THE 2019
RAIL TAX
ORGANIZER

Railtax

The Railroad Tax Specialists

VISIT US AT

www.railtax.com

www.raricktax.com

General Guidelines

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1. Completing the Organizer

This organizer is how we gather information in order to prepare your tax returns accurately. It is important that you make every effort to complete the organizer in its entirety. If there is missing information it may adversely impact your return, as well as delay our processing time.

All facts and figures that you place on the organizer must be true and correct (do not round up or down) and you must be able to substantiate them according to IRS guidelines. However, there is no need for you to send all of your receipts along with your completed organizer.

If you have questions, call us at 800.400.1829 and ask for a Rail representative.

2. Mail (or Fax) us your tax information and organizer

If you mail us your information, take a copy of all forms that you send to us for your personal records. The organizer you fillin and mail to us will not be returned to you, as it will become part of your tax file held at our offices. All tax forms (W2s, 1099s, etc.) that you send to us will be returned to you along with any receipts unless we are required to attach the forms to file with the returns. When mailing us your organizer and tax forms please use a traceable type of mailing. These include express/priority mail USPS, FEDEX, UPS, etc. When we receive your package we will notify you by email, or phone.

Mail To: Rarick Financial Group
56913 Yucca Trail, Ste A
Yucca Valley, CA. 92284

Fax To: (888) 658-3531

3. Scheduling an Appointment

Once we receive your completed organizer and tax information, we will contact you to let you know that we received it and to set up an phone appointment between you and a Rarick Financial Group tax preparer.

The phone interview will take approximately 30 minutes to complete.

While we are processing your return you can contact us by phone at 800.400.1829 and ask for a Rail Rep. If we find that there is missing information we will notify you with a phone call or via email.

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Tax Preparation Fees

Preparation of Federal Tax Return.............................……….......…...$225
Preparation of State Tax Return (Per Return)....................……………..$ 25

Or

Preparation of (NonItemized) Federal Tax Return ....……………….$150
Preparation of State Tax Return (Per Return) ....……………$ 50

Note: The total price of prepared returns may be higher for exceptional circumstances (e.g., rental income, side business, independent contractor, stock sales, home sale, etc.). Spousal income may be subject to an additional $50 charge depending on complexity. While the total price of prepared returns is figured on a case-by-case basis, this schedule is accurate for the vast majority of rail tax returns. The shipping and handling charges are the same regardless of individual tax circumstances, unless excess bulk requires additional expense.

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TAXPAYER INFORMATION

Last Name		
First Name		
Middle Initial		
Social Security Number	____-___-____	
Date of Birth	___/___/______	
Occupation		
Are You a Returning Client?	Yes	No

SPOUSAL INFORMATION

Last Name	
First Name	
Middle Initial	
Social Security Number	____-___-____
Date of Birth	___/___/______
Occupation	

FILING STATUS

Single

Married/Jointly ☐

Married/Separately ☐

Head of Household ☐

Qualifying Widow(er) ☐

CONTACT INFORMATION

Mailing Address (To Send Completed Return)

Address	
City	
State	
Zip	
Home Phone	( ) ____-______
Cell Phone	( ) ____-______
Email Address	

Permanent Tax Home Address

Address			
City			
State/Province		Country	
Postal Code			
County		Co. Code	
School District		Sch. Code	
Permanent Phone	( ) ____-______		

Direct Deposit Info for Refund

Name of Bank	
Routing Number	
Account Number	
Checking	Savings

Please Attach a Voided Check!

DEPENDENT INFORMATION

First	M I	Last Name	Relationship	Social Security Number	Birth Date	Lived with whom and how long?
				____-__-_____	__/__/____	
				____-__-_____	__/__/____	
				____-__-_____	__/__/____	
				____-__-_____	__/__/____	
				____-__-_____	__/__/____	

I do declare that all facts and figures above are true and correct.
I can verify all figures according to IRS guidelines.

Client Initials: ______________________ Date: ________

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INCOME

	Please Provide	Totals	Stock or Bond Sales (Provide 1099B)	
Wages	W2 forms	$	**Security Name**	
	Pay Stub's from Each Job		Purchase Date	____/____/________
Social Security Received	SSA1099	$	Purchase Cost	$
Pensions /IRA's	1099R	$	Sale Date	____/____/________
2018 State Tax Refund(s)	1099G	$	Sale Proceeds	$
SelfEmployment	1099M	$	**Security Name**	
Rental Income	1099M	$	Purchase Date	____/____/________
Miscellaneous Income	1099M	$	Purchase Cost	$
Interest	1099INT	$	Sale Date	____/____/________
Dividends	1099DIV	$	Sale Proceeds	$
Gambling	W2 G	$		
Partnerships/Trusts	K1'S	$	**Home Sale (1099S)**	
Alimony Received		$	Purchase Date	____/____/________
Unemployment	1099G	$	Purchase Price	$
Other______________		$	Improvements	$
		$	**Please Provide Escrow/Closing Statement**	

ADJUSTMENTS		CHILD/DEPENDANT CARE EXPENSE	
Alimony Paid	$	Care Expenses	$
Recipient Social Security #	_____- _____ - ______	**Provider Information**	
2018 IRA Contributions	$	Name	
2018 ROTH Contributions	$	Tax ID # or Social Security #	_____- _____ - ______
College Loan Interest	$	Provider Address	
Credits			
College Tuition (1098-T)			
Other		Provider Phone Number	( ) _____-_________
Other			

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I can verify all figures according to IRS Guidelines.

