### **GOINS CPA PLLC**

102-A West First Avenue Lexington, NC 27292

Phone: (336)249-2176 | Fax: (336)249-6565

Taxpayer Name	
Spouse Name	
Subject: Preparation of Your 2024 Tay Returns	

Thank you for choosing GOINS CPA PLLC to assist you with your 2024 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2024 federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. An Organizer is enclosed to help you collect the data required for your return. The Organizer will help you avoid overlooking important information. By using it, you will contribute to the efficient preparation of your returns and help minimize the cost of our services.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if you have concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fee is based on the time required and complexity at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation. All accounts not paid within thirty (30) days are subject to interest charges to the extent permitted by state law.

We will return your original records to you at the end of this engagement. Store these records, along with all supporting documents, in a secure location. We retain copies of your records and our work papers from your engagement for up to seven years, after which these documents will be destroyed.

If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them. Our engagement to prepare your 2024 tax returns will conclude with the delivery of the completed returns to you, or with e-filed returns, with your signature and our subsequent submittal of your tax return.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, sign the enclosed copy of this letter in the space indicated and return it to us in the envelope provided.

Thank you for the opportunity to be of service. If you have any questions, contact our office at (336)249-2176.

Sincerely,	
Jeffrey Goins	
Jeffrey Goins GOINS CPA PLLC	
(Both spouses must sign for preparation of joint returns.)	
Accepted By:	
	_
Taxpayer	
Spouse	-
	-
Date	

# 2024 Tax Organizer Personal Information

	Name				ss	SN	Has IP PIN	Dat	e of Birth
Taxpayer				-					
Spouse									
Name of pe	erson to whom all in	nformation should be addressed,	if not the taxpayer						
Street add	dress, city, state,	and ZIP							
		Occupation		Daytime Phone	Evening F	Phone		Cell P	hone
Taxpayer									
Spouse									
Taxpayer (	email							11.2	
Spouse er	mail			21					
	Do	ur spouse a full-time studen		tial Election Compairs !	Fund2				
axpayer's	At any time do  (a) receive	or spouse want to designate uring 2024 did you: (as a reward, award, or pay hange, gift, or otherwise dis ation	\$3 to go to the President rment for property or servi spose of a digital asset (or	ice) a digital asset?	digital asset)?	te-issued	photo ID		
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		Dependent a	and Other In	formatio	n			
Name:							SSN	
Dependent Informatio	on .							
First and Last Name SSN		Has IP PIN	Relationship	Months in Home	Date of Birth	Disabled	Full- time Student	Childcare Expenses
								<del> </del>
List dependents required to f		nses						
Name of Care Provider			Address			SSN or E	IN	Amount Paid
Estimates	Fed	leral	Res	ident State		F	Resident	City
Overpayment applied from 2023	Date Paid	Amount	Date Paid		mount	Date Paid		Amount
First quarter								
Second quarter								
Third quarter Fourth quarter								
Second quarter Third quarter Fourth quarter Additional payments						· · · · · · · · · · · · · · · · · · ·		
Third quarter								
Third quarter Fourth quarter								
Third quarter Fourth quarter								
Third quarter Fourth quarter								
Third quarter Fourth quarter								
Third quarter Fourth quarter								
Third quarter Fourth quarter								
Third quarter Fourth quarter								
Third quarter Fourth quarter								
Third quarter Fourth quarter								

	Income	
Name:	SSN	
Wages Provide al	& Salaries Il copies of Form W-2	
TS	Employer Name	2024 Federal Wages
Retirem Provide all	nent I copies of Form 1099-R	
TS	Payer Name	2024 Distribution
Yes Yes	No Did you take a distribution from an IRA and give it to an organization eligible to receive tax-deductible contribution.  No Did you use any of the distributions for disaster relief?	ons?

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2024
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# 2024 **Sale of Capital Assets** SSN: Name: Sale of Capital Assets (including items not reported on Form 1099-B) Provide all brokerage statements Date Sales TSJ **Description of Property** Purchased Sold Price Cost **Installment Sale Income** Description of property: 2024 **Prior Years** Date acquired Date sold Selling price . Cost of property sold Commissions and expense of sale Gross profit percentage Interest received . .

