

CLEARVIEW ADVISORY GROUP, P.C.  
d/b/a DAVIS CPA GROUP  
Client Record ESTATE/TRUST  
Tax Year 20\_\_\_\_

Client Estate\Trust Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact SS#: \_\_\_\_\_

(needed for electronic filing)

Contact Address: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Client SS#: \_\_\_\_\_

Client Date of Birth: \_\_\_\_\_

Client Date of Death: \_\_\_\_\_

Client EIN#: \_\_\_\_\_

**Please provide all that apply:** Death Certificate, SS-4 (provides EIN# & filing due date), Copy of Will, Short Certificate or any paperwork from Surrogate's Office

Please check here if this is a Trust \_\_\_\_\_

If so, please provide the Trustee's information on the back of this form

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please list information for each Trustee

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

SS#: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

SS#: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

SS#: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

SS#: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

List Additional on back \_\_\_\_

**Information needed for the preparation of an Estate/Inheritance Tax Return:**

- 1. Copy of the Will**
- 2. Death Certificate**
- 3. Short Certificates Issued by the probate court**
- 4. Executor of the Estate - Name, SS#, address, phone, email**
- 5. Decedent's social security number**
- 6. Names and addresses of the beneficiaries and relationship to the decedent DOB**
- 7. Estate EIN Number (must provide copy of the SS-4 from IRS)**
- 8. Fair Market Value at the date of death for:**
  - a. Brokerage accounts**
  - b. Retirement accounts**
  - c. FMV of the home in the name of the decedent - need appraisal . Address and owner of Record**
  - d. Bank accounts**
  - e. Stocks, bonds owned at DOD**
  - f. Real estate and land owned - need appraisal. Address and owner of record**
  - g. Value of any business owned - accountant/attorney valuation. FEIN number**
  - h. Personal Assets: cars, jewelry, etc.**
  - i. Mortgage on property**
- 9. Attorney expenses**
- 10. Funeral expenses**
- 11. Court Costs**
- 12. Other expenses of the decedent after death paid by the estate**
- 13. State where decedent lived**
- 14. Any property valued \$500 or more transferred within the last 3 years?**
- 15. NJ Return due within eight months of the date of death**
- 16. Copy of the last full year's Income Tax Return**

**Clearview Advisory Group, P.C.**  
**d/b/a Davis CPA Group**  
**Our Work Agreement TY 20\_\_\_\_\_**

Client Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_ Individual Tax preparation: ( ) Federal ( ) NJ ( ) PA ( ) Philadelphia ( ) Other: \_\_\_\_\_

\_\_\_\_ Business Tax preparations: 1065 1120S 1120C 990 \_\_\_\_\_ Accounting Services

Here are the terms of our professional relationship:

1. \_\_\_\_\_ Clearview Advisory Group, P.C. will prepare our work product based only on information both written and oral, which you give us. You represent that you will provide us information, which is complete, true and correct, disclosing all relevant facts. We will restrict our services to those which are shown above with no continuing obligation to update or provide other services. You understand we will not audit or verify your information
2. \_\_\_\_\_ Clearview Advisory Group, P.C. does not keep any original client records. We routinely scan and keep copies of some supporting documents, but we are not the custodian of your records, and you cannot rely upon us to maintain support for your tax return that is your responsibility. By accepting the return, you acknowledge the return of all original source documents.
3. \_\_\_\_\_ You're aware of IRS record keeping and documentation requirements and you represent that you have the documentation necessary to support all your tax deductions. You understand that taxing authorities may examine the returns, that documentation should be retained to support the information you provided to us, especially business travel and entertainment deductions, business use % of autos and other assets, barter activities and the required documents to support all charitable contributions, and that interest and/or penalties may be imposed on returns that are late, unpaid or incorrect. You will retain for seven years all the documents, receipts, cancelled checks and other records to substantiate the items of income and expenses claimed on your return.
4. \_\_\_\_\_ Penalties or underpayment, late filing or failure to file on time or interest on unpaid tax are your responsibility. If you receive a penalty imposed as the result of our error, we will reimburse you for the penalty or credit your account at our option. We don't file extensions unless asked to do so.
5. \_\_\_\_\_ You will inform our office of any FOREIGN ACCOUNTS you own or have signature of authority over.
6. \_\_\_\_\_ TAX NOTICES: It is possible you may receive a notice of additional tax, or for clarification of items on your returns. Our fee to prepare your return does not include responding to inquiries or examination by taxing authorities.
7. \_\_\_\_\_ There may be elections and decisions in your return which could be challenged by tax authorities. If we believe we see a grey area, we will discuss it with you. We are required by law to disclose any position on a return for which there is a reasonable probability of challenge. Tax law is ever changing. It is possible that you may be assessed additional tax, interest or penalties. While we try our best, we are human and occasionally make mistakes.
8. \_\_\_\_\_ ADDITIONAL WORK: Tax planning, amended returns or audit work will be billed at our regular hourly rates.
9. \_\_\_\_\_ E-FILE: We will, if possible, e-file your returns upon receipt of a signed Form 8879. It is possible your e-filing may be rejected; in which case we will prepare returns for paper filing or try to correct the item which caused the e-file to be rejected.
10. \_\_\_\_\_ You understand what was involved in the preparation of your tax return and acknowledge that the return was prepared with your informed consent. You agree to the reasonableness of how we bill, and you agree to pay our bill upon presentation.
11. \_\_\_\_\_ Should there be any disagreement of any sort between us, you agree to mediation. If mediation is unsuccessful, you agree to binding arbitration under the rules of the American Arbitration Association. The limit of time for making a claim arising from our services is one year after the services are rendered.
12. \_\_\_\_\_ Advice, suggestions and opinions which are given informally, orally or via e-mail do not have the same force and effect of a formal written opinion and should not be relied upon to the same degree. The IRS says that any advice which you receive from us, either in writing or orally cannot be used as a defense against the assessment of a penalty. You agree to immediately inform our office upon signing this agreement if you are a member of any law enforcement agency including but not limited to federal, state or local government entity.
13. \_\_\_\_\_ In the case of work product covering more than one party, the undersigned enters into this agreement on behalf of all affected parties (i.e., husband or wife signing for both spouses or minor children).
14. \_\_\_\_\_ If I am asked to disclose and privileged communications, unless I am required to disclose the communications by law, I will not provide such disclosure until you have had an opportunity to sign a form approving the information release.
15. \_\_\_\_\_ Any rights which inure to the benefit of Clearview Advisory Group, P.C. pursuant to this engagement letter shall also inure to its permitted successors in interest by way of merger, acquisition or otherwise and their permitted assigns.
16. \_\_\_\_\_ If any provision herein is inoperative, the remainder of this agreement shall remain in full force and effect. This agreement is intended as the complete agreement and can only be modified in writing signed by both of us.
17. \_\_\_\_\_ You recognize and accept that we have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to our use of electronic devices, cloud storage, and software applications during this engagement.

**Read, understood and agreed to on:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clearview Advisory Group, P.C.