GINERIS & ASSOCIATES, LTD.
ACCOUNTANTS, TAX & FINANCIAL CONSULTANTS
Your Success Is Our Business

Prospective Client Information Request

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Thank you for reaching out to us. We appreciate the opportunity to be of service to you. Below is a request for information about the estate or trust that you contacted us about. We have provided some information about our firm as well.

Upon receipt of the requested information, we will contact you.

Tell us about yourself

Contact / Fiduciary Information	
First Name	First Name
Last Name	Last Name
Mobile Phone Number	Enter Your Mobile Number
Daytime Phone Number	Enter Your Daytime Phone Number
Evening Phone Number	Evening Phone Number
Email Address	Email Address
Mailing Address	Mailing Address
City, State ZIP	City STATE ZIP

Who referred you to us? Who referred you

Tax Preparation Organizer Checklist / Questionnaire

Below is a tax organizer questionnaire to help us prepare your estate or trust tax return. It typically takes less than 10 minutes to complete and will ensure that you get the best tax outcome possible.

Upon completion and submission of this document, one of our staff will contact you to schedule your appointment. During tax season, we schedule appointments Monday through Saturday. We respect and value your time, and provide you with three options to best serve you: phone-based, web-based, or in-office. All appointments are typically 30 minutes.

What are the best day(s) for an appointment for you?
What is the best time of day for your appointment?
What is your appointment *type* preference?

Please make sure to send a copy of the trust documents, will, a copy of any prior filed returns and a list of all beneficiaries (including name, address, birth date and social security number) and all other relevant tax documents for the estate or trust, so that they arrive at least 3 business days before your appointment. For estates we will need a list of assets and the fair market value of these assets on the date of death (provide any date of death appraisals that have been prepared).

There are 3 convenient ways you can send us documents and information:

- Email your tax documents to Tax@GinerisLtd.com with the subject line:
  "New client tax info - Your First Initial Last Name" (i.e., New Client tax info - J. Doe)
- FedEx or certified mail your tax documents to us at:
  Gineris & Associates, Ltd.
  Attn: Document Processing
  2005 Hart Street
  Dyer, IN 46311
- Drop off using our convenient 24/7 drop box located outside our front door or bring to our office during business hours.

How do you plan to provide the above information to arrive at least 3 days prior to your scheduled appointment?

General Information	
If this is for an estate, do you have a copy of the will?	
If this is for a trust, do you have a copy of trust agreement and amendments, if any?	
If the estate or trust will be allocating net income to beneficiaries, do you have all beneficiaries' names, addresses, birth dates and tax identification numbers (SSN's)?	
If the estate or trust has depreciable assets, do you have a copy of the depreciation schedules?	
If prepared by another firm, do you have copies of prior year federal and state tax returns?	
Did the estate or trust receive correspondence from a state taxing authority or the Internal Revenue Service regarding a prior year return? *If yes, please submit a copy of the correspondence*	

Income Information	
Did the estate or trust:	
acquire or dispose of any stock during the year?	
acquire or sell a business, rental, or other property this year?	
acquire or dispose of an interest in a partnership or S corporation?	
receive any income from property sold prior to this year?	
receive any payments from an annuity, pension, or profit sharing plan?	
receive any gambling or lottery winnings?	
incur casualty or theft losses during the year?	
Please provide copies of all 1099s, closing statements, brokerages statements and other income documents received by the estate or trust related to the current year.	

Foreign Activity	
Did the estate or trust hold an interest in a foreign entity?	
Did the estate or trust have any foreign income or pay any foreign taxes, directly or indirectly, from investment accounts or pass-through entities?	
Did the estate or trust have an interest in or a signature authority over a financial account (such as bank or brokerage) in a foreign country?	
Did the estate or trust receive a distribution from, or transfer assets to a foreign trust?	

Contact Information

What is your preferred contact method?
What is the best time of day to reach you?
How late can your tax professional call you?

Fees

- Our tax preparation services are based on fee schedules. The minimum fee for an Estate and trust returns is $750.
- We can provide a formal quote if you send us last year's tax return, based on the assumption that this year is similar to last year.
- Consultations on topics outside the scope of our current retained services are billed based on the professional’s billing rate, starting at $150 per hour for associate tax professionals.

Tax returns must be paid for at the time of pick-up and prior to electronic transmission.
We accept credit cards, checks, bank drafts, and cash.

Please sign to acknowledge your understanding of these terms.

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After digitally signing and saving this completed form, please email to Tax@GinerisLtd.com.
Thank you.