WBTax

TAXPAYER CARRY-IN KIT

Step 1

BRING US THE FOLLOWING ITEMS:

REQUIRED ITEMS

- ☐ FORM D- Disclosure Authorization
- ☐ FORM 1- Taxpayer Information (OR the Prior Client Mailer)
- ☐ FORM 2- Dependent Information
- ☐ FORM 3- Supplemental Income & Expense
- ☐ Non-expired PHOTO ID (Taxpayer & Spouse)
- ☐ Social Security Cards (For all new persons on the return)
- ☐ All your W-2's, 1099's, 1098's, etc.

OPTIONAL ITEMS

- ☐ FORM 6 - Details of Non-cash Contributions
- ☐ FORM 7 - Disaster Loss

Step 2

MAKE YOUR APPOINTMENT ONLINE at
http://wealthbuilder.genbook.com
OR CALL US at 713-473-3863.

Step 3

We'll handle all the rest at your meeting.

FORM D

Consent to Disclosure of Tax Return Information

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot use, without your consent, your tax return information to third parties for purposes other than preparation and filing of your tax return. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution.

You are not required to complete this form. If we obtain your signature on this form by conditioning our services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year.

For your convenience, WBTax, LLC d/b/a WealthBuilder Tax (WBTax) has entered into agreements with certain outside firms to offer you services and products that you might be interested in. This includes banks that offer Refund Anticipation Loans or Refund Transfer services (collectively "refund products"), such as Santa Barbara Bank & Trust. To determine whether a bank product may be available to you, we will need to use information from your tax return to calculate the amount of your refund and your eligibility.

WBTax has also entered into an agreement with other financial providers, such as Financial Network Investment Corporation, regarding Individual Retirement Arrangements (IRAs) and other retirement products and financial services that may be of interest to you. Your tax return information will be necessary to determine the appropriate products and eligibility.

WBTax may also work with a mortgage lender who may require information or copies of your tax return(s). In order for us to provide your information to the lender, we must have your authorization in order to do so.

By signing below, you (including each of you if you are married) authorize WBTax to use the information provided to us during the preparation of your 20___ tax return to determine whether to present you with the opportunity to make any investments or to apply for a refund product or to provide information to a mortgage lender.

______________________________	_________	_________________________	_________
Signature of Primary Taxpayer	date	Signature of Joint Taxpayer	date

_____________________________________	___________________________________
Printed Name of Primary Taxpayer	Printed Name of Joint Taxpayer

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

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FORM 1

Federal TAXPAYER INFORMATION

IMPORTANT!
New Clients MUST have VALID proof of Social Security Number for EVERY Person listed on this form!

1. Personal Information

Taxpayer's First Name | M.I. | Last Name **as it appears on SSN Card** | Jr/Sr/etc. | Social Security Number or ITIN

\- -

Spouse's First Name | M.I. | Last Name **as it appears on SSN Card** | Jr/Sr/etc. | Social Security Number or ITIN

\- -

Address (No P.O. Boxes except Rural addresses) | APT or LOT#

ZIP Code | City | State

E-Mail Address

OK to send return via E-Mail? YES ☐ NO ☐

Telephone	Primary Taxpayer	Spouse
HOME	( )	( )
WORK	( )	( )
CELL	( )	( )
Birthdate	/ /19	/ /19
Occupation		

FOR TAX OFFICE USE ONLY:

CLIENT Code

Forms Scanned: ☐

09-PAK.FRP 12/31/08

2. Business Information

Business Name #1 | Owned By: Taxpayer ☐ Spouse ☐

Sole Prop ☐ | C-Corp ☐ | S-Corp ☐ | LLC ☐ | Partnership ☐ | Other ☐ | Don't Know ☐ | NEW Entity ☐

Federal Tax ID | State Charter # | Sales Tax ID#

Business Address

City | State | ZIP

Business Phone ( )

Type of Business / Industry

Business Name #2 | Owned By: Taxpayer ☐ Spouse ☐

Sole Prop ☐ | C-Corp ☐ | S-Corp ☐ | LLC ☐ | Partnership ☐ | Other ☐ | Don't Know ☐ | NEW ☐

Federal Tax ID | State Charter # | Sales Tax ID#

Business Address

City | State | ZIP

Business Phone ( )

Type of Business / Industry

3. Fax Authorization

☐ By marking the box at the left, I authorize WBTax and/or the Tax Preparer to fax my tax return or other information to me. I understand that when using a fax, WBTax cannot guarantee the privacy or delivery of the fax to a specific person. I hold WBTax harmless when receiving a fax of my/our personal information.

