



CLIENT INTAKE & SERVICE PACKET

Built on Accuracy. Focused on What You Keep.

Security notice: Do not send Social Security numbers, ITINs, bank account numbers, identity documents, or tax documents by ordinary text message. Use the firm's approved secure portal or another secure method provided by the firm. This packet does not replace IRS e-file authorization forms, paid-preparer due-diligence forms, or any separate consent required by law.

1. TAX YEAR & CLIENT INFORMATION

Tax year	Intake date:
Taxpayer legal name	
Spouse legal name (if applicable)	
Street address	
City / State / ZIP	
Taxpayer phone / email	
Spouse phone / email	
Taxpayer date of birth	Occupation:
Spouse date of birth	Occupation:

- ☐ Single ☐ Married filing jointly ☐ Married filing separately ☐ Head of household ☐ Qualifying surviving spouse
- ☐ My marital status changed during the tax year. Explain: _____
- ☐ I or my spouse can be claimed as a dependent by another taxpayer.
- ☐ I or my spouse was a full-year non-U.S. resident, dual-status alien, or had a significant residency/citizenship change.
- ☐ I or my spouse received an IRS Identity Protection PIN (IP PIN). Provide it securely; do not write it here.
- ☐ My address changed after year-end or I moved between states during the tax year.

IDENTITY & PRIOR-YEAR INFORMATION

The preparer needs complete taxpayer identification information to file a return. Provide full SSN/ITIN and identity documents only through the approved secure process. The intake copy may show only the last four digits for reference.

Taxpayer SSN/ITIN - last 4 only	_____
Spouse SSN/ITIN - last 4 only	_____
Prior-year return available?	☐ Yes ☐ No ☐ First-time filer
Prior-year AGI / PIN available?	☐ Yes ☐ No ☐ Not applicable

CONTACT & DEADLINE INFORMATION

- ☐ I have an IRS/state notice, audit, collection matter, or other deadline. Attach/upload the notice and list the response date: _____
- ☐ I expect to file an extension. I understand an extension generally extends time to file, not time to pay tax due.



2. DEPENDENTS, HOUSEHOLD & CREDIT DUE-DILIGENCE INFORMATION

Complete this section for every person you may claim. Additional questions or documents may be required for Head of Household, EITC, CTC/ACTC/ODC, AOTC, or other credits. This section assists the interview but does not replace Form 8867 or the preparer's required due diligence.

Dependent legal name	DOB	TIN last 4	Relationship	Months lived with you	Student / disabled?	Support >50% by you?

- ☐ Another person may also be entitled to claim one or more dependents listed above. Explain: _____
- ☐ A listed dependent filed, or plans to file, a joint return with a spouse.
- ☐ A listed dependent was temporarily absent for school, military service, medical care, detention, or another qualifying reason.
- ☐ A listed child had different parents/guardians, custody arrangements, or lived in more than one household during the year.
- ☐ A listed dependent had income or provided a significant portion of their own support.
- ☐ I paid child/dependent care expenses so I (and spouse, if applicable) could work or look for work.

Care provider name / address	_____
Provider SSN/EIN (provide securely)	_____ Amount paid: \$ _____

HEAD OF HOUSEHOLD / QUALIFYING PERSON QUESTIONS

- ☐ I am requesting Head of Household status.
- ☐ I was unmarried or considered unmarried on the last day of the year.
- ☐ I paid more than half the cost of keeping up my home. Supporting records are available if requested.
- ☐ My qualifying person lived with me for the required period, subject to any applicable exception. Explain any exception: _____

EDUCATION & OTHER FAMILY CREDITS

- ☐ Taxpayer, spouse, or dependent attended an eligible educational institution. Upload Form 1098-T and records of qualified expenses/scholarships.
- ☐ A student was enrolled at least half-time, completed the first four years of postsecondary education, or had a felony drug conviction. Provide details if applicable.



3. INCOME, PAYMENTS, DEDUCTIONS & TAX EVENTS CHECKLIST

Check every item that applies. The list is not exhaustive. Upload all forms and supporting records, including corrected forms received later. Tell the preparer about income even if no tax form was issued.

