NEW-CLIENT INTAKE PACK

For Solo CPAs & Bookkeepers

Forms • Engagement Letter • Tax Organizer

SAMPLE — Print-ready templates you can brand with your firm name and start using at your next intake meeting. Fill-in lines are sized for handwriting. Bracketed fields in the engagement letter are meant to be replaced before use.

Disclaimer: *These templates are provided for general information and practice-management purposes only. They are not legal advice and do not create an attorney-client relationship. Have your firm's own counsel and, where applicable, your state board / professional liability carrier review all templates before use.*

1 — New-Client Information Form

Please complete in full and bring to your first appointment. Print clearly. If a field does not apply, write N/A.

Client Information

Full Legal Name: _____

Date of Birth: _____ SSN (last 4 only): _____

Spouse / Partner Name: _____

Spouse DOB: _____ Spouse SSN (last 4): _____

Mailing Address: _____

City / State / ZIP: _____ County: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Preferred Contact: ■ Email ■ Phone ■ Text ■ Portal

Household & Filing

Filing Status: ■ Single ■ Married Filing Jointly ■ Married Filing Separately ■ Head of Household ■ Qualifying Widow(er)

Dependents (names / DOB / relationship):

Occupation: _____ Employer: _____

Spouse Occupation: _____ Spouse Employer: _____

Business / Other Income (if applicable)

Business Name / EIN: _____

Entity Type: _____ Year Started: _____

Business Address: _____

Bookkeeping Method: ■ Cash ■ Accrual ■ QuickBooks ■ Spreadsheet ■ Other: _____

Prior Preparer & History

Prior Preparer / Firm: _____

Last Return Filed (year/type): _____ Any IRS/State Notices? ■ Y ■ N _____

If yes, describe: _____

How did you hear about us? ■ Referral ■ Google ■ Social Media ■ Other: _____

Client Signature: _____

Date: _____ Office Use — Intake Date / Staff: _____

2 — Engagement Letter Template

Instructions: Replace every [bracketed field] before sending. Delete this instruction line. Have counsel review before first use.

[Firm Name]
[Firm Address Line 1] • [City, ST ZIP]
[Phone] • [Email] • [Website]

[Date]

Dear [Client Full Name],

Thank you for choosing **[Firm Name]** ("Firm," "we," "us") to provide the services described below. This letter confirms the terms of our engagement with you ("Client," "you"). Please read it carefully, sign where indicated, and return one copy to our office.

1. Services

We will provide the following services for the period [Engagement Period / Tax Year]: [describe services — e.g., preparation of federal and [State] individual income tax returns (Form 1040), related schedules, and e-filing; bookkeeping cleanup as listed in Exhibit A]. Services not listed here — including audit representation, amended returns, payroll, sales tax, or financial planning — are not included and require a separate written agreement.

2. Your Responsibilities

You agree to provide complete, accurate, and timely information and documents, to review your returns carefully before signing, and to retain records supporting all items reported. You are ultimately responsible for the accuracy of your returns. Please notify us promptly of any IRS or state notices you receive.

3. Our Responsibilities

We will prepare your returns based on the information you provide, in accordance with applicable professional standards. We will not audit or independently verify the data you submit unless expressly agreed in writing. We will advise you on positions where, in our judgment, additional disclosure may be advisable.

4. Fees & Payment

Our fee for the services above is [Fee Amount / Fee Basis — e.g., fixed fee of $___ / hourly rate of $___]. An initial retainer of [$ Amount] is due on signing. Additional work will be billed at [Rate / Terms]. Invoices are due within [Number] days. We may pause or withdraw from the engagement if payment is not received as agreed. Filing will not occur until fees for return preparation are paid in full, unless otherwise agreed in writing.

5. Timing & Deadlines

To meet the [Filing Deadline] deadline, please provide all documents by [Document Deadline Date]. Information received after that date may require an extension and additional fees. An extension extends the time to file, not the time to pay any tax due.

