



Dear Client,

Thank you for selecting Executive Public Accountants Inc. to assist you with your tax affairs. This letter confirms the terms of our engagement with you and the nature and extent of services we will provide.

We will prepare your **2025** federal and all state income tax returns you request using information you provide to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. We've enclosed an "Organizer" to help you gather the information required for a complete return. If you use the Organizer, it will help you avoid overlooking important information and contribute to efficient preparation of your returns. That helps keep the cost of our services as low as possible. **We can't file your return until all required information and documents are received. Please submit everything by March 17, 2026 to file your return by April 15, 2026.**

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully before you sign them.

Our work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns.

We must use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. To avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your returns.

Penalties of as much as \$100,000 can be imposed on you for failing to disclose participation in "reportable transactions," that is, certain arrangement the IRS has identified as potentially abusive. We will insist that all such transactions be properly disclosed.

The law also imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please call us.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

Our fee for preparation of your tax returns will be based on the number and types of forms required for your tax return. Any unusual tax issues which require additional work will be billed at standard billing rates. All invoices are due and payable upon presentation.

We will retain copies of your tax returns as well as copies of any records which include federal withholding information, such as W-2 forms, for a period of seven years. After seven years, our work papers and engagement files will be destroyed. All your original records will be returned to you at the end of this engagement. You should keep the original records in secure storage.

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

We appreciate your confidence in us. Please let us know if you have any questions.

Sincerely,

Jeanne Dufresne  
Executive Public Accountants Inc.

**\*If, Married Filing Joint, both parties must read and sign**

ACCEPTED BY:

\_\_\_\_\_  
Signature Date  
  
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date  
  
\_\_\_\_\_  
Print Name

# IMPORTANT TAX INFORMATION FOR 2025 TAX FILING TP3

This FORM must be RETURNED and ALL information submitted BEFORE we can START on your tax return.

NAME: \_\_\_\_\_

## KEY CHANGES FOR 2025 PERSONAL TAXES

- **The IRS is no longer issuing paper refund checks** - They will only process refunds via electronic payment methods. Please make sure you provide us with your banking information for direct deposit.
- **Senior Deduction** - Taxpayers age 65 and older may qualify to claim an additional \$6,000 deduction per taxpayer. This is in addition to your standard or itemized deduction. Income limit phase outs may apply.
- **State and Local Tax (SALT)** - Limits on your Schedule A have increased from \$10,000 to \$40,000. This includes your state taxes paid, property taxes paid, and personal property taxes (vehicle tabs). We anticipate more people itemizing because of this.
- **No tax on tips** - Eligible employees may be able to deduct up to \$25,000 in tips from their taxable income – Please send a copy of your last paystub of 2025 (if this applies to you).
- **No tax on overtime** - Certain workers may be able to deduct up to \$12,500 in qualified overtime wages from their taxable income. Please send a copy of your last paystub of 2025 (if this applies to you).

## 1. Cryptocurrency Transactions/Digital Assets

Did you have any cryptocurrency transactions in 2025? Yes \_\_\_ No \_\_\_ If yes;

- Please provide a copy of the 1099-B or 1099-DA you received from your broker.
- If you did **not** receive a 1099-B or 1099-DA from your Broker;
  - You are required to run your transactions through a conversion platform (your broker should be able to supply you with reputable platforms).  
Please provide us with the summary report showing your Capital Gains or Losses.

If you cannot provide us with a 1099-B, 1099-DA, or a summary of your transactions from the conversion platform, we WILL NOT be able to prepare your tax return.

## 2. Electric Vehicle

Did you purchase an electric vehicle prior to September 30th 2025? Yes \_\_\_ No \_\_\_

If so, please send us a copy of the sales agreement along with a copy of the time-of-sale report and the IRS acceptance verification you received from the dealer. **You must have this report to claim the credit.**

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## Tax Organizer

Your organizer will now be completed electronically. For more information, please refer to the "Are You Ready for Tax Season 2025" flyer that was mailed to you.

## Add us!

Make sure to get all our emails by adding [epamn@parse.atomanager.com](mailto:epamn@parse.atomanager.com) to your list of safe emails.



# 2025 (TP4) ANNUAL QUESTIONNAIRE **MUST BE completed**

If \* **YES\*** to any questions, please provide us with any related tax forms & more details.

