SHELLARK

SHELLARK LLC TAX SOLUTIONS

CLIENT PROFILE & TAX PREPARATION INTAKE

01 / Client & spouse profile

Complete for the tax year requested. Enter N/A where a field does not apply.

Tax year

Date completed

◯ New client ◯ Returning client

Taxpayer and spouse information

TAXPAYER

Legal name (as on tax records)

SSN / ITIN

Date of birth (MM/DD/YYYY)

Occupation

Mobile phone

Email address

SPOUSE, IF APPLICABLE

Legal name (as on tax records)

SSN / ITIN

Date of birth (MM/DD/YYYY)

Occupation

Mobile phone

Email address

Mailing address and communication

Street address / unit

City

State

ZIP code

Contains sensitive information. Return through a secure method arranged with Shellark; avoid ordinary email or text.

02 / Household & dependents

Share facts for the requested tax year. Shellark will confirm filing status and dependent eligibility.

Taxpayer name

Tax year

Marital status and household changes

Marital status on December 31

Marriage / divorce / separation / death date, if applicable

Did you live apart from your spouse during any part of the year?

Did you pay more than half the cost of maintaining your home?

Can another person claim you or your spouse as a dependent?

Did you move, change states, or live or work outside the U.S.?

Dependents - complete one block per person; attach more if needed

Dependent legal name

SSN / ITIN

Date of birth

Relationship

Months in your home

Student / school / grade

Support, disability, shared custody, other claimant, or special circumstances

Dependent legal name

SSN / ITIN

Date of birth

Relationship

Months in your home

Student / school / grade

Support, disability, shared custody, other claimant, or special circumstances

Attach additional dependent blocks and explain shared custody, support, residency, or household changes as needed.

03 / Income & tax activity

Answer every item for both taxpayer and spouse. Provide supporting records for Yes or Unsure answers.

Taxpayer name

Tax year

Income received, earned, sold, or exchanged

Wages, tips, bonuses, or other employment income?	
Self-employment, contract, gig, online sales, or cash income?	
Rental property, short-term rental, or royalty income?	
Interest, dividends, stock sales, or other investment activity?	
Retirement, pensions, IRA distributions, or rollovers?	
Social Security, unemployment, or other government payments?	
Partnership, S corporation, trust, or estate income (Schedule K-1)?	
Digital assets: receipts, rewards, sales, exchanges, or other activity?	
Gambling winnings, prizes, awards, or canceled debt?	
Sale of a home, land, business assets, or other property?	
Foreign income, accounts, investments, gifts, or trust interests?	
Other income or tax forms not listed above?	

Details / payer names / missing forms (include income even without a tax form)

Attach all applicable tax forms and records. A Yes answer identifies an item for review; it does not determine tax treatment.

04 / Deductions, credits & changes

Provide amounts and records where applicable. Shellark will review eligibility and any additional requirements.

Taxpayer name

Tax year

Items to discuss with your preparer

Childcare or dependent care expenses paid so you could work?

College, tuition, education forms, scholarships, or student loan interest?

Medical, dental, health insurance, or long-term care expenses?

Marketplace health insurance coverage (Form 1095-A)?

HSA contributions or distributions; health savings account activity?

IRA or other retirement contributions outside payroll?

Home mortgage interest or real estate / personal property taxes?

Cash or noncash charitable donations with supporting records?

Home energy improvements or vehicle purchases that need review?

Adoption, disaster losses, military service, or other special situations?

Estimated tax payments, extension payments, or prior-year overpayments?

IRS / state notices, amended returns, or unfiled prior-year returns?

Details / payment dates and amounts / changes from last year

Keep receipts and other supporting documents. This questionnaire is a starting point and does not establish a deduction or credit.

05 / Business & self-employment

Optional. Complete one copy for each business. Attach a profit-and-loss report and supporting schedules if available.

Owner / taxpayer name

Tax year

Business profile

Business / trade name

EIN, if assigned

Products / services / business activity

Business start / end dates

Business address

Entity / ownership type

Books, income, and expenses

Gross receipts before fees / refunds

Other business income / refunds

Expense categories and totals, or identify attached profit-and-loss report

Did you have inventory, employees, or payments to contractors?

Did you buy, sell, or dispose of equipment or other business assets?

Did you use a vehicle or part of your home for business?

Were any business expenses also personal or reimbursed?

Details / mileage log / home office / asset purchase dates and costs / records still needed

Supply gross income and fees separately, mileage records, asset details, and prior depreciation schedules when applicable.

06 / Rental property profile

Optional. Complete one copy for each property. Attach rental platform reports, expense totals, and prior depreciation records.

Owner / taxpayer name

Tax year

Property and use

Property address / unit

Property type / ownership percentage

First placed in rental service (date)

Days rented at fair rental value

Days of personal use

Average guest stay (days)

Services provided to guests / tenants; who performed them?

Rental income, expenses, and changes

Gross rents before platform / management fees

Platform / management fees

Expense totals by category, or identify attached rental worksheet

Did you acquire, sell, refinance, or change use of this property?

Did you make improvements or purchase furniture / equipment?

Purchase details / improvements / participation hours / special circumstances

Income reporting and rental activity rules require review of the facts. Attach prior returns and depreciation schedules.

07 / Document checklist

Check documents you are providing. Not every item applies. Shellark may request additional records after review.

Taxpayer name

Tax year

Identity and prior records

- ◯ Government-issued photo ID for taxpayer / spouse
- ◯ SSN / ITIN documentation for family members
- ◯ Prior-year federal and state returns
- ◯ Prior depreciation, losses, and carryover schedules
- ◯ IRS identity protection PIN letters, if assigned

Income and activity records

- ◯ W-2s; 1099s; SSA-1099; K-1s; corrected forms
- ◯ Business receipts, expense summaries, mileage, and asset records
- ◯ Rental income, platform reports, expenses, and property records
- ◯ Brokerage statements, basis records, and digital asset reports
- ◯ Home / property closing statements; retirement rollover records

Deductions, payments, and follow-up

- ◯ Mortgage / tax statements; donation receipts; medical records of costs
- ◯ Education and dependent care statements / provider information
- ◯ Marketplace Form 1095-A; HSA records; retirement contributions
- ◯ Estimated / extension payment confirmations; tax agency notices

Missing documents / expected availability / other records attached

08 / Payment details & acknowledgment

Review your entries before returning the packet. Keep a copy for your records.

Taxpayer name

Tax year

Refund / payment preferences

- ◯ Direct deposit requested
- ◯ Paper check requested

Provide banking details only through a secure method arranged with Shellark. Confirm the account accepts the intended deposit.

Financial institution (optional)

Account holder name(s)

Routing number (optional; 9 digits)

Account number (optional)

- ◯ Checking
- ◯ Savings

This intake does not authorize a bank debit. Any tax payment or direct debit authorization must be reviewed separately.

Client acknowledgment

To the best of my knowledge, the information I provided is complete and accurate. I will provide supporting records, identify estimates and missing items, and tell Shellark about changes or corrections. I understand that I must review the completed tax returns before approving filing.

This packet gathers information only. It is not an engagement agreement, an IRS e-file authorization, a power of attorney, or consent to use or disclose tax return information for other purposes. Those documents, when needed, are handled separately.

Taxpayer acknowledgment - type name

Date

Spouse acknowledgment - type name, if applicable

Date

Fill and save in a PDF reader that supports forms, such as Adobe Acrobat Reader. Reopen your saved copy to confirm entries.