

Murray & Mensch, P.C.  
NEW CLIENT PROFILE

**PRIMARY TAXPAYER INFORMATION:**

Name \_\_\_\_\_ Date \_\_\_\_\_  
SS# \_\_\_\_\_  
Nickname (Salutation) \_\_\_\_\_ Occupation \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Phone # (home) \_\_\_\_\_  
\_\_\_\_\_ Phone # (work) \_\_\_\_\_  
E-mail Address \_\_\_\_\_ Phone # (Cell) \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Fax # \_\_\_\_\_

**SPOUSE INFORMATION:**

Name \_\_\_\_\_ SS # \_\_\_\_\_  
Nickname (Salutation) \_\_\_\_\_ Occupation \_\_\_\_\_  
E-mail Address \_\_\_\_\_ Phone # (work) \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Phone # (cell) \_\_\_\_\_

Do you claim any children as dependents? Y N

IF YES:

| <u>Dependent's Name(s)</u> | <u>Date of Birth</u> | <u>Dependent's Name(s)</u> | <u>Date of Birth</u> |
|----------------------------|----------------------|----------------------------|----------------------|
| _____                      | _____                | _____                      | _____                |
| _____                      | _____                | _____                      | _____                |

How did you hear of our firm? \_\_\_\_\_

Other services you may be interested in:

- Business Accounting/Start up Consulting
- Estate planning/Estate Tax Return
- Individual tax planning
- Other \_\_\_\_\_
- Corporate accounting / tax work

Additional questions or comments? \_\_\_\_\_

## 1040 Preparation Checklist

Please provide us with the following information to prepare your individual income tax return.

A copy of your prior year's tax return if not prepared by our office-- including depreciation schedules if you had a Schedule C, E, or F last year.

Form(s) W-2 (wages, etc.)

Form(s) 1099 (interest, dividends, retirement/pension income, broker transactions, non-employee income, state tax refunds, etc.)

Schedule(s) K-1 (income/loss from partnerships, S corporations, etc.)

Form(s) 1098 (mortgage interest) and property tax statements/receipts

Receipts or statements for charitable contributions of \$250 or larger

Brokerage statements from stock, bond or other investment transactions to include cost basis for stocks, bonds, and mutual funds sold during tax year

Closing statements pertaining to real estate transactions

Other supporting documents (schedules, checkbooks, etc.) for income, expenses, or deductions

Any tax notices received from the IRS or other taxing authorities

Complete and sign the vehicle sheet if you are claiming vehicle expenses or mileage for your business



## Murray & Mensch, P.C. Certified Public Accountants

We appreciate your choosing Murray & Mensch, P.C. to prepare your income tax return. Open communication is a vital factor in any relationship. Our goal is to communicate with you in a manner that keeps you well informed. In light of this goal, we want to outline what you can expect from us and we will expect from you in preparing your individual income tax returns.

### **What you can expect from us:**

- Our bill to you will be based on time spent preparing your tax return. This includes any meetings and telephone calls, as well as time spent in actual preparation and review. We use standard billing rates, which we believe approximate comparable practitioners in this area. Our goal is to prepare your return as efficiently as possible, while maintaining the accuracy that quality service requires.
- We will prepare your tax return from the information you furnish. We will not audit or verify your information but we may ask you to clarify some points. We will be diligent in keeping current with tax law and use it to your best advantage.
- Our normal tax services do not include compiling information. However, we can compile and organize your data as an additional service.
- We will be available to answer your inquires on specific tax matters and to consult with you on income tax planning, at our standard billing rate.
- Should you ever be audited, we will be available to assist you if you desire. This is a separate service and will be billed at our standard rates for this type of work.
- We endeavor to prepare your tax return with the utmost accuracy. However, if an error on our part results in additional taxes, we will be responsible for penalties and interest which may be assessed. The additional tax due is your responsibility.

### **What we will expect from you:**

- You will provide us with all relevant and necessary information affecting the return. Please remember that the more organized you are, the less time it will take us to prepare your return.
- You will retain records and documentation of any deductions and business expenses. Please be aware that if you are audited, you can expect the IRS to ask for written documentation on travel, meals and entertainment, business use of autos and computers, and they will likely ask about bartering transactions. We are relying on you to be able to verify any information you supply us. Failure to keep adequate records or to substantiate items upon audit can lead to the imposition of a negligence penalty.

