

TAX CLIENT INTAKE PROCEDURE

In order to obtain the assistance of the Rock Law Group, PLC, each potential client must provide the following information:

- 1) Completed **Multi-Year Intake Form**.
- 2) Proof of **marital status** (ex. drivers license, marriage license, passport, etc.)
- 3) Copies of prior **tax returns** for years 2007, 2008 and 2009, if completed and filed.
- 4) Copies of **Social Security cards** and **ITINs** for you, your spouse and dependents.
- 5) Proof of wages for years 2007, 2008 and 2009, which include **W-2's**, **1099's** and proof of any cash income.
- 6) **Proof of residence** of any **minor dependent** who lived with you in any of these years. You must provide a letter showing that the child lived with you for each year. Example: If you state that your son lived with you in 2007, 2008 and 2009, then you must provide a document showing the child lived with you each year, which could be a medical record from 2007 and school records for years 2008 and 2009.

The **only** acceptable documents are:

- a) school, medical or dental records or a government issued document showing your address as the address for the child, or
- b) a notarized affidavit from a landlord stating that the child lived with you.

Rock Law Group will prepare the tax returns only after all information has been provided by the potential client. It is not possible to provide an estimate of any refund or debt owed prior to completing the returns. Therefore, all fees are deemed earned at the time the tax returns are prepared without regard to the amount of the refund or debt owed by the client according to standard per form fees in effect at the time of the preparation of the returns.

After compiling all the information, then mail or fax them to us. We will review the materials as soon as possible. If we decide to accept your cases, then we will mail you a contract.

Rock Law Group, PLC
C/O Client Intake
3277 Roswell Rd., #479
Atlanta, GA 30305
Fax: 866-316-3588

Signed: _____ **Date:** _____

Rock Law Multi-Year Tax Intake Form

Name: _____

Date of Birth: _____ Your SSN/ITIN: _____
mm/dd/yyyy

Name of Spouse: _____ Date of Marriage: _____
mm/dd/yyyy

Spouse's Date of Birth: _____ Spouse's SSN/ITIN: _____
mm/dd/yyyy

Current Address: _____
Street Apt. # City State Zip

Email: _____

Home Telephone: _____ Cellular Telephone: _____

Have you ever done taxes before? _____ If so, what year(s)? _____

When did you enter the United States? _____
mm/dd/yyyy

When did your spouse enter the United States? _____
mm/dd/yyyy

Do you owe child support? _____

Do you owe the IRS? _____ How much? _____

Have you ever had a tax return audited, rejected or adjusted by the IRS? _____

What year(s)? _____

If so, then explain the result of the situation: _____

Do you own a home? _____ If so, then please provide documentation of mortgage payment, insurance and taxes.

Section 1 - Tax Year 2009

Signed: _____ Date: _____

Complete the information in this section for the period of January 1, 2009 to December 31, 2009.

1. Marital Status (check one):
 - a. Single_____
 - b. Married and lived with spouse_____
 - c. Married but lived apart from spouse for last six months of the year _____

If lived apart from spouse, where did your spouse live?_____

2. Wage/Income Information (check **all** that apply and **provide documentation**):
 - a. W-2 wages_____
 - b. 1099 Misc_____
 - c. Investment Income _____
 - d. Cash income not reported on a 1099 _____ How much? \$_____
 - e. Interest income from deposits_____
 - f. Rental property income
 - g. Gambling or lottery winnings _____ How much? \$_____

3. How many days were you physically present in the United States in 2009? _____

4. Answer the following questions for all the people who lived with you or for whom you provided **more than 50%** of the money used to pay for this person's expenses.

Name	Relationship (son, daughter, niece, nephew, brother/sister, child of boyfriend/ girlfriend, parent)	How many months did this person live with you in the year?	If the person did not live with you, then in what country did he or she live.	Date of Birth mm/dd/ yyyy	SSN or ITIN	Did this person make more than \$3,650
1						
2						
3						
4						

5. Identify any person named in #4 that was married in 2009 (*other than parents*)?

Section 2 - Tax Year 2008

Signed: _____ Date: _____

Complete the information in this section for the period of January 1, 2008 to December 31, 2008.

1. Marital Status (check one):
 - a. Single_____
 - b. Married and lived with spouse_____
 - c. Married but lived apart from spouse for last six months of the year _____

If lived apart from spouse, where did your spouse live?_____

2. Wage/Income Information (check **all** that apply and **provide documentation**):
 - a. W-2 wages_____
 - b. 1099 Misc_____
 - c. Investment Income _____
 - d. Cash income not reported on a 1099 _____ How much? \$_____
 - e. Interest income from deposits_____
 - f. Rental property income
 - g. Gambling or lottery winnings _____ How much? \$_____

3. How many days were you physically present in the United States in 2008? _____

4. Answer the following questions for all the people who lived with you or for whom you provided **more than 50%** of the money used to pay for this person's expenses.

Name	Relationship (son, daughter, niece, nephew, brother/sister, child of boyfriend/ girlfriend, parent)	How many months did this person live with you in the year?	If the person did not live with you, then where did he or she live.	Date of Birth mm/dd/ yyyy	SSN or ITIN	Did this person make more than \$3,500
1						
2						
3						
4						

5. Identify any person named in #4 that was married in 2008 (*other than parents*)?

Section 3 - Tax Year 2007

Signed: _____ Date: _____

Complete the information in this section for the period of January 1, 2007 to December 31, 2007.

1. Marital Status (check one):
 - a. Single_____
 - b. Married and lived with spouse_____
 - c. Married but lived apart from spouse for last six months of the year _____

If lived apart from spouse, where did your spouse live?_____

2. Wage/Income Information (check **all** that apply and **provide documentation**):
 - a. W-2 wages_____
 - b. 1099 Misc_____
 - c. Investment Income _____
 - d. Cash income not reported on a 1099 _____ How much? \$_____
 - e. Interest income from deposits_____
 - f. Rental property income
 - g. Gambling or lottery winnings _____ How much? \$_____

3. How many days were you physically present in the United States in 2007?_____

4. Answer the following questions for all the people who lived with you or for whom you provided **more than 50%** of the money used to pay for this person's expenses.

Name	Relationship (son, daughter, niece, nephew, brother/sister, child of boyfriend/ girlfriend, parent)	How many months did this person live with you in the year?	If the person did not live with you, then in what country did he or she live.	Date of Birth mm/dd/ yyyy	SSN or ITIN	Did this person make more than \$3,400
1						
2						
3						
4						

5. Identify any person named in #4 that was married in 2008 (*other than parents*)?

Signed:_____ **Date:**_____