- | | |
|---|--|
| ☐ W-2 wages / household employee wages | ☐ 1099-NEC, 1099-MISC, gig or freelance income |
| ☐ 1099-K payment-app / marketplace receipts | ☐ 1099-INT / 1099-DIV interest and dividends |
| ☐ 1099-B brokerage / stock / mutual fund sales | ☐ 1099-R pension / IRA / retirement distributions |
| ☐ SSA-1099 Social Security benefits | ☐ 1099-G unemployment / state tax refund / government payments |
| ☐ Schedule K-1 from partnership, S corporation, estate or trust | ☐ Rental / royalty income or expenses |
| ☐ Sale of home or other real estate (1099-S) | ☐ Debt cancellation / foreclosure / repossession (1099-C or 1099-A) |
| ☐ Gambling winnings/losses, prizes, awards or hobby income | ☐ Alimony received/paid under a pre-2019 instrument |
| ☐ Cryptocurrency or other digital-asset transactions | ☐ Foreign income, foreign pension, foreign bank/investment account, or foreign entity ownership |
| ☐ Health Insurance Marketplace coverage (Form 1095-A) | ☐ HSA contributions/distributions (Forms 5498-SA / 1099-SA) |
| ☐ IRA contributions / Roth conversions / backdoor Roth activity | ☐ Estimated federal/state tax payments or extension payments |
| ☐ Itemized deductions: mortgage interest, real estate tax, charity, medical expenses | ☐ Energy-efficient home improvements / residential clean energy |
| ☐ Clean vehicle or previously owned clean vehicle purchase | ☐ Adoption, casualty/theft, educator, student loan, or other special tax items |
| ☐ Prior-year refund applied to this year / carryovers / capital loss carryforward | ☐ IRS or state tax notice affecting this tax year |

DIGITAL ASSETS & FOREIGN MATTERS

- ☐ At any time during the year, I received, sold, exchanged, gifted, transferred, staked, mined, or otherwise had a transaction involving a digital asset. Provide exchange/wallet records and cost basis if available.
- ☐ I had a financial interest in or signature authority over a foreign financial account, or owned foreign financial assets/entities. Provide maximum values, account country/institution, ownership, and related income. Separate FBAR/Form 8938 analysis may be required.

ESTIMATED TAX PAYMENTS

Federal payments	Q1 \$ _____ Q2 \$ _____ Q3 \$ _____ Q4 \$ _____ Extension \$ _____
State/local payments	State: _____ Q1 \$ _____ Q2 \$ _____ Q3 \$ _____ Q4 \$ _____ Extension \$ _____



4. SELF-EMPLOYED / SOLE PROPRIETOR / 1099 BUSINESS WORKSHEET

Complete one worksheet for each Schedule C business or activity. Maintain records that support income and deductions. Business expenses must be ordinary and necessary; personal expenses and commuting are not business deductions.

Business legal name / DBA	_____
Business activity / product or service	_____
EIN (if any)	_____ Business start date: _____
Business address	_____
Accounting method	☐ Cash ☐ Accrual ☐ Other: _____
Gross receipts / sales	1099-reported \$ _____ Other receipts \$ _____ Total \$ _____
Returns / allowances	\$ _____ Cost of goods sold / inventory: _____ \$ _____

BUSINESS EXPENSES

Advertising	\$ _____	Contract labor	\$ _____
Commissions/fees	\$ _____	Insurance (not health)	\$ _____
Legal/professional	\$ _____	Office expense	\$ _____
Rent/lease	\$ _____	Repairs/maintenance	\$ _____
Supplies	\$ _____	Taxes/licenses	\$ _____
Travel	\$ _____	Meals - business	\$ _____
Utilities	\$ _____	Phone/internet - business %	\$ _____
Bank/merchant fees	\$ _____	Software/subscriptions	\$ _____
Education	\$ _____	Other	\$ _____

VEHICLE, HOME OFFICE & ASSETS

Vehicle	Year/make/model: _____ Date first used for business: _____
Mileage	Business _____ Commuting _____ Other _____ Total annual miles _____
Mileage records available?	☐ Yes ☐ No Parking/tolls: \$ _____
Home office	☐ Regular and exclusive business use Office sq. ft. _____ Total home sq. ft. _____
Assets/equipment purchased	Description / date / cost: _____

- ☐ I paid one or more nonemployees/contractors or made payments that may require Form 1099 filing. Provide payee and payment records.
- ☐ I have employees/payroll. Provide Forms 941/944, 940, W-2/W-3, state payroll filings, and payroll reports.



5. ENTITY RETURN SUPPLEMENT - PARTNERSHIP / S CORPORATION / CORPORATION / MULTI-MEMBER LLC

Complete this section only if Ironclad is preparing an entity return. Entity returns generally require complete books and records in addition to this intake. The firm may request a separate organizer or additional schedules based on the entity type.

