



**Justin R. Poore, MBA, EA**  
**Financial Planner\* & Tax Accountant**  
CA Insurance Lic#: 0D77291

29564 Yosemite Springs Pkwy #82  
Coarsegold, CA 93614

Welcome to the New Year, 2025 ... filing Tax Year 2024!

This new year comes with many challenges for taxes to prepare for. We have compiled a few forms that would be helpful for you in gathering your tax documents in preparation for this year's filing.

Currently, the deadlines for 2024 are to remain "usually scheduled", please reference the standard deadline page attached, as well as reference Publication 509 for other specific required dates.

There are some changes to JP Advising policies and amendments to the engagement letter signed on file currently for your services. Please be sure to reference these changes to be aware of items that may pertain to you. Updated price list has been refined for greater clarity of estimated costs.

Continuing this year is the request to on board client data through E-Money Vault. Clients will be glad to access all tax data for previous years, as well as upload securely all tax documentation in an encrypted and secure vault eliminating the need for emailing. This is no charge to all JP Advising clients – and reset password requests will be handled expediently.

Power of Attorney's (POA) are now a requirement for tax preparers to speak on your behalf with any taxing authority. JP Advising and Justin Poore may already retain a POA for tax services for your account, however, it is possible that an updated copy will be required. Each taxing authority has their own versions, please be patient with this process as it is a requirement for us to handle your accounts with authorities per your request.

Finally, it is extremely advisable that you create an online account with the IRS and the state in which you reside. There you will be able to get transcripts, previous filings, and other tax related data that may be important to your filing of returns. It may be a requirement to access an online account to receive information as it will be much more expedient than a phone call.

Thank you for your continued support, and look forward to a successful tax filing season with you.

Sincerely,

Justin Poore

**Office: 559.244.9364**

**Fax: 559.891.0986**

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**RE: Updates to Engagement Letter – 2024**

Below are some updates to the signed engagement letter we retain on file for your acceptance to our service.

JP Advising is increasing tax service costs by 5% - \*All applicable discounts still apply

JP Advising – Justin Poore – does NOT offer Medi-Care Supplements or Advantage plans – Assistance with choice or direction or special assistance is billed at \$100 per hour

JP Advising – Justin Poore – does not offer or sell individual or corporate healthcare plans to any new clients – any new clients requesting assistance will be required to ADD Justin Poore as a Delegate on their plans – potential per hour charge for services billed at \$50 per hour

JP Advising – Justin Poore – is no longer servicing Tax Year 2020 nor any year previous unless for specialized service requests at charge

Refund status for all returns filed are available online within two to three days from filing, please reference the applicable website to determine your refund status, JP Advising and Justin Poore do NOT know when the governments will send you the refunds

The minimum charge for any filed return is \$100 for information returns; \$200 minimum for all other returns other than information, child, or special circumstance – price list available upon request

Amended per return costs for existing clients \$150; \$200 for any new client requiring amendments

In Person tax consultations in town other than tax reviews for current year processing will incur a \$20 travel cost, applied also to any financial planning meeting per occurrence after initial meeting. Rescheduled appointments may incur this travel fee when appointments not met in town.

Expedited services are available for additional hourly charges or fee's depending on circumstance

Filing Tax Extensions for Personal Returns incurs a cost of \$100; Corporate Extension \$150

LATE PAYMENT FEE'S WILL BE CHARGED AT \$25 PER MONTH \*Not to exceed 6 months

DISCOUNT / INCENTIVE : Payments made to JP Advising by bank drafts versus credit cards will not be charged a 3% convenience fee; Returning clients in good order received by March 1<sup>st</sup> will be charged off the last updated year price list (2023)!

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Justin Poore – Tax Accountant  
Engagement Letter

**Please Sign and Remit with Tax Planner**

I appreciate the opportunity to work with you. To minimize the possibility of a misunderstanding between us, this sets forth pertinent information about the services I provide and will perform for you.

