit cemeteries, and certain private nonoperating foundations (30% limitation):

Contributions by cash or check:


Volunteer expenses (out-of-pocket).....

Number of charitable miles.....


Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

### NONCASH CONTRIBUTIONS

NOTE: Use Sheet 26 if total noncash contributions are over \$500. 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.

50% limitation (see above):

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2025 Amount	TS	2024 Amount

30% limitation (see above):

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30% capital gain property (gifts of capital gain property to 50% limit orgs.):

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20% capital gain property (gifts of capital gain property to non-50% limit orgs.):

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### STATE MISC. DEDS. IF NON-CONFORMING TO TAX CUTS & JOBS ACT (subject to 2% AGI limit)

Union and professional dues .....


Other unreimbursed employee expenses (uniforms and protective clothing, professional subscriptions, employment agency fees, and certain edu. expenses):

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Investment expense:

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Tax return preparation fee .....


Safe deposit box rental .....


Miscellaneous deductions (2% AGI) (certain legal and accounting fees, and custodial fees):

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Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

## OTHER MISCELLANEOUS DEDUCTIONS

### Estate tax, section 691(c) .....

#### Other miscellaneous deductions:

2025 Amount	TS	2024 Amount



2025	1040	US	Itemized Deductions (continued)	25 p5 cont
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Please enter all pertinent 2025 amounts and attach all 1098 forms.  
Last year's amounts are provided for your reference.

### LOAN INFORMATION (continued)

#### Loan #3

Lender's name.....  
Form (see table).....  
Number of form.....  
1=taxpayer, 2=spouse, blank=joint.....  
Interest paid.....  
Points paid.....  
Total principal paid.....  
Lump sum principal payment (if paid off).....  
Months outstanding (if not 12).....  
1=home acquisition debt incurred after 12/15/17.....  
Home acquisition debt balance - beginning of year.....  
Home acquisition debt borrowed in 2025.....  
Home equity debt balance - beginning of year.....  
Home equity debt borrowed in 2025.....  
Grandfather debt balance - beginning of year.....

	2025 Amount	TS	2024 Amount
Lender's name.....			
Form (see table).....			
Number of form.....			
1=taxpayer, 2=spouse, blank=joint.....			
Interest paid.....			
Points paid.....			
Total principal paid.....			
Lump sum principal payment (if paid off).....			
Months outstanding (if not 12).....			
1=home acquisition debt incurred after 12/15/17.....			
Home acquisition debt balance - beginning of year.....			
Home acquisition debt borrowed in 2025.....			
Home equity debt balance - beginning of year.....			
Home equity debt borrowed in 2025.....			
Grandfather debt balance - beginning of year.....			

#### Loan #4

Lender's name.....  
Form (see table).....  
Number of form.....  
1=taxpayer, 2=spouse, blank=joint.....  
Interest paid.....  
Points paid.....  
Total principal paid.....  
Lump sum principal payment (if paid off).....  
Months outstanding (if not 12).....  
1=home acquisition debt incurred after 12/15/17.....  
Home acquisition debt balance - beginning of year.....  
Home acquisition debt borrowed in 2025.....  
Home equity debt balance - beginning of year.....  
Home equity debt borrowed in 2025.....  
Grandfather debt balance - beginning of year.....

	2025 Amount	TS	2024 Amount
Lender's name.....			
Form (see table).....			
Number of form.....			
1=taxpayer, 2=spouse, blank=joint.....			
Interest paid.....			
Points paid.....			
Total principal paid.....			
Lump sum principal payment (if paid off).....			
Months outstanding (if not 12).....			
1=home acquisition debt incurred after 12/15/17.....			
Home acquisition debt balance - beginning of year.....			
Home acquisition debt borrowed in 2025.....			
Home equity debt balance - beginning of year.....			
Home equity debt borrowed in 2025.....			
Grandfather debt balance - beginning of year.....			

#### Form

1 = Schedule A (default)  
2 = Business use of home  
3 = Schedule E

2025	1040	US	Noncash Contributions (Form 8283)	26.1,26.2
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If your total noncash contributions are in excess of \$500 in 2025, please complete the information below for each donee using the following guidelines:

- \* If you contributed a motor vehicle, boat, or airplane with a claimed value of more than \$500, attach Form 1098-C or other written acknowledgement received from the donee organization.
- \* A deduction for contributions of clothing or other household items that are not in *good* used condition or better is not allowed. In addition, a deduction for any item with minimal monetary value may be denied. However, these rules do not apply to any contribution of a single item for which a deduction of more than \$500 is claimed, if a qualified appraisal for the donated property is provided.