4. Certification and Authorization

1. WBTax, the Tax Preparer, and/or the ERO (Preparer) shall NOT be responsible for the refusal, failure, or delay in transmitting my tax refund information.
2. If I have applied for a Refund Loan or a Refund Check, and if no refund is sent to the ERO, then I agree to pay the Preparer immediately for services rendered. Late payment subject to 1.5% per month interest.
3. Returned checks subject to $30 handling fee and Automatic Redeposit using electronic or other means with the $30 service charge added.
4. Any payment by check may be submitted electronically to the bank and the original document will not be returned.
5. I have given to the Preparer all required documents and the Preparer shall not be responsible for documents not given to them at the time the return is filed.
6. All documents given to Preparer are true and complete. I understand that by giving the Preparer fraudulent materials that I will be subject to civil & criminal penalties!
7. If for any reason I decide to cancel my service with the Preparer, or if the Preparer cannot provide filing service for any reason, the preparer may charge a reasonable handling fee.
8. I understand that I, as the client, am ultimately responsible for the content of my tax return. The Preparer relies on the client's representation of facts relating to income & expenses.
9. I understand that the Preparer cannot be held liable for any inaccuracies, errors, or omissions not initiated by the Preparer. In no event shall the Preparer be liable for any damages other than the amount paid by the Client.
10. My tax return(s) are subject to examination by the taxing authorities. In the event of an audit, I will be required to substantiate my claims. The fee for preparing a tax return does not include representation of the client in an examination (audit).
11. The Preparer has NO control over your tax refund after submission to the tax agencies.
12. **I hereby waive my right to see my final tax return prior to electronic filing on the express condition that the IRS Form 8879 that I signed is true and accurately reflects the information of my tax return within the IRS limits**. I understand I WILL receive a copy of the return once payment has been made.

Taxpayer's | Date

Spouse's Signature | Date

IMPORTANT: The Preparer will NOT guarantee any tax refund or delivery date of funds under any circumstance.

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FORM 2

Dependent & Filing Status INFORMATION

Taxpayer's Name

1. Dependents

Do not list a spouse on this page. Use FORM 1 instead.
A person not related by blood or marriage (i.e. fiancé or live-in friend) should have a Relationship of "None"

DEPENDENTS First & Last Name On Social Security Card	Birthdate	SSN or Tax ID	Relationship to Taxpayer or Spouse *See next section if Fosterchild	Number of months this person lived with taxpayer Last year (0 to 12)	Dependent's total income last year	Did this person live with another taxpayer for part or all of last year?	NEW Dependent This Year	FT Student Age 19 - 22	Permanently Disabled	Had Child Care Exp	Resident of CAN or MEX	NOT a US CItizen	SOMEONE ELSE may try to claim this child

Please list ALL OTHER persons living in your household here that are NOT Dependents.

Name	Parent	Friend	Unrelated Person	Child claimed by another taxpayer	Household Employee	If Fosterchild, indicate if this is a Brother/Sister or Nephew/Niece	Did a Government Agency place this child as a Foster Child?	Number of months this person lived with you and/or spouse LAST YEAR (0 - 12)	Did this person earn over $3500 last year?

2. Filing Status Questions

Please mark one

- ○ I was MARRIED as of the last day of last year and I am filing a JOINT return. SKIP Section 3
- ○ I was NOT Married as of the last day of last year (Neither legal marriage nor common law marriage) GO TO Section 3
- ○ I am MARRIED and I do NOT want to file a joint return.