As in the previous tax year, all tax returns will be filed electronically as required by California Law, as well as Federal Law beginning for tax years 2009 and beyond, unless, of course, unusual circumstances exist.

I will prepare your required Federal and applicable State tax return from the information you furnish me. I will not audit or otherwise verify the data you submit, although I may ask you to clarify some information. I will furnish you a questionnaire to help you gather and organize the necessary information in order to help keep your preparation cost to a minimum. Upon completion of your return and receipt of payment, a copy of your full return will be provided to you and available to you upon request.

As a standard rule, it is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax return, including but limited to – auto, travel, entertainment, and related required expense records. You may ask me for advice with regard to those items. It is also your responsibility to carefully examine and approve your completed tax return prior to me filing your tax return electronically. I am not responsible for the disallowance of doubtful deductions or inadequately supported documentation provided by you, nor for resulting taxes, penalties and interest.

It is a standard of my practice that the box available on your tax return be checked when asked if it is alright for the IRS to contact me with regards to your return. If you do not wish to have me communicate with the IRS regarding your return, please let me know in writing. Please note that I will not receive separate copies of IRS notices, therefore, you must provide me with copies of notices regarding either federal or state information. Once elected to speak to authorities regarding your return, it is valid for one year after the due date for the filing return, and may not be revoked. A Power of Attorney form may be requested or required for various tax authorities to work with certain information.

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Fee for services only encompasses the preparation through completion of your federal and applicable state tax returns. It does not include responding to inquiries or examination by taxing authorities. However, I may be available to represent you for this purpose for the stated applicable hourly rate included in this engagement letter. Please also reference most recent price sheet available. General questions related to refund status, tax exemptions, and other minor tax requests will be unbilled and considered part of your fee for preparation and completion. Any tax related item requiring more than one hour work will be billed hourly. Additional travel costs may be applicable to some clients.

Per my ethical standards, as well as federal and state law, I am unable to provide your confidential tax information to third parties without written consent by you. This may include real estate and loan lending institutions, a friend, family member, or business. Only when it is required by law will I furnish your confidential information.

It is component of my practice to retain electronic copies of the information you provide me to complete your return as well as your federal and applicable state tax returns for a minimum of seven years. These documents will be stored electronically and may be backed up and stored at another location in case of fire. I am not responsible for random acts of god, theft, or loss of information that is deemed out of my control.

If any dispute arises among the parties, they agree first, in good faith, to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its Rules for Professional Accounting and Related Services Disputes. All unresolved disputes shall then be decided by final and binding arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the AAA. Fees charged by any mediators, arbitrators, or the AAA shall be shared equally between both parties. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

To ensure the timely processing of your return, please remit all information required to complete your return by April 1<sup>st</sup>. As a standard rule, federal and state tax returns must be filed by April 15<sup>th</sup> of each year. If the return may not be completed, an extension may be filed only if requested in writing, as you may be subject to late filing fees or extension penalties. As a reminder, incomplete tax returns filed for extension still must pay the tax due by April 15<sup>th</sup> regardless of status of completion of the return. Please reference price sheet for additional details.

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Currently, the hourly rate charged for the acceptance of this engagement is Two Hundred Dollars per hour. This encompasses the review of documents, technology costs, printing and postage, and my successful completion of return. Charges may still exist upon completion of returns if questions or related information needs to be provided at a later date, at which the hourly rate may still be incurred. Payment for services is due when rendered, and interim billings may be submitted as work progresses and expenses are incurred. I reserve the right to stop work on any account that is 30 days past due, in accordance with my collection policies. All information will be returned to you, and you will be responsible for any fee's or penalties that may be incurred as a result of incomplete work. There will be an additional charge of \$25 for any check payment that results in an insufficient charge. Please reference price sheet for additional details. Failure to make payment after 90 days will incur a monthly late penalty. Failure to make payment after 180 days may result in adverse tax reporting and credit collections. After 365 days of non payment, and without any other payment agreement, JP Advising will file a Cancellation of Debt notice with the Internal Revenue Service and applicable States. The cancellation of debt notice and service is a non cancellable motion, and places the burden of your debt with responsibility to the Internal Revenue Service and applicable State(s).