### DONATED PROPERTY INFORMATION

No. <input type="text"/>	Name of charitable organization (donee) .....				
	Street address .....				
	City .....				
	State .....				
	ZIP code .....				
	1=spouse, 2=joint .....				
	Property description (other than vehicle) .....				
	Vehicle	Identification number (VIN) .....			
		Year (yyyy) .....			
		Make .....			
Model .....					
Odometer mileage .....					
Date of contribution (m/d/y) .....					
Date acquired by donor (m/y) .....					
How acquired by donor (Table 1 or describe) .....					
Donor's cost or basis .....					
Fair market value .....					
Method used to determine FMV (Table 2 or describe) .....					

No. <input type="text"/>	Name of charitable organization (donee) .....				
	Street address .....				
	City .....				
	State .....				
	ZIP code .....				
	1=spouse, 2=joint .....				
	Property description (other than vehicle) .....				
	Vehicle	Identification number (VIN) .....			
		Year (yyyy) .....			
		Make .....			
Model .....					
Odometer mileage .....					
Date of contribution (m/d/y) .....					
Date acquired by donor (m/y) .....					
How acquired by donor (Table 1 or describe) .....					
Donor's cost or basis .....					
Fair market value .....					
Method used to determine FMV (Table 2 or describe) .....					

<b>1</b>	<b>How Property was Acquired</b>	<b>2</b>	<b>Method Used to Determine FMV</b>
	1 = Purchase 2 = Gift		3 = Appraisal 2 = Thrift shop value
	3 = Inheritance 4 = Exchange		3 = Catalog 4 = Comparable sales
For other methods, see IRS Pub. 561.			

26.1,26.2
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**Please enter 2025 indirect expenses in full. Nonbusiness portion will carry to Schedule A. Business percentage will be applied to indirect expenses only.**

## BUSINESS USE OF HOME

Form .....  
Number of form (e.g., enter 2 for Schedule C number 2) .....  
Business use area (square footage) .....  
Total area of home (square footage) .....  
Total hours facility used (for daycare facilities only) .....  
Total hours available (if not 8,760, 8,784 if a leap year) .....  
Area of home included above used exclusively for daycare business, if any (sq ft) .....  
% (.xx) or amount of gross income from home if not 100% (-1 if none) .....  
% (.xx) or amount of expenses from home if not 100% (-1 if none) .....

## INDIRECT EXPENSES

NOTE: Indirect expenses are for keeping up and running your entire home. They benefit both the business and personal parts of your home.

Mortgage interest	.....
Real estate taxes	.....
Casualty losses	.....
Insurance	.....
Miscellaneous	.....
Rent	.....
Repairs and maintenance	.....
Utilities	.....
Excess mortgage interest	.....
Excess real estate taxes	.....
Other indirect expenses:	.....

## DIRECT EXPENSES

NOTE: Direct expenses benefit only the business part of your home. They include painting or repairs made to specific areas or rooms used for business.

Mortgage interest	.....
Real estate taxes	.....
Casualty losses	.....
Insurance	.....
Miscellaneous	.....
Rent	.....
Repairs and maintenance	.....
Utilities	.....
Excess mortgage interest	.....
Excess real estate taxes	.....
Excess casualty losses	.....
Allowable casualty losses	.....
Other direct expenses:	.....



Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

### VEHICLE INFORMATION

1=vehicle used primarily by more than 5% owner .....  
 1=vehicle is available for off-duty personal use .....  
 1=no other vehicle is available for personal use .....  
 1=no evidence to support your deduction .....  
 1=no written evidence to support your deduction .....

2025 Amount	2024 Amount

### VEHICLE 1

Description of vehicle .....  
 Date placed in service (m/d/y) .....  
 Total mileage (for the tax year) .....  
 Business mileage .....  
 Commuting mileage (for the tax year) .....  
 Average daily round-trip commute .....  
 Number of months of business use if changed from 100% personal use .....  
 Parking fees and tolls (business portion only) .....