6. Privacy, Records & Electronic Filing

We safeguard your nonpublic personal information as described in our Privacy Notice [attached / provided separately]. We will retain copies of workpapers for [Retention Period]; original documents will be returned to you. You authorize us to e-file your returns upon receipt of signed authorization forms (e.g., Form 8879) where applicable.

7. Term & Termination

This engagement begins on signing and continues until the services above are complete or either party gives written notice of termination. Fees for work performed through the termination date remain payable.

If this letter correctly states your understanding, please sign below. We appreciate the opportunity to serve you.

Client Signature: _____

Printed Name: _____ Date: _____

Spouse Signature (if joint return): _____

Printed Name: _____ Date: _____

Accepted — [Firm Name], By: _____

Title: _____ Date: _____

3 — Tax Document Organizer Checklist

Client: _____ Tax Year: _____ Appointment Date: _____

Check ■ each item you are providing, mark N/A if it does not apply, and bring this sheet with your documents. Do not send originals by unsecured email.

A. Personal & Prior Year

- ■ Copy of prior-year federal & state returns (new clients)
- ■ Government-issued photo ID for taxpayer & spouse
- ■ Social Security cards / ITIN letters for all persons on return
- ■ Dates of birth for taxpayer, spouse & dependents
- ■ Bank routing & account numbers for direct deposit / debit
- ■ Estimated tax payments made (dates & amounts) — federal & state
- ■ IRS Identity Protection PIN (IP PIN), if issued

B. Income

- ■ W-2s — all employers (taxpayer & spouse)
- ■ 1099-NEC / 1099-MISC — contract & miscellaneous income
- ■ 1099-INT / 1099-DIV — interest & dividends; brokerage statements
- ■ 1099-B / consolidated brokerage — sales of stock, crypto & assets (with cost basis)
- ■ 1099-R — retirement / pension / IRA distributions
- ■ SSA-1099 — Social Security benefits
- ■ 1099-G — unemployment & state refunds
- ■ Schedule K-1s — partnerships, S-corps, estates & trusts
- ■ Rental income & expenses by property (see organizer supplement)
- ■ Business income & expenses / profit & loss (if self-employed)
- ■ Alimony, gambling (W-2G), jury duty, prizes & other income

C. Deductions, Credits & Adjustments

- ■ 1098 — mortgage interest & property taxes paid
- ■ Property tax receipts (if not on Form 1098) & vehicle registration taxes
- ■ Charitable contributions — receipts & acknowledgments ($250+ letters)
- ■ Childcare expenses — provider name, EIN/SSN, amount paid
- ■ 1098-T & education expenses; 1099-Q (529 plans); student loan interest (1098-E)
- ■ HSA / FSA — Form 5498-SA, 1099-SA & contribution records
- ■ IRA contributions (traditional / Roth) & SEP / Solo 401(k) contributions
- ■ Medical expenses, premiums & long-term care premiums (if itemizing)
- ■ Energy / clean vehicle credits — invoices & manufacturer certifications

D. Business, Rental & Other (if applicable)

- ■ Business bank & credit card statements (year-end)
- ■ Mileage log — business miles, total miles & vehicle information
- ■ Home office — square footage, utilities & related expenses
- ■ Major asset purchases / sales — invoices, closing statements, dates
- ■ Rental — leases, expenses, repairs vs. improvements detail

■ Divorce / separation agreement, adoption, or other life-event documents

E. Life Changes This Year — check all that apply

■ Married / divorced ■ New child / adoption ■ Moved ■
■ Bought / sold a home ■ Started / closed a business ■
■ Retired ■ New job / job loss ■ Inherited assets ■
■ Foreign accounts / income ■ Virtual currency transactions ■

Notes for your preparer:

Client Signature (documents complete to the best of my knowledge): _____

Date: _____ Received by (office): _____

Disclaimer: These templates are provided for general information and practice-management purposes only. They are not legal advice, tax advice for any specific taxpayer, or a substitute for professional judgment. Tax law changes frequently — verify all forms, deadlines, and requirements for the applicable tax year, and have your firm's own counsel review all templates before use.

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