Signing of this engagement letter gives consent for JP Advising to use my/our tax information, for offering the following services, including but not limited to: financial planning, retirement planning, long-term care and life insurance, estate and gift tax planning, business consulting, individual and business tax planning, and bookkeeping services. I/We also consent to the use of my/our tax information for purposes of communicating with me/us via newsletter, email, website, phone or other means of communicating with information or data that may be of use to me/us, and at my/our request, for the purpose of making recommendations to me/us, for any of the purposes listed above. I acknowledge that I may request a more limited disclosure of Tax Return Information. I/We understand that Justin Poore EA, (JP Advising), is not a registered broker-dealer or a registered investment adviser. I/We understand that Justin Poore EA, (JP Advising), is affiliated with OSAIC, as an independent contractor solely for offering financial products and services. OSAIC does not offer, provide or supervise tax advice or tax preparation services, and any services provided by OSAIC will be pursuant to a written agreement directly with the relevant OSAIC entity.

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*Privacy Policy*

Justin Poore EA, (JP Advising), will maintain the privacy of your information as required by law. While in general we are not permitted to disclose tax information to third parties without your consent, under some circumstances we may share information between related parties without specific authorization—for example, between spouses, parents and children, or grandparents and grandchildren. If you are a member of one of those groups and do not want your information shared, please advise us. However, you agree to allow Justin Poore EA, (JP Advising), to share your name, address, telephone number, and e-mail address with other firms only if needed for our administrative purposes. In particular, Justin Poore EA, (JP Advising), will never sell or share your information for outside commercial purposes.

I am pleased to have you as a client of my firm and look forward to a long and mutually satisfying relationship.

Sincerely,

Justin R. Poore

Approved:

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Client Name – Please Print

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Corporate Name

---

Client Signature

Date

---

Client Signature

Date

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# What would you like us to do with your tax Originals?

Please shred my documents after tax season.  
An electronic copy will be kept on file.

Please send my documents back to me for an  
additional fee of \$50

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Client Name

---

Signature

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## Typical Tax Items Mailed

Number of Documents Sent	Document Type	Document Description
	W-2	Wages from Employment
	1099-A	Acquisition or Abandonment of Secured Property
	1099-B	Sales, Barters, and Redemption of Securities
	1099-C	Cancellation of Debt
	1099-DIV	Dividends, Capital Gains, and Distributions
	1099-G	Govt. Payment: Tax Refund and Unemployment
	1099-H	Health Coverage Tax Credit
	1099-INT	Interest Income
	1099-MISC	Non-Employment Compensation
	1099-R	Retirement Plan and Pension Distributions
	SSA-1099	Social Security Payments
	1098-E	Student Loan Interest
	1098-T	Tuition, Reimbursements, Scholarships, Grants
	1098-M	Mortgage Interest Statement
	1095-A	Health Insurance Marketplace Statement
	1095-C	Affordable Care Act Reporting

Please be sure to send any and all mailed documents that look important to your tax filing. The above is just a small list of typical items many individuals receive in the mail for their tax filing.

Please list any other documents sent to us that are important to your filing:

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# Tax Check list and Input

## Personal Information:

Did anything change over the course of the year – i.e. address change, married, child, job change, death?

