

Tax Client Compliance Checklist

- Client Questionnaire
- Tax Payer Application
- Consent to Use
- E-Signature for Compliance Documents (All 4 via cell phone)
- Tax Summary
- Copy of ID/Driver's License
- Copy of Tax Payer Social Security Card
- Copy of Dependent's Social Security Card(s) or
- Copy of One of Due Diligence Residency of Qualified Child and Qualifying Relative form section B thru K list or Birth Certificate
- Copy of W2(s) or Income Statements

Supporting Compliance Documents

- Schedule C Declaration
- Schedule C Declaration
- Schedule H Declaration (Household Help)
- Debit Card Envelope
- Check Release Form

Additional Products

- Life Insurance Form
- Identity Theft/Audit Protection Form
- Legal Shield Form

Client Name:_____

Signature:_____

Date:_____

Agent:_____