Property was sold to a related party

Principal payments received

## Other Income and Adjustments

Other Income  Social Security Benefits (attach Forms 1099-SSA)	2024 Taxpayer	
Railroad Retirement Benefits (attach Forms 1099-RRB)		
Railroad Retirement Benefits (attach Forms 1099-RRB)		2024 Spouse
State income tax refund (attach Forms 1099-G)		
Alimony received  Divorce or separation date Amount		-
Unemployment compensation (attach Forms 1099-G)		-
Unemployment compensation repaid in 2024		
Gambling winnings (attach Forms W2-G)		-
Alaska Permanent Fund		
Jury duty pay		
ABLE distributions	N	
Scholarships or grants not reported on Form W-2		_
Other income:		
Educates averages (If you are an educates agtes the amount you naid for algebroom symplics)	2024 Taxpayer	2024 Spouse
Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)		
Contributions made to a Health Savings Account (HSA)		
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents		
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents		
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents  Alimony paid  Name  SSN Divorce or separation date  Name		
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents  Alimony paid  Name  SSN  Divorce or separation date  SSN  Divorce or separation date		
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents  Alimony paid  Name  SSN  Divorce or separation date  SSN  Divorce or separation date  Contributions made to a Self-Employed Pension plan (SEP), SIMPLE, or Solo 401K		
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents  Alimony paid  Name  SSN  Divorce or separation date  Name  SSN  Divorce or separation date  Contributions made to a Self-Employed Pension plan (SEP), SIMPLE, or Solo 401K  Contributions made to an Individual Retirement Account (IRA)		
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents  Alimony paid  Name  SSN  Divorce or separation date  Name  SSN  Divorce or separation date  Contributions made to a Self-Employed Pension plan (SEP), SIMPLE, or Solo 401K  Contributions made to an Individual Retirement Account (IRA)  Contributions made to a Roth IRA		
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents  Alimony paid  Name  SSN  Divorce or separation date  Name  SSN  Divorce or separation date  Contributions made to a Self-Employed Pension plan (SEP), SIMPLE, or Solo 401K  Contributions made to an Individual Retirement Account (IRA)		

#### **Schedule A - Itemized Deductions**

Name:	SSN:
Medical and Dental Expenses	Charitable Contributions
Health insurance premiums (paid by you, not through work)	Donations to charity Cash Noncash Amount
Amount above that is for Medicare premiums	Boy or Girl Scouts
Long-term care premiums (you)	Goodwill
Long-term care premiums (your spouse) · · · · · · ·	Red Cross
Long-term care premiums (dependents)	Salvation Army
Mileage driven for medical purposes	United Way
Out of pocket medical & dental expenses  Doctor, dental, etc	Veterans
Prescription medicines	Hospital
Glasses & contacts	University
Hearing aids	Other
Medical equipment & supplies	Miles driven for charitable purposes
Hospital services	Other Miscellaneous Deductions
Laboratory services	Amortizable bond premiums
Nursing services	Federal estate tax
Other	Gambling losses
Other	Impairment-related work expenses
Taxes Paid	Claim repayments
	Unrecovered pension investments
State and local income taxes	Loss from other activities from Schedule K-1
General sales tax (vehicle, boat, home, etc.)	Ordinary loss debt instrument
Real estate taxes	Excess deduction on termination
Personal property taxes	Job Expenses & Certain Miscellaneous Deductions Necessary job expenses you paid that were not reimbursed by your
Other taxes (list)	employer Safety equipment, tools, & supplies
	Uniforms
	Protective clothing (shoes, hardhats, glasses, etc.)
Interest Paid	Dues to professional organizations
Home mortgage interest paid (attach Form 1098)	Books & subscriptions
Some of your home mortgage loan was not used to buy, build, or improve your home.	Other
Home mortgage interest paid to an individualPaid to:	Union dues
Name	Tax preparation fees
Address	Other nonpersonal expenses related to taxable income
City, State, ZIP	Safe deposit box fees
SSN or EIN	Investment expenses not entered elsewhere
Points not reported on Form 1098	Other
Investment interest	Home equity interest

#### Schedule C - Profit or Loss from Business SSN: Name: **General Business Information** Professional product or service Employer ID number Business name Business address, city, state, ZIP Other (specify) Cash Accrual Accounting Method: This business was disposed of during 2024. This business started or was acquired during 2024. Select if this business is for: Newspaper delivery and you are under 18 years of age Professional gambler A clergy Exempt Notary income Yes No Payments of \$600 or more were paid to an individual, who is not your employee, for services provided for this business. If "Yes," did you file Forms 1099 for the individuals? Did you receive a Paycheck Protection Program (PPP) loan for this business prior to June 1, 2021? If 'Yes," was any portion of the loan forgiven in 2024? Income 2024 2024 Gross receipts or sales Returns & allowances . Expenses 2024 2024 Repairs & maintenance Advertising Car & truck expenses Commissions & fees Total meals . Depletion Employee benefit programs . Insurance (other than health) Family health coverage payments Interest - mortgage . . . for taxpayer, spouse or dependents Other expenses (list) . . . . . . . . . . . . Legal & professional services Office expenses Pension & profit-sharing plans Rent or lease (vehicles, machinery, & equipment) Rent (other business property) **Cost of Goods Sold** 2024 2024 Inventory at beginning of year Purchases Inventory at end of year Cost of personal use items There was a change in inventory method. Cost of labor