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

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

SS#: \_\_\_\_\_

SS#: \_\_\_\_\_

DOB: \_\_\_\_\_

DOB: \_\_\_\_\_

Gender: \_\_\_\_\_

Gender: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

IRS PIN# : \_\_\_\_\_

Bank Routing No#: \_\_\_\_\_

Bank Account No#: \_\_\_\_\_

Mail/Print OR Electronic: \_\_\_\_\_

Dependent 1: \_\_\_\_\_ Dependent 2: \_\_\_\_\_

SS#: \_\_\_\_\_ SS#: \_\_\_\_\_

DOB: \_\_\_\_\_ DOB: \_\_\_\_\_

Gender: \_\_\_\_\_ Gender: \_\_\_\_\_

Dependent 3: \_\_\_\_\_ Dependent 4: \_\_\_\_\_

SS#: \_\_\_\_\_ SS#: \_\_\_\_\_

DOB: \_\_\_\_\_ DOB: \_\_\_\_\_

Gender: \_\_\_\_\_ Gender: \_\_\_\_\_

Current Address:

Current Phone Number:

Current Email:

\_\_\_\_\_  
Primary: \_\_\_\_\_

\_\_\_\_\_  
Alternative: \_\_\_\_\_

Are there any remarks, questions, or concerns about this years taxes that you would like me to be aware of?

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**Please include all tax information sent to you in the mail!**

Is there any income **NOT** listed on a form sent to you in the mail that I need to be aware of? For Self-Employment / Rentals / Businesses / Other – Please call for direct assistance



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## **General Tax Deadlines TY-2024**

	<b>Expected Deadline</b>	<b>Deadline for Filing</b>	<b>Extension Deadline</b>
<b>Individual</b>	April 1 <sup>st</sup> (Additional charges will apply the 5 <sup>th</sup> on).	April 15th	October 15th
<b>Corporation – S-Corp; LLC; Partnership</b>	March 5 <sup>th</sup>	March 15th	September 15th
<b>IMPORTANT NOTE !!!</b> FILING AN EXTENSION IS NOT AN EXTENSION TO PAY YOUR TAXES – IT IS ONLY AN EXTENSION TO FILE. YOU MUST STILL PAY YOUR TAXES ON TIME TO ELIMINATE PENALTIES AND INTEREST!!!			

**Please ALSO reference:**

**Publication 509**

Type in search bar at [www.irs.gov](http://www.irs.gov)

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Investment Management Service Levels			
	Advisory	Management*	Direct - Class A/C
Investment Account Monitoring	Daily	Quarterly	Annually
Financial Planning Reviews	✓	✓	✓
Budget & Goals Review	✓	✓	✓
Credit Counseling/Reviews	✓	✓	✓
Investment Performance Reviews	✓	✓	✓
Complimentary Insurance & Outside Account Review	✓	✓	✓
Life Event Planning	✓	✓	✓
Rebalancing of Investments	✓	✓	
Behavioral Finance Education	✓	✓	
Successor/Beneficiary/Trust Planning	✓	✓	
Tax Managed Investment Reviews	✓		
Tax Harvesting and Reviews	✓		
Dollar Cost Averaging Reviews	✓		
Business Consultation/Development	✓		
Discounts on Tax Preparation	10%	5%	
Other Comprehensive Services	✓		

\*Reference separate fee schedule for accounts under 100k

Typical Fee Schedule is as follows:

Accounts 10k – 50k in value: 0.75% up to 1.25%  
 Accounts 50k – 250k in value 1.00% up to 1.75%  
 Accounts 250k+ in value 1.25% up to 1.75%

Example below is using a management fee structure of maximum 1.75% on a new 10k investment, using American Funds – Investment Company of America, from the Capital Group, Page 7 of 70 2023 Prospectus, earning 5% annually comparing Investment Class Shares within Management Accounts versus Direct Commission Account Share Classes A and C, applicable to most qualified and non-qualified investment account structure. Management cost does not reflect the applicable clients tax rate schedule or deductible advantages.

Total Cost at Year	Institutional Share	Class A Share	Class C Share
1	\$202	\$631	\$235 / \$135
3	\$637	\$750	\$421
5	\$872	\$880	\$729

What makes the difference in cost?