I WANT TO FILE SEPARATELY BECAUSE:

- ☐ The IRS will seize my refund
- ☐ The IRS will seize my spouse's refund
- ☐ I think I getter a bigger refund without my spouse
- ☐ I can't find my spouse
- ☐ My spouse has no SSN
- ☐ Other (specify) _____________

3. Additional Filing Status Questions (Skip if filing a Joint return)

	Yes	No
1. Can a parent or other person not on this return claim the Taxpayer as a dependent?	○	○
2. Did the Taxpayer live at the above address for MORE than half of last year?	○	○
3. Did the Taxpayer live with someone NOT listed on this tax return for MORE than half of last year?	○	○
4. Was the Taxpayer a Full-Time Student for any 5 months last year?	○	○
5. Was the Taxpayer legally married as of December 31 of last year?	○	○
6. Were you considered married under Common Law in your state as of December 31?	○	○
7. Did you live with your spouse at any time between Jan 1 and June 30 last year?	○	○
8. Did you live with your spouse at any time between July 1 and Dec. 31 last year?	○	○
9. Were you ever married?	○	○
10. Did you get a court-decreed divorce or annulment last year?	○	○
11. Did you get a divorce or annulment in a prior year and not remarry since?	○	○
12. Does your spouse live in Mexico or Canada full-time?	○	○
13. Did your spouse die in the past 3 years? If so, what year? ___________	○	○

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Form 3

Supplemental INCOME & EXPENSE INFORMATION

Taxpayer's Name

SOURCES OF INCOME

Wages from Jobs		Gambling or Lottery	
Military or Reserves Pay		Beneficiary of Trust or Estate	
Active Duty Combat Pay		S-Corporation Income	
Interest		Partnership Income	
Dividends		1099-MISC or sole proprietor	
Refund of State Tax		Unemployment	
Alimony Received		Social Security Benefits	
Sale of Stocks or Bonds		Income in Child's name	
Retirement Funds Received		Inheritance received	
Retirement Funds Rollover		1099-A or Cancellation of Debt	
Income from Rental Property		Lawsuit settlement	
Royalties		Other Income:	
Farm Income or Loss			
Tips			
		Received Stock Options	

EXPENSES & DEDUCTIONS

Teacher Expenses		Adopted a Child		Have a Bank Acct outside US	
Health Savings Account		Own Tax Credit Bonds		Have Investment Acct outside US	
Moving Expenses		Have a Mortgage Interest Certificate			
Retirement Contributions		Lost a home in foreclosure			
Health Insurance for Self Employed		Disaster Losses			
Interest on Student Loans		Theft Loss			
Tuition (College level only)		Unreimbursed Employee Expenses			
Child or Dependent Care Expenses		Penalty on early withdrawal			
Mortgage Interest		Penalty on Annuity Surrender			
Property Taxes					
Bought Car/Truck/Boat/Plane					
Bought Hybrid or Electric Car					
Bought a new Primary Home					

2008 STIMULUS CHECK

☐ I DID NOT receive a Stimulus Check (Bush Rebate) in 2008

☐ I received a Stimulus Check in 2008. I received this amount or I received Notice 1378 with this amount on it: ____

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Form 7

Supplemental Disaster Loss INFORMATION

Taxpayer's Name

PERSONAL USE LOSSES

Food and Perishables
Cost for Cleanup
Damage or Loss to Vehicles
Damage to Personal Items

Value of Real Estate immediately BEFORE Disaster
Value of Real Estate immediately AFTER Disaster
Value of Real Estate AFTER Disaster and after Repairs are made
Did you get any appraisals? ☐ Before Disaster ☐ After Disaster

note: This is NOT physical damage

Reimbursement or Expected Reimbursement from Insurance

BUSINESS USE LOSSES

Cost for Cleanup
Damage or Loss to Vehicles
Damage to Non-inventory Items

Value of Real Estate immediately BEFORE Disaster
Value of Real Estate immediately AFTER Disaster
Value of Real Estate AFTER Disaster and after Repairs are made
Did you get any appraisals? ☐ Before Disaster ☐ After Disaster

note: This is NOT physical damage

Reimbursement or Expected Reimbursement from Insurance

WBTax Privacy Policy

WBTax realizes you value your privacy. That's why we take special care in handling all information we collect from our clients. In the process of preparing your tax return, we collect certain non-public personal information about you and your financial records.

