CENTRAL VALLEY
FINANCIAL SERVICES

# TAX FORM

## Personal information

Referred by (Enter First & Last Name or N/A): ______________________ Filling Status: ____________________

First Name: ____________________________________ Last Name: __________________________________

Social Security Number: ______________________________________ Date of Birth: ____________________

Street Address: _____________________________________________________________________________

City: ___________________________________ State: ____________________ Zip: ____________________

Phone Number: __________________________ Email Address: __________________________________________

Do you receive government assistance (Food Stamps, SSI, TYANF, Housing, etc.)? ☐ Yes ☐ No

Do you plan on purchasing a home this year? ☐ Yes ☐ No

## Income Information

**Check all that apply**

☐ Self Employed
☐ College Students
☐ Totally on Permanently Disabled
☐ Active Military, Reservist National Guardsmen
☐ Paid Childcare

Occupation: ___________________________________

**If you or your dependent attended college, how did you pay?**

☐ Financial Aid ☐ Scholarships ☐ Student loans ☐ Personal Finances

Do you own and operate a small business/home based business? ☐ Yes ☐ No

What type of entity is the business? ________________ How many years have you been in business? ________

Did you receive 1099? ☐ Yes ☐ No ☐ N/A

## Refund Options

**Would you like to apply for the Easy Advance? Up to $6000!** ☐ Yes ☐ No

**How would you like your refund to be deposited when ready?**

☐ Check ☐ Direct Deposit ☐ Pre-Paid Debit Card

**Direct Deposit Information:**

Account: ______________________________________ Routing: ______________________________

Name of the Bank: ____________________________________

Are there any other issues or concerns regarding this year or any previous years tax returns?

_____________________________________________________________________________________________

_____________________________________________________________________________________________

## Dependent Information

Dependent Information: List Name/DOB/SSN ____________________________________________

Number of dependents: ____________

Did you pay any childcare in 2019? ☐ Yes ☐ No

If you check yes to paying childcare in 2019, please provide, address, phone number, tax ID number and amount of fees paid:

______________________________________________________________________

______________________________________________________________________

## Document Upload

| | |
|---|---|
| W2 or Income Verification Documents/1099 | Upload |
| Dependents Birth certificates & Social Security Cards | Upload |
| Upload your ID and Social Security Cards | Upload |
| College/Tuition or Daycare Receipts If Filing college credits a 1098T must be included | Upload |
| Upload all supporting documents for your business (If Applicable).<br>(DBA, receipts, log sheet, flyer, business cards or price list) | Upload |

## Due Diligence Questionnaire

The United States Congress have, as a reaction to the substantial tax fraud resulting from their original error of choosing to distribute federal social welfare program benefits via the tax return, placed new excessive inappropriate “due diligence” requirements on paid tax return preparers whose clients are claiming certain tax credits. This added to the excessive and inappropriate requirements previously implemented by the Internal Revenue Service, the IRS has forced tax preparers to, in many cases, become Social Workers and verify that their clients qualify to receive certain credits i.e. EIC, CTC, ACTC and now HOH.

We preparers are not compensated by the IRS or the government for doing their job for them but must pass the costs of this required additional work on to our taxpayer clients.

You will be claiming an Earned Income Credit, Child Tax Credit, Additional Child Tax Credit, HOH, and/or an American Opportunity Credit on your 2019 tax return. Because of this you must complete, sign, and return this questionnaire to me. I will keep the original signed copy of this questionnaire with my file copy of your 2019 tax return and will include a photocopy of the completed questionnaire in the package I send you with the finished returns.

1. I/we certify that the child(ren) for whom the tax credit(s) will be requested can be claimed as my/our dependent(s), as per the information provided at the end of this questionnaire.
☐ Yes ☐ No ☐ N/A

2. The child(ren) for whom the tax credit(s) will be requested lived with me/us for the year, except for temporary absences.
☐ Yes ☐ No ☐ N/A

3. I am the custodial parent of the child(ren) for whom the tax credit(s) will be requested, and I released the dependency deduction to my former spouse for 2019 by signing Form 8332 (Release/Revocation of Claim to Exemption for Child by Custodial Parent).
☐ Yes ☐ No ☐ N/A

