



BRISA Financial Services

Professional Accounting & Tax Services *Since 1990*



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We hope you enjoyed fun and healthy holidays!

Celebrating 30 Years Treating Clients as Friends!



Flexible On-Line Appointment Scheduling

*Don't Wait - We Can Have Our Meeting Before You Receive All Documents
Choose Any Available Day, Evening or Weekend Time That's Convenient for You
(appointments available Monday - Sunday)*



Refunds Fast & Easy

E-file: Receive Refunds Fast



Secure & Easy Way to Send Tax Documents

Easy Upload Via Our Secure Server, Fax or U.S. Mail



Flexible Payment of Accounting Fees

Deducted from Refund or Credit Card (Amex, Visa, MC, Discover)



Electronic Signature & Delivery

*For Your Protection and to Expedite Processing, Filing Authorization is Signed Electronically On-line
Your Complete Paper Package is Always Sent via FedEx with Signature Required for Confidentiality*



Our Services

- Tax Return Preparation - Personal, Sole Proprietor, LLC, Corporation, Partnership
- Business Formation & Registration - Incorporation, LLC & By-laws, Operating Agreements
 - Bookkeeping, Financial Statements Preparation
 - Business Planning & Analysis
 - Bank Loan Support
 - Payroll Reporting, W-2, 1099-Misc



Free Value-Added Services

*No Charge for Filing Extensions, General Audit Support, Quarterly Estimated Payments,
Married Filing Joint vs. Separate Analysis & Impact Assessment of New 2018 Tax Laws*

About Us

We have been in business for 30 years serving our clients' domestic and international accounting, business planning, company formation and tax preparation needs by utilizing our broad background as accountants, bankers, technology consultants, project managers and college educators covering a wide range of industries. This extensive tool-set affords us a keen business acumen that enables a better understanding of your real-life practical situation to achieve optimal results.

Our Approach

Your work is always treated with the same care and diligence that we give our own. Since everyone's situation is different and job are different, each client is evaluated individually to develop detailed strategies tailored to maximizing refunds while ensuring full disclosure and minimized risk of audit. We take the time to do it right. You're never rushed and we never cut corners or take the "one size fits all cookie cutter" approach.

New Tax laws

The new Federal Tax Cuts and Jobs Act regulations enacted in 2018 will significantly impact most clients. We are prepared to walk you through your specific situation and discuss potential strategies for taking full advantage of the new provisions. All deductions remain applicable to businesses. For Federal purposes, individuals not operating as Sole Proprietors or Contractors may not be eligible for certain deductions; however, these may continue to be applicable for State purposes.

Prompt Turnaround & faster Refunds

As an IRS and State authorized electronic filing provider, we are able to electronically file tax returns allowing you to receive most refunds within two weeks. Note that you will always receive a full copy of all tax returns.

Privacy and Security

With information identity theft an alarming reality, we continue to make enhancements to remain ahead of the pack. We utilize state of the art security equipment, software and services to provide document upload capabilities that assure protection from hackers. You may also send documents via regular mail, fax or e-mail; however, **e-mail is highly discouraged due to security risks**. A copy of your completed tax returns will be sent via FedEx. We retain copies of all tax returns prepared by us for three (3) years.

Accounting fees

Convenient payment options include credit or debit card (Visa, MC, Amex, Discover) as well as direct deduction from your refund. Our fee structure is extremely competitive for the level of detailed work and in-depth consultation provided. We charge only for main forms, and never for underlying worksheets or interviews regardless of length.

Easy and Convenient Process

Our ultimate goals are to make the process seamless and painless, treat you as we would like to be treated ourselves, maximize results within boundaries of tax laws and protect your interests. Appointments are available all days. Use the flexible on-line booking system or call or email us and we'll schedule an appointment on your behalf. You'll receive an e-mail confirmation upon booking, then subsequent reminders via e-mail and a text message one hour before appointment. Use enclosed worksheet as a guide to organize information.

