

MURRAY, MENSCH & BROOKS, 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? _____

Professionalism with Christian care and concern for people

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



MMB

MURRAY, MENSCH & BROOKS, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

We appreciate your choosing Murray, Mensch & Brooks, 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.
- LLC, corporation, entity owners – we will prepare your FINCEN Beneficial Ownership Information report due by 12/31/2024 as an additional service, as requested. The work to complete the report will be invoiced at our standard billing rate.
- 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.
- We shall use our best judgment to resolve issue and questions in your favor where the tax law may be unclear, provided there is a reasonable basis for doing so. If there are conflicting interpretations of the tax law, we shall explain to you the possible positions that may be taken on your Tax Return. We shall follow the position you request, provided there is a reasonable basis for such position, and that such position is consistent with our understanding of the relevant case law, as applicable. If the IRS, state or local tax

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authorities later contest the position taken, additional tax, penalties, and interest may be assessed. These fees, as well as the tax deficiency, will be 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. You are responsible for ensuring that personal expenses are segregated from business expenses and that expenses such as travel, meals and entertainment, vehicle use, gifts, and related expenses are supported by necessary records required by the IRS and other tax authorities.

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.

- LLC, corporation, entity owners – the ultimate responsibility of completing the FINCEN Beneficial Ownership Information report due by 12/31/2024 is on you. These reports are required to be filed one time in 2024 and have failure to file penalties of \$10,000 and potential two-year imprisonment. **Even if your entity is not financially active, you will be required to report if it is registered with a Secretary of State.** You are responsible for informing us of all entities that are actively registered with a Secretary of State so we can file the correct forms timely. Any penalties related to information not provided timely to our office will not be paid by Murray, Mensch and Brooks, P.C.

Any information changes reported on the BOI after the initial filing will require an updated BOI to be filed **within 30 days** of any change in information. This will include address changes, officer changes, ownership changes, and identification number changes. Please plan on either filing an updated BOI form or keeping our offices updated with ALL business changes moving forward so we can file updated BOIs timely to avoid penalties assessed by FinCEN. Again, it is your ultimate responsibility to inform our office of changes so we can file the appropriate forms timely. Any penalties related to late information change reporting not provided timely to our office will not be paid by Murray, Mensch and Brooks, P.C.

- 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.

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- 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.

- In the course of providing services to you, you may request referrals to products or professionals such as software, attorneys, brokers, or investment advisors. We may identify professional(s) or product(s) for your consideration. However, you are responsible for evaluating, selecting, and retaining any professional or product and determining if the professional or product can meet your needs. You agree that we will not oversee the activities of and have no responsibility for the work product of any professional or the suitability of any product that you separately retain. We will not subcontract any portion of the services without your prior written consent.

- If you provide our firm with copies of brokerage (or investment advisory) statements and/or read-only access to your accounts, we will use the information solely for the purpose described above in preparation of tax returns or providing services agreed upon above. We will rely on the accuracy of the information provided in the statements and will not undertake any action to verify this information.

We will not monitor transactions, investment activity, provide investment advice, or supervise the actions of the entity or individuals entering into transactions or investment activities on your behalf. We recommend that you receive and carefully review all statements upon receipt and direct any questions regarding account activity to your banker, broker or investment advisor.

- The law imposes substantial penalties on taxpayers and tax advisors for failure to disclose listed and other reportable transactions on Form 8886, Reportable Transaction Disclosure Statement. In general, reportable transactions are potentially abusive transactions identified by the IRS that have a primary purpose of tax avoidance, including but not limited to listed transactions, confidential transactions, transactions with contractual protection, loss transactions, and transactions of interest (a definition of “reportable transactions” is located at <https://www.irs.gov/instructions/i8886> and includes a link to a summary of listed transactions).

The law imposes substantial penalties on taxpayers and tax advisors for failure to disclose tax shelters on Form 8271, Investor Reporting of a Tax Shelter Registration Number. A tax shelter is defined in Code section 6662((d)(2)(C) as a partnership or other entity, investment plan or arrangement, or any other plan or arrangement if a significant purpose of such partnership, entity, plan or arrangement is the avoidance or evasion of federal income tax.