4. I am not the custodial parent of the child(ren) but I have been given a signed Form 8332 by my former spouse, the custodial parent, allowing me to claim the child(ren) as the dependent(s) on my 2019 tax returns (you must give me the Form 8332)
☐ Yes ☐ No ☐ N/A

5. I/we, or my child(ren), have documentation to substantiate the credit(s) being claimed, such as Form 1098-T, bills, statements, and receipts for college tuition, fees, and book and material costs (you are responsible for keeping this documentation and providing it to the IRS if you are audited or questioned)
☐ Yes ☐ No ☐ N/A

6. Was a Child Tax Credit, Additional Child Tax Credit, or American Opportunity Credit claimed by you disallowed or reduced by the IRS on a past tax return?
☐ Yes ☐ No ☐ N/A

7. I claim I am unmarried or separated, support a qualifying person as your dependent, and pay more than half the cost of maintaining your household.
☐ Yes ☐ No ☐ N/A

## Attestation And Disclaimer

Central Valley Financial Services, Inc. is not responsible if the taxpayer provides us with incorrect information (i.e. social security numbers for self, spouse, or dependents, last names, birth dates). This may delay your refund. Central Valley Financial Services, Inc. is not responsible for any IRS audits. All information obtained from the taxpayer and/or spouse must be presentable if the IRS audits your tax return. Central Valley Financial Services, Inc. is not responsible for any incorrect tax figures provided by the taxpayer and/or spouse. If your tax figures change you will need to do an Amendment. Prices Vary. If you have any federal or government debts (i.e. school loans, child support, DPP, DFCS, etc….) there is a chance that your refund will be applied towards your debt. You can call the offset department at 1-800-304-3107 or 1-800-829-7650 to see if your refund will be partially or fully taken. If your refund is fully taken you are responsible for paying the preparation fees. Central Valley Financial Services, Inc. provides the taxpayer with ONE complimentary copy of their tax return. Should you need any additional copies, there is a $15 fee per copy (federal and state included). Central Valley Financial Services, Inc. is not responsible for any discussions or changes the IRS or bank may make on disbursement dates, filing status or any other required information from the IRS. Central Valley Financial Services, Inc. is not responsible for any IRS glitch problems or IRS problems that may cause a delay in your tax refund. We DO NOT reimburse any bank fees in the event of this occurrence.

Signature: ______________________________________

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Consent To Use Federal law requires this consent form be provided to you ("you" refers to each taxpayer, if more than one). Unless authorized by law, we cannot use your tax return information for purposes other than the preparation and filing of your tax return without your consent. You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. Your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature. For your convenience, we have entered into an arrangement with certain companies to offer an Electronic Refund Disbursement Service and/or Loan product. To determine whether these offerings may be of interest to you, we will need to use your tax return information. If you would like us to use your tax return information to determine whether these offerings are relevant to you while we are preparing your return, please sign and date this consent to the use of your tax return information. By signing below, you authorize us to use the information you provide to us during the preparation of your 2019 tax return to determine whether to offer you an opportunity to apply for the Electronic Refund Disbursement Service and/or Loan product.

Signature: ______________________________________

Consent to Disclosure Of Tax Return Information Federal law requires this consent form be provided to you ("you" refers to each taxpayer, if more than one). Unless authorized by law, we cannot disclose your tax return information to third parties for purposes other than the preparation and filing of your tax return without your consent. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution. You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature. You have indicated that you are interested in utilizing the Electronic Refund Disbursement Service and/or Loan product from Republic Bank or Santa Barbara Trust. To provide you with the opportunity to apply for and/ or receive the Electronic Refund Disbursement Service and/or Loan product, we must disclose all of your 2019 tax return information to Refund Advantage. You may request a more limited disclosure of tax return information, but you will not be eligible to submit an application for the Electronic Refund Disbursement Service and/or Loan product. If you would like us to disclose your 2019 tax return information to Refund Advantage for this purpose, please sign and date your consent to the disclosure of your tax return information. By signing below, you authorize us to disclose to the designated bank all of your 2019 tax return information so that it can evaluate and process your application for the Electronic Refund Disbursement Service and/or Loan product. You understand that if you are not willing to authorize us to share your tax information with Refund Advantage, you will not be able to obtain the Electronic Refund Disbursement Service and/or Loan product, but you can still choose to have your tax return prepared and filed by us for a fee. If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

Signature: ______________________________________

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Signature: ______________________________________