Start the Process:

1. **Make an appointment:** (Appointments completed /documents received after March 1st may require an extension issued at no additional cost)
 - a. On-line at www.brisafinancial.com/book-an-appointment.html
2. **Identify information sources:** Set aside ample time to diarize/ chronicle your year starting with January 2018. Note any activities or events that may have tax implications. Also, consider items missed at end 2017 or incurred at end of 2018.
Compile key records and extract all pertinent information from:
-Checkbooks - Bank statements -Credit card statements - Calendars
3. Don't ignore anything. **Summarize information:** Complete enclosed worksheet (also available for download as Acrobat or Excel format).
4. **What to send:** Forward originals or copies of all tax forms such as W-2, 1099, 1098, K-1, summary spreadsheet, logs, etc.
5. **Send copy of Driver's License, Passport or State ID Card for yourself and spouse, if applicable.**
6. **Where & How to send:** a) **Electronically** – Via secure on-line system ([found on: www.BRISAFinancial.com](http://found.on:www.BRISAFinancial.com))
b) **Mail** – BRISA Financial, PO Box 8, Perrineville, NJ 08535 **OR Fax** -(732) 792-0341

A. GENERAL INFORMATION

Name(s)			
E-mail - Spouse (if applicable- Required)			
Telephone - home:			
Telephone - mobile:			
Telephone/ fax/ other:			
Home Address:			
Shipping Address for Tax Documents <i>Such as job or alternate address</i> <i>- All shipments require signature upon receipt</i>			

REFUND:	ABA Routing Code	Account Number	
Direct Deposit			
Prefer Check Mailed to Home			
PAYMENT - ACCOUNTNG FEE	Card Account Number	Expiration Date	Security Code
Credit Card			
Deduct from Refund (e-file only)			

B. PERSONS INCLUDED IN RETURN/ DEPENDENTS

Name	Social Security/ Tax Id	Date of Birth (mm/dd/yy)	Relationship
Other Possible Dependents - (Parents, Grandparents, Nephew, Niece, etc.)	Social Security/ Tax Id	Date of Birth (mm/dd/yy)	Relationship



C. ESTIMATED TAX PAYMENTS MADE

(Do Not Include amounts automatically withheld or taken out from W-2 or 1099)	Federal	State - 1	State - 2
April, 2018			
June, 2018			
September, 2018			
January, 2019			

D. CHECKLIST - COMMON FORMS (provide if applicable)

Form Description	Form Name	Form Description	Form Name	Form Description	Form Name
Wages	W-2	Retirement, IRA, 401K, 403B Plan	1099-R	Tuition Paid	1098-T
Self-Employed/ Contractor Income	1099-MISC	Unemployment Compensation	1099-G	Student Loan Interest Paid	1098-E
Health Insurance Coverage Statement	1095-A, B or C, 8965	State Income Tax Refund	1099-G	Sale / Purchase of Home, Other Property	1099-S, HUD Settle Statement
Interest, Dividends	1099-INT/ 1099-DIV	529 Education Plan Distributions	1099-Q	Gambling Winnings	W-2G
Brokerage Sales (stocks, bonds, mutual funds)	1099-B	Partnership, LLC, S-Corp, Estate	K-1 P, K-1 S, K-1, 1041	Debt Forgiveness/ Cancellation	1099-A or C
Children's Income-Investment / Unearned/ Passive	1099-(ALL)	Mortgage Interest Paid	1098	Foreign Income/ Bank Accounts	