Client Initials:_________________________Date:____________

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DEDUCTIONS

Medical Deductions	Totals
Prescriptions	$
Long Term Care Premiums	$
Health Insurance Premiums	$
Doctors & Dentist Fees	$
Hospitals & Clinics Fees	$
Eyeglasses and Contacts	$
Other _____________	$
General Deductions	**Totals**
State & Local Sales Tax	$
Home Mortgage Interest	$
Equity Loan Interest	$
Real Property Taxes	$
Personal Property Taxes	$
Tax Prep. Fees Paid for 2018	$
Gambling Losses	$
Other _____________	$
Other _____________	$
	$
	$
Charitable Contributions	
Organization Name	Cash Contributions
	$
	$
	$
Organization Name	Non-Cash
	$
	$
	$
IRS requires receipts for ALL contributions	

I do declare that all facts and figures above are true and correct.

I can verify all figures according to IRS guidelines.

Client Initials:_____________________Date:_________

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Conditions of Engagement Letter

To: Rarick Financial Group

I, ______________________________, have engaged your firm to prepare my individual federal and state(s) income tax returns for the year ended December 31st, 2019 I understand that it is my responsibility to provide all of the information to complete my tax return. In that regard I state that, to the best of my knowledge and belief:

1. I have provided true, correct and complete information regarding my income as listed on the attached schedules, computer discs, tax organizers, W2's, 1099's and/or attached written summaries. I understand that it is my responsibility to provide all the information necessary to complete the returns. I will retain for 4 years all documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on my return.
2. I have provided true correct and complete information regarding amounts I have provided to you to claim as tax deductions, and have maintained written documentation supporting all amounts, including logbooks and receipts. I understand that if a question arises regarding the interpretation of the tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions, that you will use your professional judgment in resolving the issues.
3. I understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to you, especially business travel and entertainment deductions, Tax Home determination, business use percentage of autos and other assets, and barter activities, and that penalties may be imposed on returns that are late, underpaid or incorrect.
4. I understand that you will not audit or otherwise verify information, that you may require clarification or additional information, that you are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes or, penalties or interest.
5. I understand that I will be charged an additional fee if you are asked to assist or represent me in a tax examination or inquiry. I understand that, in the event of preparer error, I am responsible for additional tax and interest that may be due, but that the extent of your responsibility is to pay for any penalty that the IRS or the above state revenue department may assess.
6. I will contact you immediately if I discover additional information that will lead to a change in my return, or if I receive any letters from the IRS or State Taxing Authorities.
7. I understand that your policy is to put all tax advice in writing, and that I will not rely upon any nonwritten advice it may be tentative, incomplete, or not fully reviewed.
8. I understand that your bill will be due and payable upon completion of these returns, and that additional services will not be performed until the bill for these services is paid in full.
9. I understand that you will not file any federal, state, or local tax extension without my specific request to do so.
10. If there are other services or tax returns that I expect you to prepare, such as corporation, partnership, estate, gift, sales fiduciary, property, or other states or cities, I will note them at the bottom of this letter.

I have read, understand and accept the "Conditions of Engagement" discussed above.

____ _____/_____/________

Client Signature Date

____ _____/_____/________

Client (Spouse) Signature Date

The Railroad Tax Specialists

Privacy Policy

It has always been the policy of Rarick Financial Group to keep all information that we collect from you confidential from all sources. We allow access to your nonpublic information only to those members of our firm who need to know that specific information in order to provide services to you. We do collect nonpublic personal information about you from the following sources:

- Information we receive from you on tax preparation organizers, worksheets, Federal and State tax reporting forms, and from other documents we use in tax preparation or other financial and related services.
- Information about your transactions with us, our affiliates, and others.
- Information we may receive from outside agencies such as banks and brokerage houses.

We do not disclose any nonpublic personal information about our clients and former clients, except as permitted, required by law or approved by you in writing as listed below.

- Requirements to comply with Federal, state or local law,
- Requirements to comply with National, state or local law licensing rules,
- Requirements to disclose information in response to legal subpoenas,
- Items you permit or request us to disclose, as authorized by you in writing,
- Information which you authorize us to disclose by signing this engagement letter, to electronically file your tax return, when applicable,
- Information, which you authorize us to disclose by signing this engagement letter, that disclose that you are our client, without disclosure of financial or other personal information.

I have read, understand and accept the “Privacy Policy” discussed above.

_______________________________________ _____/_____/________

Client Signature Date

_______________________________________ _____/_____/________

Client (Spouse) Signature Date

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LastMinute Checklist

- Send a copy of your pay stub from each company you worked for.
- Send copies of all the companies "Tax Home Questionnaires."
- Send all tax documents that you have received (W2's, 1099's, 1098's, escrow/closing statements, etc.)
- Send any receipts or papers that you have questions about.
- Keep a copy of all forms you send.
- Send a copy of last year's tax return (1st year clients only).
- Keep a copy of all forms you send.
- Send a photocopy of Drivers License (or Picture ID) and Social Security Card.
- Please sign & send the attached ENGAGEMENT LETTER & PRIVACY POLICY.
- Send all documents by traceable delivery!
- Please attach a voided check (for direct deposit)!
- Make sure to sign the bottom of each page in appropriate area.
- Send a money order or cashiers check payable to "Rarick Financial Group" if you do not want to be billed over the phone by credit card/ATM. (Unfortunately because of some bad apples, personal checks will not be accepted.)