## PERSONAL Information

- Y N Did your **marital status** or **address** change during the year?
- Y N Can you be **claimed as a dependent** by another taxpayer?

## DEPENDENT Information

- Y N Were there any **changes in dependents** from the prior year?
- Y N Do you provide financial support for an **elderly parent or other relative**?
- Y N Do you have any children under age 18 with **INVESTMENT** income?
- \* Y N Did you have **K-12 school** expenses? - Fill out form K-12 [www.epamn.com/resources](http://www.epamn.com/resources)
- Y N Did you pay for **daycare expenses** while you worked or looked for work? - Provide **statement from daycare**

## MEDICAL information

- \* Y N Did you purchase health care from **Marketplace/ MNSURE?** (Not Medical Asst, Not MN Care)- **Include 1095A**
- \* Y N Did you have an **HSA?** \_\_\_\_\_ Did you use all your disbursements for medical expenses? \_\_\_\_\_ - **Must Include 1099SA**   
Did you contribute through work ? \_\_\_\_\_ or outside of work? \_\_\_\_\_

## PURCHASES & SALES Information

- Y N Did you start, buy, or sell a **Business or Rental** this year?
- \* Y N Did you sell any **real estate** during the year? - **Include 1099S, closing statement & complete Home Sale Wkst**
- \* Y N Did you take out a **home equity** loan or **refinance** this year? - **Include closing statement**
- \* Y N Did you have any **Cryptocurrency transactions** (buy/sell)? **Provide 1099B or 1099-DA**

## EDUCATION

- \* Y N Did you or your dependents have **education / tuition expenses?** - Include **1098T & AOTC worksheet**
- \* Y N Did you pay any **student loan interest** this year? - Include **1098E**
- \* Y N **College Saving Plans:** Did you make any withdrawals? \_\_\_\_\_ (**include 1099Q**)
- \* Y N **College Saving Plans:** Did you make any contributions? Provide **name, amount & account number** of plan

## INCOME Information

- \* Y N Did you make **withdrawals from a Retirement account?** - Please provide **1099R**
- \* Y N Did you make a **Qualified Charitable Distribution (QCD)** from a qualified RMD? If yes, list separately.
- \* Y N Did you make **contributions to SEP/IRA outside** of payroll? Regular or Roth? \_\_\_\_\_ - **need documentation**

## ITEMIZED Deduction Information

- \* Y N Did you make any **charitable** contributions (monetary or non-cash)? - **Fill out form** > [www.epamn.com/resources](http://www.epamn.com/resources)
- \* Y N Did you pay **LONG-TERM HEALTH** care premiums ? - Include **name & policy number** on medical worksheet
- \* Y N Did you pay interest on a Home Mortgage? Please provide **Form 1098** from mortgage company
- \* Y N Did you pay for Property taxes not through your mortgage? Please provide **Property tax statement**

## MISCELLANEOUS Information

- \* Y N Did you receive **correspondence** from the **State or the IRS?** - Include copy of letter
- Y N Did you have financial interest in or **signature authority over foreign** country account?

### MN RESIDENTS ONLY

- Y N Did you receive a **Property Tax Refund?** If yes, how much? \$ \_\_\_\_\_
- Y N Would you like us to prepare your **MN Property Tax Refund or Renter's Credit?**
- Y N Would you like to **contribute** to the **MN Nongame Wildlife Fund** on your Minnesota Income and/or Property Tax Return?  
Total contribution: \$ \_\_\_\_\_

## FINAL TAX RETURN

A copy of your tax return is saved in your client portal. Paper copies only available by request. \_\_\_ Check for paper copy  
The documents you dropped/mailed are available for pickup once the tax return has been completed. (No worries, if you are not able to pickup your documents by Oct 15, we will mail them and invoice you \$25 for USPS tracking)

>1. TP4 Questionnaire 1.2 rev 12.23.25

Name: \_\_\_\_\_

Tax Year 2025



## 2025 TAX CREDITS

As tax preparers we are required to provide additional information to the IRS if you are claiming any of the following credits. If you feel you may qualify for any of these, please be ready to answer additional questions and **provide documents to claim & prove you qualify.**

### CTC Child Tax Credit (up to \$2,200)

You can take full advantage of the credit if your modified adjusted gross income is under (Sgl) \$200,000, (MFJ) \$400,000