Information we collect: In addition to gathering enough information to create your personal and/or business tax returns, we also may seek additional information from credit-reporting agencies and/or banks that provide tax refund delivery and refund enhancement services.

Internal Security: Your information is accessible only to those employees whose job it is to handle it. Paper files are stored as required and destroyed with shredding equipment. All data is secured through physical and procedural safeguards. No personal data is available to or through the Internet.

We may share data with our banks involved in this transaction in order to make available to you the services and products you request. We, of course, transmit your confidential data to the appropriate tax agencies via secure communications methods, and thereby transmit through third-party vendors which may also have access to your data for the purpose of data integrity. Due to the faxing process, the designated sender/receiver of our fax transmissions may also see confidential data you send us. We may share personal information about the status of your account with the collection site that sent us this data.

We require that all of our vendors and partners who handle your personal information adhere to our security guidelines and to this Privacy Policy to ensure that your personal information is not misused.

We never sell your Confidential Information to others and we never share your Confidential Information without your consent or unless we are required by law to do so. The Federal Financial Privacy Law requires an opt-in procedure to disclose your information to anyone outside our firm. We never sell or disclose your Confidential Information in this manner and, therefore, you do not need to take action to protect your information with us.

Santa Barbara Bank & Trust
Refund Anticipation Loan Program
Privacy Policy Statement

In the process of applying for a tax-related financial product from Santa Barbara Bank & Trust (SBBT), you were required to provide us with Confidential Information about yourself. For the purposes of this Privacy Policy Statement, Confidential Information means non-public personally identifiable information about you and your current or former relationship with SBBT. Pursuant to the Federal Financial Privacy Law, we are required to provide you with an explanation of the steps we take at SBBT to protect and maintain the security of your Confidential Information.

Confidential Information we collect. The Confidential Information that we collect from you includes all of the information contained in your bank product application and your tax return in each year that you applied for a tax-related financial product from SBBT. The preparer and transmitter of your tax return provide this information to us with your consent. We also collect information concerning the funding of your prior year tax return or an outstanding refund anticipation loan (RAL) you may have. Other banks that provided tax-related financial products to you in prior years provided this information to us with your consent. We may also collect information concerning your credit history from a credit-reporting agency.

What security procedures do we use to protect your Confidential Information? Inside the bank, your information is accessible only to employees who need the information in order to process your product request or to answer your questions about the status of your account or to determine the types of additional products or services that may be offered to you. All of our employees are bound by a formal Code of Ethics emphasizing their responsibility to maintain the privacy and confidentiality of your information. In addition, we provide training programs to educate our employees about their responsibilities under our Privacy Policy. We also maintain physical and procedural safeguards and state-of-the-art technology to ensure that your information is always protected.

Iinformation we share and with whom. We may disclose your Confidential Information to nonaffiliated third parties as permitted by law. SBBT and other tax-related bank product providers may disclose information to each other about their experiences with you in order to collect outstanding tax-related loans or tax-related loansor tax preparation fees, or to prevent actual or potential fraud, unauthorized transactions, claims and other liability. We may also disclose Confidential Information with your consent or as otherwise permitted by law. Your signed bank product application and agreement included a consent to sharing certain information. You may revoke that consent by notifying us at any time. If you revoke, we will continue the processing of any pending applicationbut we will not share the infornation you asked us not to share unless other laws apply.

Former customers. These policies continue to apply after you become a former customer.

Joint Marketing. We may disclose all of the Confidential Information that we collect as described above to companies that perform marketing services on our behalf or to other financial insitutions with whom we have joint marketing agreements. Before we share Confidential Information with any of these companies, we require that they agree in writing to protect the information and limit its use to the business purpose of our agreement with them.

Security Procedures we use to protect your Confidential Information. Inside SBBT, your informationis accessible only to employees who need the information in order toprocess your product request, asnwer your questions or determine the types of additional products or services that we think may interest you. We have a formal Code of Ethics and train our employees on their responsibility to maintain the [rivacy of your Confidential Information. We also maintain physical, electronic and procedural safeguards that comply with federal standards to guard your Confidential Information.

Questions? If you have any questions regarding our Privacy Policy, please call 800-901-6663.