TAX SERVICES

ANNUAL

- [ ] Individual: 1040 + State(s)
- [ ] Child(ren)'s Individual: 1040 + State(s)
- [ ] Fiduciary: 1041 or 5227 + State(s)
- [ ] Partnership: 1065 + States(s)
- [ ] S-Corp: 1120S + States(s)
- [ ] Corporation: 1120 + States(s)
- [ ] Non-Profit: 990(-PF,-N) + States(s)
- [ ] Self-Funded Retirement: 5500

STATE(S) ______________________

QTRLY

- [ ] Calculate quarterly estimates for federal & state(s)
- [ ] Pass-thru entities: Calculate quarterly estimates
- [ ] Email reminders for paying quarterly estimates delivered with completed tax return.

BUSINESS FILINGS

ANNUAL

- [ ] County Property Rendition(s)
- [ ] Oklahoma LLC Filing with OK SOS
- [ ] Federal 1096 + 1099-NEC(s)
- [ ] Federal 1096 + 1099-MISC(s)
- [ ] ______________________

MONTH

- [ ] OTC Sales Tax Report
- [ ] OTC Use Tax Report
- [ ] OTC Waste Tire Tax Report

PAYROLL FILINGS

ANNUAL

- [ ] Federal 940
- [ ] SSA: W-3 + W-2(s)

QUARTERLY

- [ ] Federal 941
- [ ] OTC Withholding WTH10003
- [ ] OK Employment Security Commission: OES-3
- [ ] Texas Comptroller Withholding Report
- [ ] ______________________

MONTHLY

- [ ] Federal Withholding Deposits
- [ ] OTC Withholding WTH10001
- [ ] ______________________

FINANCIAL STATEMENTS

- [ ] Compilation
- [ ] Review
- [ ] with Footnotes
- [ ] ***Bookkeeping needed prior to FStmts***

Comparitive Reports

- [ ] M / Q / A vs. Prior Period ○
- [ ] M / Q / A by class vs. Prior Period ○

FREQUENCY NEEDED

- [ ] Monthly
- [ ] Quarterly
- [ ] Annual

BOOKKEEPING SERVICES

TYPE OF CURRENT SOFTWARE: ***YEAR / VERSION***

- [ ] None, spreadsheet
- [ ] QuickBooks: Online Desktop ______________________
- [ ] ______________________ ______________________
- [ ] *No current method of keeping books*

FREQUENCY NEEDED

- [ ] Annually
- [ ] Quarterly
- [ ] Monthly
- [ ] Weekly

DEGREE OF COMPLEXITY

- [ ] Unique: we have a bookkeeper but need you to review books occassionally
- [ ] Simple: reconcile a few bank statements, credit card statements
- [ ] Moderate: 5+ statements to reconcile
- [ ] Complex 5+ statements to enter individual transactions and reconcile, detailed reports to be provided to client

LOCATION OF SERVICES

- [ ] At client office, in person
- [ ] At client office, via remote connection
- [ ] At Milam & Associates, keep QuickBooks file at M&A
- [ ] Client will provide backup of QuickBooks file(s) and will not update personal file at client's location until Milam & Associates has returned an updated backup [not recommended if you update your file weekly]
- [ ] Client will provide backup of QuickBooks file(s) and will continue to use file at client's location; Milam & Associates to provide AJEs [annual bkkp only]

AJES

- [ ] Provide AJEs for client to enter
- [ ] Provide AJEs and schedule appointment to enter AJEs under guidance of tax preparer
- [ ] Schedule appointment for AJEs to be entered by preparer **AFTER TAX SEASON** (via remote connection or sending backup to M&A to update and return a backup within 24 hours)

ONE-TIME ONLY OR INFREQUENT SERVICES

TAX

- [ ] Estate Tax Return (Form 706)
- [ ] Gift Tax Return (Form 709)
- [ ] S-Corp Election
- [ ] OK PTE Election
- [ ] Non Profit: Provide year end contribution letters to donors
- [ ] Oklahoma LLC Reinstatement with OK SOS
- [ ] Set up electronic payments for payroll amounts due

NEW BUSINESS

- [ ] New business filings
- [ ] QuickBooks setup for new business
- [ ] ______________________
- [ ] Provide bill payment/check deposit services

PLANNING

- [ ] Estate Planning
- [ ] Tax Planning
- [ ] Financial Planning
- [ ] Review my prior year return

MILAM & ASSOCIATES, PLLC

MILAM & ASSOCIATES, PLLC

M&A FIRM use only

GENERAL TAB: IND | Custom Tab: IND | Client Type | INDIVIDUAL | DATE

Address/Phone Tab: IND | Assignments: Client Group | Return Group | Select

Administrative Tab: IND | Fin Rep Grp z ✔ Primary Client?

INDIVIDUAL

Taxpayer (T)

Title_T | First_T | MI | Last_T | Suffix_T

DOB_T | SSN_T | DOD_T | Nickname/salutation_T

Email1_T | Portal Admin_T | Ph1_T | M

T Occupation: | select as main contact | Ph2_T | W

Spouse (S)

Title_S | First_S | MI | Last_S | Suffix_S

DOB_S | SSN_S | DOD_S | Nickname/salutation_S

Email1_S | Portal Admin_S | Ph1_S | M

N/A S Occupation: | select as main contact | Ph2_S | W

Dependents

only include last name if different than taxpayer

check box if dep needs M&A to prepare tax return

1	Select	First	MI	Last	☐	SSN	DOB
2	Select	First	MI	Last	☐	SSN	DOB
3	Select	First	MI	Last	☐	SSN	DOB
4	Select	First	MI	Last	☐	SSN	DOB

Address(es)

Home Addy1_H Addy2_H

City_H State_H Zip_H

☐ Mailing Addy1_M Addy2_M

City_M State_M Zip_M

☐ Tax Filing Addy1_T Addy2_T

City_T State_T Zip_T

QUICK QUESTIONS

Would you like to receive an organizer to help gather your tax documents? First year will be blank but the next year, previous year's numbers will be present in the organizer.

Select ☐ No ☐

Did someone refer you? We appreciate knowing when we should thank our mutual acquaintance!

How do you prefer to receive your finalized returns? PDFonly FinalFormat

How do you prefer communication (email, phone call)? Select CommPref

We will prepare a consent to disclose if you need your tax information shared to a third party. This may include your banker, your adult child or your parent if you are over the age of 18. You can revoke this consent at any time.

Third Party Name | Select | Duration of consent

Email or address of third party

Do you have other entities/family with returns prepared by Milam & Associates? Please indicate all related clients:

☐ Check box if you prefer individual returns related to this group be billed under this individual entity