Legal business name / DBA	_____
EIN	_____ State of organization: _____
Entity classification	☐ Partnership ☐ S corporation ☐ C corporation ☐ Multi-member LLC ☐ Other
Tax year-end	_____ Date business began: _____
Business address	_____ _____
Principal business activity	_____
Prior-year return available?	☐ Yes ☐ No Preparer/firm: _____

OWNERSHIP & CAPITAL

Owner/partner/shareholder	TIN last 4	Ownership %	Contributions	Distributions

ENTITY RECORDS & COMPLIANCE

- ☐ Year-end profit & loss statement and balance sheet / trial balance are available and reconcile to the books.
- ☐ Bank/credit-card statements and bookkeeping records are complete for the tax year.
- ☐ Payroll filings, W-2/W-3, contractor 1099 filings, and state payroll reports are available, if applicable.
- ☐ Fixed-asset purchases, sales, disposals, trade-ins and financing records are available.
- ☐ Loans to/from owners, shareholder/partner basis information, capital accounts and distributions are documented.
- ☐ Any ownership changes, entity elections, reorganizations, acquisitions, closures, or state registrations occurred during the year. Explain below.
- ☐ The entity had activity, owners, bank accounts, investments, or operations outside the United States. Provide details.

Gross revenue	\$ _____
Officer/owner compensation	\$ _____
Guaranteed payments (if partnership)	\$ _____
Estimated tax / extension payments	\$ _____
Changes / special transactions	_____ _____ _____



6. REFUND / PAYMENT BANK INFORMATION - OPTIONAL

Complete this section only if requesting direct deposit of a refund or an authorized electronic withdrawal. For security, the firm may require bank information through its secure portal rather than on paper. You must verify all bank details before the return is transmitted.

Bank / financial institution	_____
Account type	☐ Checking ☐ Savings
Routing number	_____
Account number	_____
Account owner(s)	_____

☐ I verified the routing and account numbers against a bank record and understand incorrect information can delay or misdirect a refund/payment.

☐ I understand the IRS/state tax agency and financial institution control processing times; the preparer does not control when a refund posts.

7. COMMUNICATION & DOCUMENT DELIVERY

☐ Preferred contact: Call ☐ Text ☐ Email ☐ Secure portal message

Best contact time	_____ Time zone: _____
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☐ I consent to service-related communications about my tax engagement using the contact information I provided. This consent is for client-service communications and is not consent to marketing messages.

☐ I understand ordinary email and text messaging may not be secure. I will use the secure portal or another approved secure method for tax documents, SSNs/ITINs, identity documents, bank information, and other sensitive records.

☐ If I request delivery of a tax document by ordinary email, the firm may decline or require an approved secure method. Any special authorization required by law will be obtained separately.

8. PRIVACY & INFORMATION SECURITY NOTICE

Ironclad receives nonpublic personal information from you, tax forms, financial records, and other sources needed to provide tax services. The firm uses and discloses tax return information only as permitted by law, as necessary to provide the agreed tax services, or pursuant to a valid authorization or consent when required. The firm maintains administrative, technical, and physical safeguards appropriate to its operations. This notice does not replace any separate consent required under Internal Revenue Code section 7216 or other applicable law.

Do not use this packet to authorize disclosure of your tax information to a lender, financial adviser, family member, employer, marketing partner, or other third party. If such disclosure is requested, the firm will use the appropriate separate authorization or consent.

REFERRALS

Any referral reward program is separate from this tax engagement. Participation is optional and does not affect tax-preparation fees, return positions, refund amounts, or service. No reward is offered in exchange for a review, rating, or testimonial. The firm will not use or disclose tax return information for a referral or marketing purpose unless permitted by law or covered by a separate valid consent when required.



9. TAX PREPARATION SERVICE AGREEMENT

Scope of services. Ironclad Tax Group LLC will prepare the federal income tax return and applicable state/local income tax return(s) identified for this engagement from information you provide. Unless separately agreed in writing, the engagement does not include bookkeeping cleanup, payroll filings, information-return preparation, amended returns, audit/examination representation, collection representation, legal services, valuation work, or ongoing tax planning.

Client responsibilities. You are responsible for providing complete, accurate, and timely information and for informing the firm of all income, transactions, dependents, credits, deductions, foreign matters, digital-asset activity, notices, and other facts relevant to the return. You must maintain the records and substantiation required by law. You will review the completed return and confirm that names, taxpayer identification numbers, income, deductions, credits, refund/balance due, and bank information are accurate before signing any filing authorization.

Preparer responsibilities and inquiries. The firm will prepare the return under applicable professional and tax-preparer standards. The firm generally may rely on information you provide without auditing it, but the preparer may ask reasonable follow-up questions, request documents or substantiation, decline a tax position, or suspend/withdraw from the engagement when information appears incomplete, inconsistent, incorrect, unsupported, or otherwise requires additional inquiry.