Actual expenses:

Gasoline, lube, oil .....  
 Repairs .....  
 Tires .....  
 Insurance .....  
 Miscellaneous .....  
 Auto license (other than personal property taxes) .....  
 Personal property taxes (based on car's value) .....  
 Interest (car loan) (for Schedule C, E & F) .....  
 Vehicle rent or lease payments .....  
 Inclusion amount (enter as positive) .....  
 Value of employer-provided vehicle on Form W-2 (2106) .....


### VEHICLE 2

Description of vehicle .....  
 Date placed in service (m/d/y) .....  
 Total mileage (for the tax year) .....  
 Business mileage .....  
 Commuting mileage (for the tax year) .....  
 Average daily round-trip commute .....  
 Number of months of business use if changed from 100% personal use .....  
 Parking fees and tolls (business portion only) .....


Actual expenses:

Gasoline, lube, oil .....  
 Repairs .....  
 Tires .....  
 Insurance .....  
 Miscellaneous .....  
 Auto license (other than personal property taxes) .....  
 Personal property taxes (based on car's value) .....  
 Interest (car loan) (for Schedule C, E and F) .....  
 Vehicle rent or lease payments .....  
 Inclusion amount (enter as positive) .....  
 Value of employer-provided vehicle on Form W-2 (2106) .....


Please enter all pertinent 2025 information.

## GENERAL INFORMATION

1=spouse.....

Foreign address of taxpayer, if different from Form 1040:

Street address.....

City.....

Region.....

Postal code.....

Country.....

Employer:

Name.....

U.S. street address.....

U.S. city.....

U.S. state.....

U.S. ZIP code.....

Foreign street address.....

Foreign city.....

Foreign region.....

Foreign postal code.....

Foreign country.....

Employer type: 1=foreign entity, 2=U.S. company,  
3=self, 4=foreign affiliate of U.S. company, 5=other.....

Employer type, if other.....

Type of exclusion revoked if revoked in earlier year (if applicable):

Tax year revocation was effective

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Country of citizenship.....

City and country of separate foreign residence if maintained due to  
adverse living conditions (if applicable):

Number of days during tax year at separate  
foreign address (if applicable)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tax homes(s) during tax year:

Dates tax home(s) were  
established (m/d/y)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please enter all pertinent 2025 information.

### TRAVEL INFORMATION

NOTE: Please enter all travel for 2025 as well as travel for 2026 known to date.

Travel Type (table)	Name of country (if not United States)	Date arrived	Date left	Days in U.S. on business

### BONA FIDE RESIDENCE TEST AND PHYSICAL PRESENCE TEST

Beginning date for bona fide residence (m/d/y) .....


Ending date for bona fide residence (m/d/y) .....

Living quarters in foreign country: 1=purchased home, 2=rented house or apartment, 3=rented room, 4=quarters furnished by employer .....

Names of family living abroad with taxpayer (if applicable): Relationship Period family lived abroad


1=submitted statement to country of bona fide residence .....


1=required to pay income tax to country of bona fide residence .....

Contractual terms relating to length of employment abroad .....

Type of visa you entered foreign country under .....

Explanation why visa limited stay or employment in country (if applicable) .....

Address of home in U.S. maintained while living abroad (if applicable):


ZIP Code 1=U.S. home rented (if applicable)

Names of occupants in U.S. home (if applicable) Relationship of occupants in U.S. home (if applicable)


Principal country of employment .....

--

### FOREIGN HOUSING EXPENSES

Qualified housing expenses .....

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Location of housing expenses:

Qualifying days in location (multiple locations only)


#### Travel Type

- 1 = Travel to U.S. (default)
- 2 = Travel to foreign country
- 3 = Travel to restricted country

2025	1040	US	Foreign Income Exclusion (Form 2555)	No. <input type="text"/>	31.2
------	------	----	--------------------------------------	--------------------------	------

Please enter all pertinent 2025 amounts and attach all W-2 forms, or other wage statements.  
Enter amounts in U.S. dollars only. Last year's amounts are provided for your reference.

### FOREIGN WAGES, SALARIES, TIPS

Name or number.....  
1=spouse.....  
1=retirement plan (Box 13).....  
Name of employer (Box c).....  
Wages, tips, other compensation (Box 1).....  
Federal income tax withheld (Box 2).....  
Social security tax withheld (Box 4).....  
Medicare tax withheld (Box 6).....  
State income tax withheld (Box 17).....  
Local income tax withheld (Box 19).....