[www.mm-taxcpa.com](http://www.mm-taxcpa.com)

2150 S. Central Expressway, Suite 250 McKinney, TX 75070 (972)562-2100 Fax (972)547-6165

- You will have the final responsibility for the tax returns and, therefore, you should review the returns carefully before signing and filing. The tax law imposes a severe penalty if a taxpayer makes a substantial understatement of tax liability. For individuals, a substantial understatement is one that exceeds the greater of 10% of the tax required to be shown on the return, or \$5,000. The penalty is 20% of the tax underpayment. We will discuss tax positions that may increase the risk of exposure to penalties and any recommended tax return disclosures with you before completing the preparation of the returns.

- If the IRS adjusts your taxable income following an audit, penalties will be assessed with interest. These fees, as well as the tax deficiency, will be your responsibility.

- **Payment for our services is expected upon presentation of the invoice and/or receipt of the completed tax return. Any invoice not paid within 30 days of receipt may be subject to a monthly interest charge of 1.5%.**

We hope you will feel free to discuss any aspect of this letter. If you fully understand what we will do and what we expect from you, please sign and return one copy to us. This will remain in effect for future years unless amended or terminated in writing by either of us.

Sincerely,

Murray & Mensch, P.C.

Agreed:

Sign \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_



**Murray & Mensch, P.C.**  
Certified Public Accountants

**BACKGROUND OF FIRM:**

- Founded by Pat Murray, began as Patrick L. Murray, P.C. in 1986
- Originally located in First Bank of Texas Bldg., followed by 20 years in Paloduro Park Bldg.
- Name changed to Murray & Mensch, P.C. in 2013
- Moved to current location in Summit Park Bldg. in January, 2018

**BACKGROUND OF OWNER: KAREN MENSCH**

- Born and raised in Gilmer, TX. Graduated Salutatorian of Gilmer H. S.
- Graduated with academic distinction from East Texas State University with a Bachelor of Science with majors in math and English
- Started working for Patrick L. Murray, P.C. in 1997
- Graduated with 4.0 GPA from Texas A&M University-Commerce with a Master of Science with a major in accounting
- Obtained minority ownership in January, 2010
- Obtained 100% ownership July 1, 2015

**PERSONAL STATUS**

- Married for 42 years.
- 3 adult sons, 2 daughters-in-law, 4 grandchildren
- Active in Crosspoint Church, McKinney

**CURRENT STAFF:**

- Karen Helms, CPA, 36 years business experience, 32 years with M&M,PC
- Mark Van De Veer, senior staff, 37 years business experience, 17 years with M&M,PC
- Jessica Mensch, administrative assistant, 17 years business experience, 11 years with M&M,PC
- Kim Smith, professional staff, 30 years business experience, 7 years with M&M,PC
- Amy Lindahl, professional staff, 23 years business experience, 6 years with M&M,PC
- Stephanie Marchal, professional staff, 17 years business experience, 3 years with M&M,PC
- Marianna Ernest, professional staff, 26 years business experience, 2 years with M&M,PC
- Susan Scottow, office administrator, 16 years business experience, 1 year with M&M,PC

**REFERENCES:** Provided upon request.

## 2021 Questionnaire

Please check the appropriate box and include all necessary details and documentation.

Yes No

### Personal Information

- Did your marital status change during the year? **If yes, explain:** \_\_\_\_\_
- Did your address change from last year? \_\_\_\_\_
- Can you be claimed as a dependent by another taxpayer?
- Did you change any bank accounts, or did routing transit numbers (RTN) and/or bank account number change for existing bank accounts that we used for your 2020 return? **If so, please provide a copy of a check.**
- Did you or any dependent receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? **If so, attach the IRS letter.**

### COVID-19 Information

- Did you receive the third Economic Impact Payment (EIP) the IRS started sending in March 2021 as reported on Notice 1444-C? **If yes, how much did you receive?**
- Did you receive advanced Child Tax Credit (CTC) payments in July, August, September, October, November, and/or December? **If yes, please provide dates and amounts.**
- Did you receive a Paycheck Protection Program (PPP) loan in 2021?
- If yes, did you apply for Paycheck Protection Program (PPP) loan forgiveness?
- Did you receive emergency leave sick pay?
- Did you receive emergency family leave wages?
- Did you receive any special unemployment benefits or compensation under the Coronavirus Relief Act during the year?
- If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you needed?
- If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to your son or daughter under the age of 18?
- If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to another?