- Class A Shares have an upfront load of 5.75% on new money and Ongoing Expense of 0.58%
- Class C Shares have a back end 1% charge if redeemed less than 1 yr. and Ongoing Expense of 1.33%
- Managed Account allow Institutional Class R shares with ONLY Ongoing Expense of 0.27%
- Managed Accounts carry Management Fee (possibly tax deductible\*); max total with fund expense 2.02%

\*Consult your personal tax advisor, accountant or CPA

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**JUSTIN POORE, MBA, EA**  
**2024-2025 FEE SCHEDULE**

**TAX CLIENT**

<b>1040/540 – or added Forms/Schedules on Table</b>	<b>200</b>				
<b>OUT OF STATE RETURNS</b>		100			
<b>Corporate and LLC Returns - Minimum</b>		750			
Pricing for Corporate is hourly billing					
<b>Form 10</b>				<b>Form 24</b>	
WAGES _____ w-2'S @	18.			IRA/RETIREMENT CONTRIBUTION _____ @ 5.	
<b>Alternative Minimum tax Form 6251</b>	<b>66.</b>			IRA PARTIALLY DEDUCTIBLE	32
<b>Additional Medicare Tax Form 8959</b>	<b>39.</b>			NON DEDUCTIBLE IRA BASIS	32
<b>Net Investment Tax Form 8960</b>	<b>39.</b>			SEP CALCULATION	45
<b>Prior year minimum tax credit Form 8801</b>	<b>39.</b>			SE HEALTH DEDUCTION	45
<b>Form 8958 Allocation of community income</b>	<b>36.</b>			STUDENT LOAN _____ @ 3	
<b>Qualified Business Income Deduction</b>	<b>50.</b>			ALIMONY PAID	50
				<b>Form 25</b>	
<b>Form 11</b>				<b>ITEMIZED DEDUCTIONS</b>	<b>175</b>
SCHEDULE B	30			CHARITY \$1 @ _____ ITEM	
<b>INTEREST _____ @</b>	<b>6.</b>			NON CASH CONTRIBUTIONS 28. PLUS 5. PER ITEM _____	
1098 Q NONTAXABLE	10.			OREGON SPECIAL MEDICAL DEDUCTION WORKSHEET	57.
1098 Q TAXABLE	21.			INVESTMENT INTEREST LIMIT	42.
				HOME OFFICE (EMPLOYEES)	70
<b>Form 12</b>				<b>Form 26</b>	
SCHEDULE D Dividends	40.			NON CASH CONTRIBUTIONS	50.
<b>DIVIDEND'S _____ @</b>	<b>6.</b>			NON CASH CONTRIBUTIONS OVER 5000.00	100.
FOREIGN TAX CREDIT FORM 116	26.			<b>Form 27</b>	
ESOP Plan detail	50.			MOVING EXPENSES	50.
				<b>Form 28</b>	
<b>Form 13</b>				IINVESTMENT INTERST CALCULATION	42.
PENSION/IRA DIST _____ @ 20				<b>Form 29</b>	
PREMATURE DISTRIBUTIONS FORM 5329	35.			HOME OFFICE COMPUTATION	70.
IRA PARTIALLY DEDUCTIBLE	35			<b>Form 30</b>	
NON DEDUCTIBLE IRA BASIS	36			EMPLOYEE BUSINESS EXPENSES	
				EDUCATION	50.
<b>Form 14</b>				OTHER BUSINESS EXPENSES	50.
SOCIAL SECURITY _____ @ 6.				<b>VEHICLE</b>	