2025 Amount	2024 Amount

### FOREIGN ALLOWANCES, REIMBURSEMENTS AND OTHER EARNED INCOME

#### Noncash Income

Home (lodging).....  
Meals.....  
Car.....  
Other properties or facilities:


#### Allowances and Reimbursements

Cost of living and overseas differential.....  
Family.....  
Education.....  
Home leave.....  
Quarters.....  
Other purposes:


Meals and lodging provided for the convenience of the  
Employer (excludable under section 119) .....


#### Other Foreign Earned Income


#### 2025 Days Worked Allocation Information

Total number of days worked (if not 240) .....

Total days worked before and after foreign assignment .....

Foreign days worked before and after foreign assignment .....


2025	1040	US	Health Savings Accounts (8889)	32.1
------	------	----	--------------------------------	------

Please enter all pertinent 2025 amounts & attach all 1099-SA forms.  
Last year's amounts are provided for your reference.

## HSA CONTRIBUTIONS

NOTE: Contributions to an HSA are only eligible to persons covered under a high deductible health plan. For tax year 2025, a high deductible health plan is one with an annual deductible that is not less than \$1,650 for self-only coverage or \$3,300 for family coverage and the annual out-of-pocket expenses (deductibles, co-payments, and other amounts, but not premiums) do not exceed \$8,300 for self-only coverage or \$16,600 for family coverage.

	2025 Amount		2024 Amount	
	Taxpayer	Spouse	Taxpayer	Spouse
1=self-only coverage, 2=family coverage .....				
HSA contributions you made or expect to make, except rollovers, employer contributions, and contributions made to an employee account through a cafeteria plan (1=maximum) .....				
Contributions included above that were made after you became eligible for Medicare .....				
Contributions made to date .....				

## HSA DISTRIBUTIONS

Total HSA distribution received (1099-SA, box 1) ...		
Distributions included above that were rolled over to another HSA .....		
Total unreimbursed qualified medical expenses .....		

Please enter all pertinent 2025 information. Last year's amounts are provided for your reference. You must have paid for the care of one or more dependents enabling you to work or attend school to qualify for this credit.

## DEPENDENT CARE EXPENSES (33.1)

Dependent care expenses incurred but not paid in 2025  
Employer-provided benefits forfeited in 2025

2025 Amount		2024 Amount	
Taxpayer	Spouse	Taxpayer	Spouse

## PERSONS AND EXPENSES QUALIFYING FOR DEPENDENT CARE CREDIT

No. <input type="text"/>	First name .....	
	Last name .....	
	Title or suffix .....	
	Date of birth (m/d/y) .....	
	Social security number .....	
	Qualified dependent care expenses incurred and paid in 2025 .....	2024 amt:
	1=over age 12 & disabled at the time care was provided 1=spouse, 2=joint .....	

No. <input type="text"/>	First name .....	
	Last name .....	
	Title or suffix .....	
	Date of birth (m/d/y) .....	
	Social security number .....	
	Qualified dependent care expenses incurred and paid in 2025 .....	2024 amt:
	1=over age 12 & disabled at the time care was provided 1=spouse, 2=joint .....	

## PERSONS OR ORGANIZATIONS PROVIDING CARE (33.2)

No. <input type="text"/>	Name of provider .....	
	Street address .....	
	City .....	
	State .....	
	ZIP code .....	
	Foreign region .....	
	Foreign postal code .....	
	Foreign country .....	
	Identification number (SSN or EIN) .....	
	Amount paid to care provider in 2025 .....	2024 amt:
	1=spouse, 2=joint .....	
	1=care provided ind. above was a household employee .....	
1=employer furnished dependent care .....		

33.1,33.2

Please enter all pertinent 2025 information. Last year's amounts are provided for your reference.

## ELIGIBLE CHILDREN

No. <input type="text"/>	First name..... Last name..... Identification number..... Date of birth (m/d/y)..... 1=born before 2008 and was disabled 1=special needs child 1=foreign child 1=adoption was not final in 2025	2025 Amount	2024 Amount
Qualified Adoption Expenses Paid in 2024 for adoption not finalized by end of 2025			
Prior years for adoption of foreign child finalized in 2025			
2024 and 2025 for adoption finalized in 2025			
2025 for adoption finalized before 2025			
1=spouse, 2=joint.....			