You agree to advise us of any tax shelters and/or reportable transactions identified in tax reference materials. Unless a reportable transaction is more likely than not to be sustained on its merits, Code section 6662A, Imposition of Accuracy-Related Penalty on Understatements with Respect to Reportable Transactions, requires us to disclose the reportable transaction in a separate attachment to the tax return. Similarly, unless a tax shelter is more likely than not to be sustained on its merits, Code section

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6662(d)(2)(C)(ii), Imposition of Accuracy-Related Penalty on Underpayments, requires us to disclose tax shelters in a separate attachment to the tax return.

If you do not consent to a required disclosure, we may be unable to prepare your Tax Returns.

You agree to hold our firm harmless with respect to any liability including but not limited to, additional tax, penalties, interest and professional fees resulting from your failure to timely notify us, in writing, of any tax shelters and/or reportable transactions identified in tax reference materials in order to facilitate the timely preparation and filing of your Tax Returns.

• **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 & Brooks, P.C.

Agreed:

Sign _____

Print _____

Date _____



MMB

MURRAY, MENSCH & BROOKS, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

BACKGROUND OF FIRM:

- Founded by Pat Murray, began as Patrick L. Murray, P.C. in 1986
- Name changed to Murray & Mensch, P.C. in 2013
- Moved to current location in Summit Park Bldg. in January, 2018
- Name changed to Murray, Mensch & Brooks, P.C. in 2024

BACKGROUND OF OWNER: KAREN MENSCH

- Born and raised in Gilmer, TX. Graduated Salutatorian of Gilmer H.S.
- 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 ownership in January, 2010

PERSONAL STATUS

- Married for 44 years.
- 3 adult sons, 2 daughters-in-law, 4 grandchildren
- Active in Crosspoint Church, McKinney

BACKGROUND OF OWNER: GRAHAM BROOKS

- Born in Waco, TX and raised in Houston, TX. Graduated from Stratford H.S.
- Graduated from Baylor University with BBA major in Accounting in 2012
- Graduated from Baylor University with Master of Taxation in 2013
- Worked for 10 years at Pannell Kerr Forster of Texas, P.C., Houston
- Started working as a new owner for Murray & Mensch, P.C. in 2023

PERSONAL STATUS

- Married for 10 years to Abigail Brooks
- Daughter, Josie and son, Thomas
- Active in Cadence Church, Frisco

CURRENT STAFF:

- Karen Helms, CPA, 38 years business experience, 34 years with MMB, PC
- Mark Van De Veer, manager, 39 years business experience, 19 years with MMB, PC
- Jessica Mensch, administrative assistant, 19 years business experience, 13 years with MMB, PC
- Kim Smith, senior associate, 32 years business experience, 9 years with MMB, PC
- Susan Scottow, office administrator, 18 years business experience, 3 years with MMB, PC
- Alex Mier, associate, 21 years business experience, 1 year with MMB, PC
- Judith Zuniga, associate, 10 years business experience, 1 year with MMB, PC
- Brian Marterella, associate, 31 years business experience, new with MMB, PC

REFERENCES: Provided upon request.

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2023 Questionnaire

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

**** If you do NOT want to extend your return, please provide ALL information by March 1st****

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 2022 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.**

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 \$2,500? **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.**
- 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.**

Yes No

- Are you an owner or do you control 25% of a company's ownership interest for a company registered with a secretary of state or similar office before January 1, 2024?
- Do you plan to become an owner or control at least 25% of a company's ownership interests for a company registered with a secretary of state or similar office for the first time after January 1, 2024?
- Did you make any payments in 2023 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 2023?
- 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 new or previously owned Clean vehicle this year that is eligible for the new clean vehicle credit? **If so, please provide receipts and vehicle statement.**
- 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.**
- 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?
- Did you receive a Form 1099-K, 1099-MISC, 1099-NEC, or other income statement for work done in what is commonly referred to as the "gig" economy?
- 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 digital assets (including from an airdrop or a hard fork), or used digital assets 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?

Yes No

- Did you make any Qualified Charitable Distributions (QCDs) from your IRAs?
- If you received any qualified disaster retirement plan distributions, did you repay any of the distributions in 2023?
- 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 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.**

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.**

Yes No

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 \$300)?**

Did you or your spouse make gifts of more than \$17,000 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 2023? **If yes, please provide dates and amounts of estimated tax payments.**

If you have an overpayment of 2023 taxes, do you want the excess applied to your 2024 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?

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 2024 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?

Do you want your original documents and/or paper copy of your tax return mailed to you? If you select no, please pick them up at the office.

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)

**** If you do NOT want to extend your return, please provide ALL information by March 1st****

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
2023

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.

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.