ALIMONY RECEIVED	20.			STANDARD MILEAGE <b>FORM 1</b>	100.
OTHER INCOME _____ @ 6.				ACTUAL EXPENSE	78.
SELF EMPLOYMENT TAX	50			<b>Form 31 Foreign Income Exclusion</b>	200.
				<b>Form 32 HSA Form 8889</b>	<b>40.</b>
<b>Form 15</b>				<b>Form 33</b>	
NOL CURRENT YEAR/CARRYOVER	100			CHILD CARE CREDIT	40.
NOL CARRY FORWARD	40			<b>Form 36</b>	
				FUEL/GAS CREDIT	50.
<b>Form 16</b>				<b>Form 37</b>	
SCHEDULE C EZ	60.			QUALIFIED ADOPTION CREDIT	100
SCHEDULE C	100	250	350	<b>Form 38</b>	
HOME OFFICE COMPUTATION	70.			EDUCATION CREDIT	50.
YEAREND TAX ADJUSTMENTS				<b>Form 39</b>	
SELF EMPLOYMENT TAX	50.			<b>HCA COVERED REQUIRED HEALTHCARE REPORTING</b>	<b>10.</b>
DEPRECIATION	30.			PARTYEAR COVERAGE/NO COVERAGE	27.
+ _____ ITEMS @ 5.				FORM 1095 SUBSADISED/CREDIT FORM 8962	38.
				<b>FEDERAL EARNED INCOME CREDIT</b>	<b>50.</b>
<b>Form 17</b>				OTHER CREDIT	
STOCK/SECURITY SALES <b>1099 B (SIMPLE) + _____ @ 22</b>				<b>Form 43</b>	
CAPITAL GAINS WORKSHEET	75.			Form 8615 Kiddie Tax	75.
MUTUAL FUND AVERAGE COST BASIS CALC				<b>Form 53</b>	
CAPITAL LOSS CARRYOVER	52			<b>RENTERS CREDIT</b>	<b>40.</b>
BAD DEBIT LOSS	70			SOLAR CREDIT	100.
REPOSSESSION	95			SOLAR CARRYFORD ALLOWED THIS YEAR	30.
SALE OF A RESIDENCE	175.			OTHER ENERGY CREDITS	50.
INSTALLMENT SALE (CURRENT YEAR)	133.			OTHER CREDIT	
INSTALLMENT SALE (PRIOR YEAR)	62.			<b>Form 59</b>	
SECTION 1045/1050 SALE	134.			AMENDED FEDERAL TAX RETURN 1040/540	240.
SECTION 1031 EXCHANGE	500.			AMENDED FEDERAL ONLY	212.
CA FORM 3840 LIKE KIND EXCHANGE ANNUAL REP	200.			<b>Form 62 Discharge of Indebitness</b>	75
CASUALTY LOSS	130.			<b>Form 71</b>	
				<b>Form 82</b>	
<b>Form 18</b>				FOREIGN ASSETS REPORTING	100.
ROYALTIES _____ ROLALTIES @	25.			DESEASED CLAIM FOR REFUND FORM 1310	50.
RENTAL PROPERTY _____ RENTALS @	50.			IRS TRANSCRIPT	50.
PASSIVE LOSS LIMIT	34.			FULL IRS TRANSCRIPT REPORT	100.
DEPRECIATION	24.			<b>Form 3532 HEAD OF HOUSEHOLD STATEMENT</b>	<b>50.</b>
+ _____ ITEMS @ 5.				<b>OTHER</b>	
FORM 8960 NET INVESTMENT TAX	47			<b>Total</b>	
<b>Form 19</b>					
SCHEDULE F	100/150/200				
SELF EMPLOYMENT TAX	40.				
HOME OFFICE COMPUTATION	75.				
DEPRECIATION	30.				
+ _____ ITEMS @ 5.					
<b>Form 20</b>					
SCHEDULE K-1 _____ EA _____ @ 37+ FORMS					
PARTNERS/OWNERS BASIS CALCULATION	93.				
<b>Form 22</b>					
DEPRECIATION	24				
+ _____ ITEMS @ 5.	5.				
				<b>TOTAL AMOUNT DUE</b>	