**Requirement:** The child must be under age 17 at the end of the year. You must have provided at least half of the child's support, and the child must have lived with you for at least half the year (exceptions to this rule ie; temporary absences). Child must be a U.S. citizen, national or resident alien, must have a SSN and must be claimed as a dependent

**\*To claim, please provide:** Document with child's name & your address; (school records, medical records, court records)

### ODC Other Dependent Tax Credit (\$500)

You can take full advantage of the credit if your modified adjusted gross income is under (Sgl) \$200,000, (MFJ) \$400,000

**Requirement:** Children aged 17 or over, including college students, children with ITINs, or other relatives in your household. They must have lived with you the entire year and cannot have gross income of more than \$5,200. (exception for qualifying parents) You must have provided at least half of their support.

**To claim, please provide:** Document with dependents name & your address; (exception: parent)

### HOH Head of Household status. To claim HOH status:

- You must be unmarried or considered unmarried on the last day of the tax year.
- You must file a separate return from your spouse.
- You must have provided more than half the cost of maintaining your home for the tax year.
- The home must have been the principal place of abode for you and your dependent child, or eligible foster for **more than half the tax year**. This will include a child who would be your dependent except that the exemption was released to the noncustodial parent.
- Your spouse must not have lived in the home at any time during the last six months of the tax year. This does not include temporary living away (job assignment, military deployment, temporary incarceration).

**To claim HOH, please provide documentation to prove:**

\_\_\_ **Marital Status:** Divorce decree, or separation agreement.

\_\_\_ **Qualifying person:** Document with child's name and your address, such as school records, medical records, court records.

\_\_\_ **Cost of keeping up a home:** Rent/mortgage, utility bills, property tax bills, upkeep & repair bills or grocery receipts.

### EIC Earned Income Tax Credit (up to \$8,046)

You may qualify for the credit if your income is between (Sgl) \$19,104 – \$61,555; (MFJ) \$26,214 – \$68,675 (MFJ) and you have a qualifying child and have investment income **less than \$11,950.**

- The child must have lived with you for more than ½ the year,
- Be related to you
- Be under age 19, or under age 24 if a student, or any age if disabled.

**To claim, please provide documentation to prove:**

\_\_\_ **Lived with you** - Document with dependents name and your address; (school records, medical records, court records)

\_\_\_ **Related to you** - Birth certificate, or other legal document providing how you are related.

\_\_\_ **Age** - Birth certificate

## Education Credits (up to \$2500)

If eligible, you will receive the most beneficial of the following two credits:

### AOTC

The American Opportunity Tax Credit (AOTC) is a credit for qualified education expenses paid for an eligible student for the **first four years** of higher education.

You can get a maximum annual credit of \$2,500 per eligible student. The amount of the credit is 100 percent of the first \$2,000 of qualified education expenses you paid for each eligible student and 25 percent of the next \$2,000 of qualified education expenses you paid for that student. But, if the credit pays your tax down to zero, you can have 40 percent of the remaining amount of the credit (up to \$1,000) refunded to you.

### LLC

The Lifetime Learning Credit (LLC) is a credit for qualified education expenses paid for an eligible student. There is no limit on the number of years you can claim this credit.

The maximum annual credit is \$2,000 per eligible student. The credit amount is 20% of the first \$10,000 of qualified education expenses. The LLC is not refundable. You may use the credit to pay any tax you owe, but you will not receive any of the credit as a refund.

Students will receive a [Form 1098-T](#) Tuition Statement, from their school by January 31.

Both education credits phase out if your modified adjusted gross income is more than (SGL) \$80,000 or (MFJ) \$160,000.

## Please provide a 1098T and answer the questions below in order to claim the credit

### COLLEGE STUDENT INFORMATION

Name of student \_\_\_\_\_

1. \_\_\_\_\_ Did the student complete the first 4 years of college as of 1/1/2025?
2. \_\_\_\_\_ Was the student enrolled at an eligible education institution during 2025?
3. \_\_\_\_\_ Was the student enrolled in a program that leads to a degree, certificate or credential?
4. \_\_\_\_\_ Was the student taking courses as part of a postsecondary degree program or to improve job skills?
5. \_\_\_\_\_ Did the student take at least ½ the normal full-time workload for one academic period?
6. \_\_\_\_\_ Has the student ever been convicted of a felony?
7. \_\_\_\_\_ Is the student an eligible dependent of the taxpayer?
8. \_\_\_\_\_ How many prior years has an American Opportunity Credit been claimed for this student?
9. \_\_\_\_\_ How many prior years has a Hope Credit been claimed for this student?

