

L & B TAX SERVICE, INC.

"THE PREMIER TAX COMPANY"

Proudly Serving: Mableton, GA Atlanta, GA Houston TX, Nashville, TN
New Orleans, LA and Washington, DC in business for 20 years!

CUSTOMER DATA SHEET

To ensure optimum tax service and to always maintain accurate records, L& B Tax Service, Inc. requires ALL customers to complete this form.

REFERRED BY: (Last Name, First Name) _____

Were you a client of L&B Tax Service, Inc. last year or prior years? **YES OR NO**

*PRIMARY NAME _____ *SSN _____ *BIRTHDATE _____

OCCUPATION _____ E-MAIL ADDRESS _____

ADDRESS _____ CITY, STATE, ZIP CODE _____

*PHONE (Work) _____ (Home) _____ (Cell) _____

*SPOUSE NAME _____ *SSN _____ *BIRTHDATE _____

OCCUPATION _____ E-MAIL ADDRESS _____

*PHONE (Work) _____ (Home) _____ (Cell) _____

Dependent's Name (first, initial and last name)	Social Security Number	Relationship	Date of Birth (MDY)

Child Care Information (Note: This information is required for each provider.)

1. SSN/EIN _____ Provider's Name _____

Provider's Address _____ City, State, Zip _____ Annual Amount Paid \$ _____

2. SSN/EIN _____ Provider's Name _____

Provider's Address _____ City, State, Zip Code _____ Annual Amount Paid \$ _____

Please check all of items that are applicable to the primary or spouse of the return.

- Are you a homeowner? **Purchase Date:** _____ Do you own more than one home?
- Do you have **HEALTH INSURANCE**? Do you own rental property?(Address Please)
- Do you have unreimbursed employee expenses? Do you have educational expense? (Tuition)
- Do you own a business? ___ Yes ___ No C-Corp S-Corp LLC Partnership Sole Proprietor
- Do you have any outstanding debts? (Defaulted students loans, prior year back taxes, back child support, etc.)

1) Bank _____ Routing# _____ Account # _____ Ckg or Svg

2) Bank _____ Routing# _____ Account # _____ Ckg or Svg

Would you like to pay for tax preparation fee by credit card Visa MasterCard Debit Card? (A 3% Fee may Apply)

Credit card number _____ Exp _____ Code _____

I attest that all information that is given on this data sheet and to the preparer is true and accurate to the best of my knowledge and is subject to possible IRS or State review. I understand that I am solely responsible for all fees which are due at the time of service no later than 30 days after transmission of information to the IRS. L & B Tax Service, Inc. will take all necessary steps required to collect outstanding debts (including reporting to our collection dept. via your SSN). **I agree to pay a \$50 fee at the time of service, once my data has been entered, if I decide not to have my Tax Return prepared by L & B Tax Services, Inc.**

X _____

Primary's Signature

_____ Date

X _____

Spouse's signature

_____ Date

PERSONAL DATA

- Social Security Cards (including self, spouse, & dependents)
- Driver's License or ID Card
- Child Care Provider: Name, Address, Tax ID# or SSN, & Amount Paid
- Education Expense: 1098T
- Prior Year Taxes

EMPLOYMENT & INCOME DATA

- W-2 forms for this year
- Unemployment compensation: Form(s) 1099-G
- Miscellaneous income including rent: Form(s) 1099-MISC
- Pensions and Annuities: Form(s) 1099-R
- Social Security Benefits: Form(s) SSA 1099
- Partnerships & S Corporations: Schedule K-1
- State and Local Income Tax Refunds: Form(s) 1099-G
- Gambling and Lottery winnings: Form W-2G
- Interest Income: 1099 INT
- Dividend Income: 1099 INT
- Proceeds from Stocks: 1099-B
- Sale of Home Income (Loss): 1099-B
- Cancellation of Debt: 1099-C
- Bankruptcy: 1099-A
- Tip / Other Income

ITEMIZED DEDUCTIONS

- Mortgage Interest Statement: Form(s) 1098
- Real Estate Taxes Paid
- Personal Property Taxes: Ad Valorem
- Charitable Donations
- Church Tithes & Offering
- Unreimbursed Job Expenses
- Unreimbursed Medical Expenses
- Current year settlement statement (purchase of new home/refinance)

ADJUSTMENTS

- Student Loan Interest Paid
- IRA Contributions
- Early Withdrawal Penalties
- Moving Expenses
- Tuition and Fees

SELF-EMPLOYMENTT DATA

- Business Income: Form(s) 1099 MISC and/or own records
- Partnership Income: Schedule K-1/Corporation income
- Business-related expenses: receipts and other documents
- Employment taxes & other estimated business taxes paid for current tax year
- Tax ID number or Incorporation papers