Expenses Related to Business			
Name:	SSN:		
Auto Expense			
Name of business vehicle is used for			
Description of vehicle	Date vehicle was placed in service		
Yes No  Was this vehicle available for use during off-duty hours  Was another vehicle available for personal use?	Yes No S? Do you have evidence to support your deduction? If "Yes," is the evidence written?		
Mileage  Number of miles the vehicle was driven during 2024			
Business	Other		
Commuting · · · · · · · · · · · · · · · · · · ·			
Expenses         Garage rent	Tires		
What is the total square footage of your home that was used regula	larly and exclusively for business?		
What is the total square footage of your home?			
For daycare facilities not used exclusively for business, complete t	the following questions		
How many days during the year was the area used?			
How many hours per day was the area used?	<u> </u>		
The daycare facility was in operation for the entire year			
Expenses Office Mortgage interest	fice expenses Home expenses In the "Office expenses" column,		
Real estate taxes	enter those expenses that		
Excess mortgage interest	pertain exclusively to your office,		
Excess real estate taxes	enter those expenses that		
Insurance	pertain to the critice awaiting.		
Rent			
Repairs & maintenance			
Utilities			
Other expenses			

#### Schedule E - Income or Loss from Rental Real Estate & Royalties SSN: Name: **General Property Information** TSJ Property description Address, city, state, ZIP Select the property type Self-rental Single family residence Vacation / short-term rental Land Multi-family residence Commercial Royalties Other Number of days property was rented Number of days property was used for personal use If the rental is a multi-dwelling unit and you occupied part of the unit, enter the percentage you occupied This property was placed in service during 2024. Yes No Payments of \$600 or more were paid to an individual, who is This property was disposed of during 2024. not your employee, for services provided for this rental. This property is your main home or second home. If "Yes," did you file Forms 1099 for the individuals? This property was owned as a qualified joint venture. Income 2024 2024 Royalties from oil, gas, mineral, copyright or patent **Expenses** Rental Unit Rental and Homeowner Expenses Expenses If this Schedule E is for a Advertising a multi-unit dwelling and you Auto & travel lived in one unit and rented out the other units, use the Cleaning & maintenance "Rental and homeowner Commissions expenses" column to show expenses that apply to the entire property. Use the "Rental unit Legal & professional fees expenses" column to show expenses that pertain ONLY to Management fees the rental portion of the property. Mortgage interest If the Schedule E is not for a multi-unit property in which you lived in one unit, complete just the "Rental unit expenses" column. Depletion . . Other expenses

#### Schedule F - Profit or Loss from Farming SSN: Name: **General Information** Principal product Employer ID number Accrual Accounting method, if not cash: This farm was disposed of during 2024. Yes No Payments of \$600 or more were paid to an individual, who is not your employee, for services provided for this farm. If "Yes," did you file Forms 1099 for the individuals? Did you receive a Paycheck Protection Program (PPP) loan for this business prior to June 1, 2021? If "Yes," was any portion of the loan forgiven in 2024? Income 2024 2024 Cost of items bought for resale . . . . . . . . . Beginning inventory for accrual Total cooperative distributions You used unit-livestock-price or farm-price inventory method. (Provide 1099-PATR) Commodity Credit Corporation (CCC) loans: Crop insurance proceeds: Amount received in 2024 You elect to defer to 2025 Amount deferred from 2023 . . . . . . . . . . . . . . . . **Expenses** 2024 2024 Car & truck expenses Rent - other (land, animals, etc.) Seeds & plants purchased . . . . . . . . . . . . Conservation expenses . . . . . . . Custom hire (machine work) Storage & warehousing Employee benefit programs Supplies purchased Feed purchased Fertilizers & lime Freight & trucking Veterinary, breeding, & medicine . . . . . . . Family health coverage payments Gasoline, fuel, & oil for taxpayer, spouse or dependents Other expenses ....... Insurance (other than health) Interest - mortgage (paid to banks, etc.) Interest - other . . . Non-W-2 labor hired W-2 wages paid Rent - vehicles, machinery, & equipment . . . . . . . . .

### **Healthcare Coverage Questionnaire** SSN: Name: **Healthcare Information** Member of Household Covered Covered Less No Healthcare the Entire Year than 12 Months Coverage at All for Healthcare Purposes YES NO Did anyone other than you or your spouse pay for healthcare coverage for anyone listed above? Did you pay for healthcare coverage for anyone not listed above? If you had coverage for any part of the year: Where was the policy obtained? Employer Medicare Medicaid Marketplace (Exchange) Other If you didn't have coverage part or all of the year: Answer YES if the following applies to any member of the household Was your previous insurance policy canceled in 2024? Was coverage offered by your employer or your spouse's employer? Are you a member of a federally recognized Indian tribe? П Are you eligible for services through an Indian healthcare provider? П Are you a member of a healthcare sharing ministry? П Did you live in the United States the entire year? Are you enrolled in TRICARE? Did you apply for CHIP coverage? Do any of the following apply to you? Do NOT indicate which one. Became homeless · Evicted in the past six months, or facing eviction or foreclosure · Received a shut-off notice from a utility company · Recently experienced domestic violence Recently experienced the death of a close family member Recently experienced a fire, flood, or other natural or human-caused disaster that resulted in substantial damage to your property Filed for bankruptcy in the last six months Incurred unreimbursed medical expenses in the last 24 months that resulted in substantial debt Experienced unexpected increases in essential expenses due to caring for an ill, disabled, or aging family memeber