E. REAL ESTATE & PROPERTY TAXES	Amount		Description	
Real Estate Taxes - home 1				
Real Estate Taxes - home 2				
Real Estate Taxes - Other Properties, Land				
Registrations Paid as Tax - Auto, Boat, Other Listed/ Registered Property, Other Local Taxes				
F. SALES TAXES (large ticket items)	Date	Cost	Sales Tax	Comment/ Description
Sales Tax - Purchase of Auto, Boat, Large Appliances				
G. BUSINESS DEDUCTIONS	Spouse 1	Spouse 2	Comment/ Description	
Bags, Storage				
Dues & Fees - Union, Professional Organizations				
Gifts - Business				
Insurance - Business, Workmen's Compensation, Liability, Errors & Omissions				
Internet & Cable Service, Web Services				
Licenses, Certifications				
Office Equipment and Furniture				
Office Supplies				
Rent - Commercial Space, Equipment				
Repairs & Maintenance - Business Equipment				
Services - Contractors, Third-Party Printing, Shipping/ Delivery, Security, Research				
Software - Business Use, On-line Services, Website				
Subscriptions, Journals, Business Newspapers				
Telephone & Telecommunications (Mobile, Office)				
Tools, Small Equipment, Accessories				
Uniforms, Protective Apparel, Work Boots, Required Branded Clothing				
Uniforms Cleaning, Alterations				
Other:				
H. EDUCATION CLASSES/ SEMINARS (college, professional, continuing education, certification)	Spouse 1	Spouse 2	Comment/ Description	
Contributions Made to Qualified Education Plan (participating states only)				
Tuition & Fees (College, Trade School, Higher Ed)				
Books				
Supplies, Copies, etc.				
Room, Meals				
Transportation/ Travel				
I. TEACHER, EDUCATOR, LECTURER	Spouse 1	Spouse 2	Comment/ Description	
Classroom - Set-up, Decorations, Activity Boards				
Books, Supplies, Copies, Outside Research				
Teaching Tools, Aids, Media				
Classroom Equipment				
Extracurricular Activities, Coaching, Tutoring				
Conference, Workshop, Seminar, Union Meetings				
J. BUSINESS USE PROPERTY - PURCHASED in 2018 EQUIPMENT, TELEPHONE, OFFICE FURNITURE MACHINERY	Date Purchased (mm/dd/yy)	Cost	Comment/ Description	
BUSINESS USE PROPERTY - SOLD OR DISCARDED 2018	Date Sold or Discarded (mm/dd/yy)	Amount	Comment/ Description	

K. BUSINESS TRAVEL, MEALS & ENTERTAINMENT (paid out of pocket/ not reimbursed)	Out of Town	In Town	Out of Town	In Town
	Spouse 1		Spouse 2	
Number Days Out of Town on Business				
Airfare				
Train, Bus				
Hotel, Lodging				
Taxi - to / from airport, bus terminal, train station				
Taxi, Other Local Transportation				
Parking				
Car Rental				
Tolls				
Meals				
Entertainment				
Laundry, Dry Clean				
Tips, Other Incidentals				
L. AUTOMOBILE/ TRUCK - Business Use Only	Auto/ Truck-1	Auto/ Truck-2	Auto/ Truck-3	Comment/ Description
Car - Type (make, model, year)				
Odometer 1/1/18				
Odometer 12/31/18				
Business Miles (non-commuting)				
Purchase Price (if purchased in 2018)				
Lease Payment (if leased)				
Downpayment (if leased)				
Sale Price (if sold in 2018)				
Repairs, Oil Change, General Maintenance, Wash				
Insurance				
Tolls & Parking - Business Use				
Car Loan Interest Paid - 2018				
M. JOB SEARCH	Spouse 1	Spouse 2	Comment/ Description	
Resume, Portfolio, Research, Mail				
Travel, Transportation to Interviews, Meetings				
Meals, Business-Job Networking				
N. HOME OFFICE/ COMMERCIAL RENT	Total/ Amount		Amount	Comment/ Description
Total Square Feet of House/ Apartment		Improvements - 2018		
Square Feet of Office or Allocated Space		Repairs - 2018		
Rent (if applicable)		Utilities - oil, gas, propane, electric, water, sewer		
Purchase Price Home/ Apartment (if purchased 2018 - attach HUD/ closing-settlement statement)		Common Fees, Maintenance Fees, Community Fees		
Commercial Rent Paid - Business Location				
Storage Facility Rent, Storage of Business Property, Inventory, Equipment, etc.				
O. HOME IMPROVEMENTS	Amount	Description		
Energy Efficiency Improvements				
P. RENTAL PROPERTY OWNED	Amount		Amount	
Cost of Property (if purchased 2018)		Repairs, Cleaning and Maintenance		
Rents Collected		Common Fees (Condo, Coop, HOA)		
Upgrades, Improvements & Repairs - 2018		Real Estate Taxes and Permits		
Utilities - Gas, Electric, Oil, Cable		Travel & Transportation to/from Property		
Appliances, Other Equipment - 2018		Homeowners & Umbrella Insurance		
Q. DAY CARE/ BABY SITTING	Federal Employer Id/ Social Security	Amount Paid	Address of Day Care Center/ Baby Sitter	
Name of Day Care Center/ Baby Sitter				