No guarantee of result. Tax outcomes depend on the facts, applicable law, agency processing, and information provided. The firm does not guarantee a refund amount, processing time, audit outcome, credit, deduction, or other tax result.

E-filing and signatures. No return will be transmitted until you have had an opportunity to review the completed return and the firm has received all required signatures/authorizations. IRS Form 8879/8878 and any comparable state authorization are separate documents. Signing this service agreement does not authorize e-filing.

Extensions and deadlines. If an extension is requested or needed, you remain responsible for timely payment of estimated tax due. An extension generally extends the filing deadline, not the payment deadline. The firm cannot guarantee timely completion when complete information is provided too close to a filing deadline.

Fees and payment. Fees are based on the services performed, return complexity, forms/schedules, records condition, and any separately agreed work. Unless otherwise approved in writing, payment is due before e-filing or release of the completed return. Tax-preparation fees are not based on the amount of a refund.

Records and retention. You should retain your original records and a copy of each filed return. The firm will retain copies or records as required by applicable law and its documented retention policy. The firm is not agreeing to serve as permanent storage for your original documents.

Client-caused penalties and interest. To the extent permitted by law, the firm is not responsible for penalties, interest, additional tax, or other consequences caused by materially incomplete, inaccurate, misleading, or late information supplied by the client, or by the client's failure to timely review, sign, pay, or provide requested information. Nothing in this paragraph waives liability that cannot legally be waived or excuses the firm from obligations imposed by law.

Third-party requests. The firm will not release tax return information to third parties merely because this agreement is signed. Separate authorization or consent may be required before information can be disclosed or used for a purpose outside the tax engagement.

Changes in law or facts. Tax law and administrative guidance may change. You agree to promptly tell the firm if material facts change or if you receive corrected tax documents or notices before or after filing.

Important: A limitation-of-liability, arbitration, venue, indemnification, or dispute-resolution clause can have state-law consequences. None is included here beyond the narrow client-caused-information provision above. If Ironclad wants broader contractual protections, have Florida counsel draft or approve them for the firm's specific practice.



10. CLIENT CERTIFICATION, REVIEW & SIGNATURES

- ☐ I have reviewed this packet and answered the questions that apply to me. To the best of my knowledge, the information and documents I provide are complete and accurate.
- ☐ I understand I must tell the preparer about all income and relevant transactions even if I did not receive a tax form.
- ☐ I understand the preparer may ask additional questions or request documents to satisfy tax-law or paid-preparer due-diligence requirements.
- ☐ I understand this packet is not the tax return and does not authorize e-filing. I will review the completed return before signing the applicable IRS/state e-file authorization.
- ☐ I understand that separate written consent may be required before the firm may use or disclose tax return information for certain non-preparation purposes.
- ☐ I will promptly notify the firm if I receive corrected forms, notices, identity-theft correspondence, or other information that could change the return.

Taxpayer signature	_____	Date: _____
Spouse signature (if joint return)	_____	Date: _____
Preparer / firm representative	_____	Date: _____

SEPARATE IRS / TAX AUTHORIZATIONS THAT MAY BE REQUIRED

Depending on the engagement, the firm may provide separate forms or consents, including Form 8879/8878 or comparable state e-file authorization; Form 8867 paid-preparer due-diligence documentation; Form 2848 or Form 8821 for representation/information authorization; and any consent required for a use or disclosure of tax return information under Internal Revenue Code section 7216 and Treasury regulations. These documents must not be replaced by this packet.

11. INTERNAL OFFICE USE ONLY

Client type	☐ Individual ☐ Schedule C / 1099 ☐ Rental ☐ Entity return
Intake status	☐ Intake complete ☐ Awaiting documents ☐ Follow-up required ☐ Ready for preparation
Due diligence flags	☐ HOH ☐ EITC ☐ CTC/ACTC/ODC ☐ AOTC ☐ Other: _____
Foreign / digital-asset flag	☐ Foreign account/asset ☐ Digital asset ☐ None identified
Quoted fee	\$ _____ Payment status: ☐ Unpaid ☐ Partial ☐ Paid
Referral source (non-tax info only)	_____ _____ _____
Preparer notes	_____ _____ _____ _____ _____

FIRM PROCESS REMINDERS - INTERNAL

- ☐ Do not transmit until taxpayer has reviewed the completed return and signed the proper e-file authorization.
- ☐ Complete and retain required paid-preparer due-diligence records where applicable.
- ☐ Use secure methods for sensitive client data and follow the firm Written Information Security Plan.
- ☐ Keep required preparer/e-file records for the applicable retention period and follow the firm retention schedule.
- ☐ Use a separate, compliant authorization/consent for third-party disclosure or non-preparation use of tax return information when required.