### Dependent Information

- Were there any changes in dependents from the prior year? **If yes, explain:** \_\_\_\_\_
- Do you have any children under age 19 or a full-time student under age 24 with total investment income in excess of \$2,200? **If so, provide income information.**
- Do you have dependents who must file a tax return? **If so, please provide a copy of their filed return.**

Yes No

- Did you provide over half the support for any other person(s) other than your dependent children during the year? **If so, please provide details.**
- Did you pay for child care while you worked, looked for work, or while a full-time student? **If so, include provider details and expenses paid.**
- Did you pay any expenses related to the adoption of a child during the year? **If so, please provide a list of expenses.**

#### **Business Information**

- Did you start a new business or farm, or purchase rental or royalty property this year?
- Did you acquire a new or additional interest in a partnership or S corporation?
- Did you sell an existing business, rental or other property this year? **If yes, please provide documents.**
- Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.) or convert any personal assets to business use?
- Did you pay health insurance premiums for your employees this year?
- Did you use your car for business (other than to and from work)? **If yes, complete and sign the auto vehicle information sheet.**
- Was your home rented out or used for business? **If so, please provide details.**
- Did you make any payments in 2021 in the course of a trade or business which would require you to file Form(s) 1099?
- If you checked yes above, did you or will you file ALL required Form(s) 1099?

#### **Investment Information**

- Did you buy or sell any stocks, bonds or other investment property in 2021?
- Did you exercise any stock options or sell any related stock?
- Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan? **If so, please provide settlement statements.**
- Did you have any debts cancelled or forgiven this year, such as a home mortgage or student loan(s)? **If so, provide Form 1099-C.**
- Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year? **If so, please provide receipts and certificate.**
- Did you purchase any residential energy-efficient, solar energy, wind energy, geothermal, or fuel cell property or improvements? **If so, please provide receipts and certificate.**

#### **Income Information**

- Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or a foreign employer?
- Did you receive any unemployment benefits during the year? **If so, provide Form 1099-G.**

Yes No

- Did you receive any other miscellaneous income, such as tips, commissions, jury duty, social security benefits, disability income, prizes, hobby income or gambling winnings? **If so, please provide documentation including gambling deficits.**
- Did you receive any income considered to be nonemployee compensation?
- Do you expect a large fluctuation in income, deductions, or withholding next year? **If so, please explain.**
- Did you have any sales or other exchanges of virtual currencies (including from an airdrop or a hard fork), or used virtual currencies to pay for goods or services?

#### **Retirement Information**

- Did you make any withdrawals/receive a distribution from an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?
- If yes, were any withdrawals due to a Federally declared disaster?
- If you received any qualified disaster retirement plan distributions, did you repay any of the distributions in 2021?
- Did you make any contributions to an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan *outside* of your employer employment plan?
- Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA?
- Did you transfer or rollover any amount from one retirement plan to another?
- Do you wish to make a contribution to an IRA or retirement plan if eligible?

#### **Education Information**

- Did you, your spouse, or dependent incur any educational expenses during the year that are required to attend a college, university or vocational school? **If so, include all Form(s) 1098-T and receipts/lists for qualified tuition and related expenses.**
- Did you make any withdrawals from an education savings or 529 Plan account? **If so, include all Form 1099-Q(s).**
- Did you pay any student loan interest this year? **If so, provide Form 1098-E.**

