



Drop-Off / Incoming Information

Date in: ____/____/2024

Client Name: _____

Personal ☐

Company Name: _____

Business ☐

Estate/Trust ☐

Best way to contact you: ☐ Phone ☐ Email ☐ Text Best time to contact you: _____

Phone: _____ ☐ Cell ☐ Home ☐ Business

Email: _____

Information being dropped off / Notes for preparer:

☐ USB/Flash Drive

For Office Use Only:

In Person ☐ Drop Box ☐ Mailed ☐ Portal ☐ Fax ☐ Email ☐

Drop-Off ☐

Additional Info ☐

Missing Info: Partial ☐ Complete ☐

Info/docs received by: _____

File Set up by: _____

DDM: Scanned ☐ Downloaded ☐

Scanned/downloaded by: _____

Location: ☐ Incoming Information ☐ Tax Year 2023

☐ : _____

File Name: _____ ☐ Multiple Files

Last Year's Preparer: ☐ Marion ☐ Jennifer ☐ Essence ☐ Marge ☐ CJ ☐ New

Current Year's Preparer: ☐ Marion ☐ Jennifer ☐ Essence ☐ CJ/Marge

Mail in date: ____/____/2024 Date client was called: ____/____/2024 Int. _____

Address docs were mailed from (or notes): _____

Preparer Actions:

Preparer reviewed information received

☐ Initial _____

Moved documents to appropriate folders

☐ Initial _____

Signed out on Scheduler ☐ Update CSM ☐

Initial _____

Receptionist Actions:

Needs Rescanned in ddm

☐ Initial _____

Needs to be combined with file notes/docs in ddm

☐ Initial _____

Refer to "File Pulled From" & appropriately file back

☐ Initial _____

Bank Account Information for Deposits and Payments

Request for: (check only one)

☐ Initial Request ☐ Change

Client Name(s): _____

Account 1:

Financial Institution Name: _____

Routing Number: _____ ☐ Checking
_____ ☐ Savings

Account Number: _____ **Use this account for:**
_____ % (100% is the default) **Deposits** ☐ **Initial**
_____ **Payments** ☐ _____

Use if you want to use more than 1 account

Account 2:

Financial Institution Name: _____

Routing Number: _____ ☐ Checking
_____ ☐ Savings

Account Number: _____ **Use this account for:**
_____ % (100% is the default) **Deposits** ☐ **Initial**
_____ **Payments** ☐ _____

Account 3:

Financial Institution Name: _____

Routing Number: _____ ☐ Checking
_____ ☐ Savings

Account Number: _____ **Use this account for:**
_____ % (100% is the default) **Deposits** ☐ **Initial**
_____ **Payments** ☐ _____



Penrod Tax Service, Inc.

DISCLOSURE OF FOREIGN ASSETS AND VIRTUAL CURRENCY

Tax Year 2023

Client: _____

Yes No

_____ _____ At any time during 2023, did you: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, gift or otherwise dispose of a digital asset (or a financial interest in a digital asset)?
* Including online gambling

_____ _____ Do you have a bank or brokerage account in another country?
If so, what is the estimated value?
\$ _____

_____ _____ Do you own, directly or with others, any foreign stock or securities, foreign mutual funds, foreign-issued annuities or life insurance, or foreign hedge or private-equity funds?
If so, what is the estimated value?
\$ _____

Do not include assets held by an Financial Institution located in the US.

_____ _____ Do you have a retirement or deferred compensation plan/account in another country?
If so, what is the estimated value?
\$ _____

_____ _____ Do you own interest in a foreign Partnership, Corporation, or Grantor Trust?
If so, what is the estimated value?
\$ _____

_____ _____ Do you have a Foreign Escrow Account or own Foreign Real Estate that is held in a Real Estate Trust?
If so, what is the estimated value?
\$ _____

_____ _____ At any time during 2023, did you have a signature authority over a financial account (such as a bank account or brokerage account) in a foreign country?
If "YES", you may be required to file Form FinCEN 114 to report that financial interest or signature authority. What is the estimated value?
\$ _____

_____ _____ During 2023, did you receive a distribution from, or were you the grantor of or transferrer to, a foreign trust? If "Yes", you may have to file Form 3520.

All Income, foreign and domestic, must be reported on your 1040 Individual Income Tax Return.

The above information is correct to the best of my knowledge.

Signature _____ Print Name _____ Date _____

Signature _____ Print Name _____ Date _____