No. <input type="text"/>	First name .....		
	Last name .....		
	Identification number .....		
	Date of birth (m/d/y) .....		
	1=born before 2008 and was disabled .....		
	1=special needs child .....		
	1=foreign child .....		
	1=adoption was not final in 2025 .....		
	Qualified Adoption Expenses Paid in	2024 for adoption not finalized by end of 2025 .....	
		Prior years for adoption of foreign child finalized in 2025 .....	
2024 and 2025 for adoption finalized in 2025 .....			
2025 for adoption finalized before 2025 .....			
1=spouse, 2=joint .....			

No. <input type="text"/>	First name .....		
	Last name .....		
	Identification number .....		
	Date of birth (m/d/y) .....		
	1=born before 2008 and was disabled .....		
	1=special needs child .....		
	1=foreign child .....		
	1=adoption was not final in 2025 .....		
	Qualified Adoption Expenses Paid in	2024 for adoption not finalized by end of 2025 .....	
		Prior years for adoption of foreign child finalized in 2025 .....	
2024 and 2025 for adoption finalized in 2025 .....			
2025 for adoption finalized before 2025 .....			
1=spouse, 2=joint .....			

Please complete the information below if you paid qualified education expenses in 2025 for you, your spouse, or your dependents enrolled in an accredited postsecondary institution. Last year's amounts are provided for your reference.

### STUDENT INFORMATION

1=taxpayer, 2=spouse.....

First name.....

Last name.....

Social security number.....

Number of prior years AOC claimed.....

1=student was NOT enrolled at least half-time for at least one academic period that began in 2025 (or the first 3 months of 2026 if the qualified expenses were made in 2025) at an eligible institution in a qualified program.....

1=student completed first four years of post-secondary education before 2025.....

1=student was convicted, before the end of 2025, of a felony for possession or distribution of a controlled substance.....


### EDUCATIONAL INSTITUTION ATTENDED (#1)

Name.....

Street address.....

City.....

State.....

ZIP code.....

1=2025 Form 1098-T was NOT received.....

1=2025 Form 1098-T received with Box 7 completed.....

1=2024 Form 1098-T received with Box 7 completed.....

Federal ID number from Form 1098-T.....


### EDUCATIONAL INSTITUTION ATTENDED (#2)

Name.....

Street address.....

City.....

State.....

ZIP code.....

1=2025 Form 1098-T was NOT received.....

1=2025 Form 1098-T received with Box 7 completed.....

1=2024 Form 1098-T received with Box 7 completed.....

Federal ID number from Form 1098-T.....


### QUALIFIED EDUCATION EXPENSES

Qualified tuition & fees paid in 2025 (net of refund or assistance, & not entered elsewhere).....

2025 Amount

2024 Amount


Books & supplies required to be purchased from institution.....

Books & supplies not entered above.....

Amount of prior year refund or assistance \*.....


\* Refund of qualified expenses and tax-free educational assistance received after you file your return for the year in which the expenses were paid.

Please enter all pertinent 2025 information. Last year's amounts are provided for your reference.

## HOUSEHOLD EMPLOYMENT TAXES

NOTE: If you paid any one household employee cash wages of \$2,800 or more in 2025; withheld federal income tax during 2025 for any household employee; or paid total cash wages of \$1,000 or more in any calendar quarter of 2024 or 2025 to household employees please complete the following:

Employer identification number .....  
1=spouse, 2=joint .....


Social security, Medicare and income taxes:

	2025 Amount	2024 Amount
1=paid any one employee cash wages of \$2,800 or more .....		
1=withheld federal income tax for household employee .....		
Total cash wages subject to social security taxes .....		
Total cash wages subject to Medicare taxes .....		
Federal income tax withheld .....		
Taxes withheld from state disability payments .....		

Federal unemployment tax:

1=paid total cash wages of \$1,000 or more in any calendar quarter of 2024 or 2025 .....		
Total cash wages subject to FUTA tax .....		
1=paid unemployment contributions to only one state .....		
1=paid all state unemployment contributions by 4/15/26 .....		
1=all wages taxable for FUTA were also taxable for state unemployment .....		
Name of state .....		
Contributions paid to state unemployment fund .....		

Please enter all pertinent 2025 amounts & attach all 1099-INT and 1099-DIV forms.  
Last year's amounts are provided for your reference.

### CHILD'S INFORMATION

First name.....  
Last name.....  
Social security number.....  
Date of birth (m/d/y).....  
1=nontaxable to federal.....  
1=nontaxable to state.....