There may be additional rules & regulations that may affect your ability to qualify. Your tax preparer can discuss these with you.

**CHARITABLE CONTRIBUTION WORKSHEET**

IF NOT ITEMIZING - DO NOT COMPLETE

IRS requires receipts to claim deduction. Do you have receipts for your contributions? \_\_\_\_\_

**\*\* DO NOT send us your receipts. Keep receipts for your records.**

Charitable Miles \_\_\_\_\_

**MONETARY CONTRIBUTIONS**

(Do not include QCD from your RMD)

LEGAL NAME OF CHARITY	AMOUNT DONATED	LEGAL NAME OF CHARITY	AMOUNT DONATED

**NON - CASH CONTRIBUTIONS**

NAME OF CHARITY: _____			
ADDRESS _____	DATE DONATED _____	DATE ACQUIRED _____	
CITY, STATE ZIP _____	HOW WAS IT ACQUIRED _____	DONORS COST _____	
DESCRIPTION of items donated _____	FAIR MARKET VALUE _____	HOW DID YOU VALUE THIS? _____	
NAME OF CHARITY: _____			
ADDRESS _____	DATE DONATED _____	DATE ACQUIRED _____	
CITY, STATE ZIP _____	HOW WAS IT ACQUIRED _____	DONORS COST _____	
DESCRIPTION of items donated _____	FAIR MARKET VALUE _____	HOW DID YOU VALUE THIS? _____	
NAME OF CHARITY: _____			
ADDRESS _____	DATE DONATED _____	DATE ACQUIRED _____	
CITY, STATE ZIP _____	HOW WAS IT ACQUIRED _____	DONORS COST _____	
DESCRIPTION of items donated _____	FAIR MARKET VALUE _____	HOW DID YOU VALUE THIS? _____	

## New Client Checklist -

TPN7

### Forms we must have in order to begin your return:

- (New Clients Only) Previous years tax returns
- (New Clients Only) Proof of date of Birth & Social Security Number for self & dependents
- Copy of Drivers License or current ID for taxpayer & spouse

### Forms you may need to prepare your tax return

*If any of the following pertain to you please provide documentation to us.*

- W-2 Statements (W2)
- Unemployment Income (1099G or 1099U)
- Interest and Dividend Income (1099 INT / DIV)
- Original Purchase Date & Price of Stock sold (if not on brokerage statement)
- All other 1099 Forms
- Year- End Investment & Brokerage Statements
- Social Security Income Statements
- IRA Contribution & withdraw amounts
- Business Income & Expenses (fill out worksheet) [www.epamn.com/resources](http://www.epamn.com/resources)
- Medical Expenses - *if you qualify*
- Long Term Care Insurance Premium Amount and policy #
- Property Tax and Real Estate statement
- Vehicle License Tab renewal cost (make list of renewals cost per vehicle)
- Mortgage Interest Statements (Form 1098)
- Charitable Contributions - monetary (Must be 501c3) - Fill out worksheet
- Charitable Contributions Non-cash (Must be 501c3) - Fill out worksheet
- Rental Property Income and Expenses (fill out worksheet)
- Student Tuition& interest forms (paid by loan or other. ie. 1098T, 1098E)
- Daycare Expense per child. (Provider name, address & Fed ID#)
- Canceled Debt (1099C)
- Estimated tax payment (make a list of amount and date) - Fill out worksheet
- K-12 School Expenses (fill out K-12 school expense worksheet)
- Property Tax Refund amount (previous year)\$\_\_\_\_\_
- If you have dependent: 886-DEP form and proof of residency - see form

- **Additional worksheets/forms** are available on our website at [www.epamn.com](http://www.epamn.com) “Resources”  
Please print out any forms that pertain to your tax situation. If you do not have internet access, please call to request a paper copy be mailed to you.
- All Tax Returns **must be paid in full before we are able to e-file.**  
*Payments can be mailed or paid with credit card online on our website. Go to <http://epamn.com>.*  
**New Client Setup fee \$125**