#### **Health Care Information**

- Did you receive any Health Coverage Tax Credit (HCTC) advance payments? **If yes, attach any Forms(s) 1099-H you received.**
- Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? **If yes, attach any Form(s) 1095-A you received.**
- Did you make any contributions to or receive any distributions from a Health savings account (HSA) or Archer MSA? **If yes, include Form 1099-SA.**
- If yes, were all distributions for qualified medical expenses?
- Did you pay long-term care premiums for yourself or your family?
- Did you make any contributions to or receive any withdrawals from an ABLE (Achieving a Better Life Experience) account? **If yes, provide Form 1099-QA.**



Yes No

**Itemized Deduction Information**

- Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?
- Did you pay real estate taxes for your primary home and/or second home?
- Did you pay sales tax on motor vehicle, aircraft, boat or home remodel during the year? **If so, please attach receipts showing sales tax paid.**
- Did you pay any mortgage interest on an existing home loan? **If so, attach any Form(s) 1098 you received.**
- Did you incur interest expenses associated with any investment accounts you held?
- Did you incur a casualty or theft loss or any condemnation awards during the year?
- Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? **If so, please provide details and receipts from the charity to substantiate all contributions made.**
- Were all non-cash charitable contributions in good condition or better?
- Did you donate a vehicle or boat during the year? **If so, attach Form 1098-C or other written acknowledgment from the donee organization.**

**Miscellaneous Information**

- Did you incur any expenses working as a teacher, counselor, or principal for classes kindergarten through grade 12? **If so, how much (up to \$250)?**
- Did you or your spouse make gifts of more than \$15,000 to any individual?
- Did you engage in any bartering transactions?
- Did you retire or change jobs this year?
- Did you pay any individual as a household employee during the year?
- Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?
- Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country?
- Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?
- Did you receive correspondence from the State or the IRS? **If yes, explain: \_\_\_\_\_**
- Did you make any estimated tax payments for 2021? **If yes, please provide dates and amounts of estimated tax payments.**
- If you have an overpayment of 2021 taxes, do you want the excess applied to your 2022 estimated tax (instead of being refunded)?
- If you have a refund due, do you want it directly deposited into your bank account?
- If you owe with your return, would you like it automatically drafted from your bank account?

**Yes No**

- Do you want to designate \$3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.
- Does your spouse want to allocate \$3 to the Presidential Election Campaign Fund?
- May the IRS discuss your tax return with your preparer?
- Would you prefer to receive your 2022 organizer through your secure portal instead of by mail?
- Would you like to receive a paper copy of your tax return in addition to the electronic copy?

**If you marked "yes" on any of the questions, please provide requested documentation.**

Please sign here: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Preferred email: \_\_\_\_\_

Preferred phone: \_\_\_\_\_ home/cell/work (circle one)

Please list any items not addressed above which may be important to your tax return, as well as any matters you would like to discuss.

AUTO VEHICLE INFORMATION  
2021

In order to calculate vehicle expense deductions and comply with Section 280F of the Internal Revenue Code, I declare the following information to be true and correct concerning the use of a company provided vehicle or personal vehicle used for business purposes.

|   |   | AUTO #1 | AUTO #2 |
|---|---|---------|---------|
| Vehicle Make and Model  |   | _____   | _____   |
| 1. Total miles driven during the year                                     | + | _____   | _____   |
| 2. Less total commuting miles driven during the year (____ x ____ days)   | - | _____   | _____   |
| 3. Less total other personal (non-commuting) miles driven during the year | - | _____   | _____   |
| 4. Total business miles driven during the year                            | = | _____   | _____   |

If this is the first year you are claiming expenses for a particular vehicle, please provide the following:

|                             | AUTO #1 | AUTO #2 |
|-----------------------------|---------|---------|
| Date first used in business | _____   | _____   |
| Original cost               | _____   | _____   |

I certify that I have sufficient written evidence to support the above.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**Note: If you are claiming auto expenses or a mileage deduction, this form must be completed.**

## GRAMM-LEACH-BILILEY ACT DISCLOSURE NOTICE

### Murray & Mensch, P.C., CPA's Privacy Policy

CPAs, like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

### **Types of Nonpublic Personal Information We Collect**

We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization.

### **Parties to Whom We Disclose Information**

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

### **Protecting the Confidentiality and Security of Current and Former Clients' Information**

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

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Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.