First name.....
Last name.....
Social security number.....
Date of birth (m/d/y).....
1=nontaxable to federal.....
1=nontaxable to state.....

### INTEREST INCOME (Form 1099-INT)

Banks, credit unions, etc. (Box 1):

2025 Amount	2024 Amount
_____	_____
_____	_____

U.S. bonds, T-bills, etc. (nontaxable to state) (Box 3):

_____	_____
_____	_____

Tax-exempt interest:

Total municipal bonds.....

_____	_____
_____	_____

In-state municipal bonds.....

_____	_____
_____	_____

Adjustments:

Nominee distribution.....

_____	_____
_____	_____

Accrued interest.....

_____	_____
_____	_____

Tax-exempt interest (1099-INT in error).....

_____	_____
_____	_____

OID adjustment.....

_____	_____
_____	_____

ABP adjustment.....

_____	_____
_____	_____

Foreign:

1=interest in or authority over foreign account.....

_____	_____
_____	_____

Name of foreign country.....

_____	_____
_____	_____

1=grantor/transferor or received distribution from foreign trust.....

_____	_____
_____	_____

Post 8/7/86 private activity bond interest (included above) (6251).....

_____	_____
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### DIVIDEND INCOME (Form 1099-DIV)

Total ordinary dividends (Box 1a):

_____	_____
_____	_____

Qualified dividends (Box 1b).....

_____	_____
_____	_____

Total capital gain distributions (Box 2a):

_____	_____
_____	_____

Unrecaptured section 1250 gain (Box 2b).....

_____	_____
_____	_____

Section 1202 gain (Box 2c).....

_____	_____
_____	_____

Collectibles (28%) gain (Box 2d).....

_____	_____
_____	_____

Nontaxable distributions (Box 3).....

_____	_____
_____	_____

Tax-exempt interest:

Total municipal bonds.....

_____	_____
_____	_____

In-state municipal bonds.....

_____	_____
_____	_____

Nominee distributions:

Ordinary dividends.....

_____	_____
_____	_____

Qualified dividends.....

_____	_____
_____	_____

Capital gain distributions.....

_____	_____
_____	_____

Alaska permanent fund dividends included above.....

_____	_____
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2025	1040	US	Report of Foreign Bank and Financial Accounts	82.1
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Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

## GENERAL INFORMATION

Canadian province or Mexican state .....

2025 Amount	2024 Amount

Other type of filer .....

Foreign identification:

Taxpayer:

1=passport, 2=foreign TIN .....


Other type of identification .....

Number .....

Country of issue .....

Spouse:

1=passport, 2=foreign TIN .....


Other type of identification .....

Number .....

Country of issue .....

Taxpayer:

Title .....

--

Spouse:

Title .....

--





Please enter all pertinent 2025 amounts. Last year's amounts are provided for your reference.

#### OTHER FOREIGN ASSETS (Part II) (continued)

Issuer or counterparty (#1):

Name .....  
 1=issuer, 2=counterparty .....  
 Type of issuer or counterparty (see table 2) .....  
 Issuer or counterparty: 1=US person, 2=foreign person .....  
 Mailing address .....  
 City .....  
 State/province .....  
 Postal code .....  
 Country .....


Issuer or counterparty (#2):

Name .....  
 1=issuer, 2=counterparty .....  
 Type of issuer or counterparty (see table 2) .....  
 Issuer or counterparty: 1=US person, 2=foreign person .....  
 Mailing address .....  
 City .....  
 State/province .....  
 Postal code .....  
 Country .....


Issuer or counterparty (#3):

Name .....  
 1=issuer, 2=counterparty .....  
 Type of issuer or counterparty (see table 2) .....  
 Issuer or counterparty: 1=US person, 2=foreign person .....  
 Mailing address .....  
 City .....  
 State/province .....  
 Postal code .....  
 Country .....


Issuer or counterparty (#4):

Name .....  
 1=issuer, 2=counterparty .....  
 Type of issuer or counterparty (see table 2) .....  
 Issuer or counterparty: 1=US person, 2=foreign person .....  
 Mailing address .....  
 City .....  
 State/province .....  
 Postal code .....  
 Country .....


2

#### Type of Issuer or Counterparty

- 1 = Individual
- 2 = Partnership
- 3 = Corporation
- 4 = Trust
- 5 = Estate

2025

1040

US

## Additional Information

Please furnish any additional information or supporting details not provided elsewhere in this tax organizer.