



Taylor, Rees, Beckey & Co., P.C.

Certified Public Accountants • Multi-dimensional Business and Tax Concepts

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Dear Client:

We greatly appreciate the opportunity to be of service to you. These information sheets are for your convenience, and assist us in gathering all of the information necessary to prepare your return. Please complete this questionnaire as is applicable. If you have additional income or expense that is not provided for on this questionnaire, either add it on these sheets or on a separate sheet. *When you have your information ready, please contact our office for an appointment*, or if you believe your information is self-explanatory, simply forward this sheet to us for preparation of your return.

Please list your estimated tax payments below (if any):

ESTIMATE PAYMENTS (Fourth estimate of 2002 plus four estimates for 2003)				
Important: List exact dates and amounts of estimates. Enclose canceled checks if you are unsure! (Please include 2003 estimates paid early in 2004)				
	Date Paid	Amount of Federal Tax Paid	Date Paid	Amount of State Tax Paid
Estimate #4 - 2002				
Estimate #1 - 2003				
Estimate #2 - 2003				
Estimate #3 - 2003				
Estimate #4 - 2003				

Our preparation of your tax returns is according to a contract for services with our firm. *The complete terms of this contract are described within the engagement letter that is included with your copy of the prepared tax return for 2003.* It is important for you to know that the law provides for a penalty to be imposed where a taxpayer makes a substantial understatement of their tax liability. For individual taxpayers, a substantial understatement exists when the understatement for the year exceeds the greater of 10% of the tax required to be shown on the return, or \$5,000. The penalty is 25% of the tax underpayment. There are also penalties for improper reporting of monies paid to others for wages, rent, interest, services, etc. If you have any questions about these, do not hesitate to ask. If for any reason your tax liability changes - penalties, interest and tax deficiencies are your responsibility.

You are solely responsible for the proper and timely filing of your income tax returns and for payment of all amounts due, including, but not limited to, income determination, tax elections, credits, deductions and claims for refund. Our policy is to maintain tax information and tax returns for three years.

It is your responsibility to maintain all necessary tax returns and tax records. Further, you acknowledge that you have not requested nor, have we provided to you and your family gift or estate tax planning advice or preparation or asset protection planning unless you have specifically contracted with us in writing to provide this service. You agree to indemnify Taylor, Rees, Beckey & Co., P.C., for any damages, including attorney fees, caused in whole or part by your failure to fulfill these responsibilities.

If a dispute arises out of or relates to this engagement letter described herein, and if said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation administered by the American Arbitration Association under its Commercial Mediation Rules, before resorting to arbitration. Thereafter, any unresolved controversy or claim arising out of or relating to this contract, or the obligations of the parties hereunder, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Arbitration Rules for Professional Accounting and Related Services Disputes, and judgment upon the Award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitrators will have no authority to award punitive damages or any other damages not measured by the prevailing party's actual damages, and may not in any event make any ruling, finding or award that does not conform to the terms and conditions of the Agreement. All fees and expenses for the arbitration shall be borne by the parties equally. However, each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of proofs. Neither party nor the arbitrators may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both parties. Additionally, you agree that our liability arising from this engagement shall be limited to the lesser of any actual damages which may have been caused by our acts or omissions, or the amount of the annual fee you pay for our services.

Your acceptance of these returns as evidenced by their filing with tax authorities will constitute acceptance of these terms.

Thank you for allowing us to be of service to you.

TAYLOR, REES, BECKEY & CO., P.C.

TAX INFORMATION FOR 2003

	Social Security No.	Birth Date	Work/Home Phone Numbers
Husband's Name:			
Wife's Name:			
Address:		e-mail Address:	
City:		County Name:	
State:	Zip:	School District:	
Dependent's Name*	Social ** Security Number	Birth Date	Relationship
<p>*Dependents under age 14 with income exceeding \$750 must also file a return. **Required if age one or older, otherwise subject to a Penalty.</p>			
INCOME - NOTE ALL INCOME AS: (H) - HUSBAND (W) WIFE - (J) JOINT			
SALARY - ENCLOSE ALL W-2s AND W-2P WAGE FORMS			
Employer	Gross Income (\$)		H-W-J
INCOME FOR DIVIDENDS - ENCLOSE 1099s			
Name of Payer	Dividend (\$)		H-W-J
INCOME FROM INTEREST - ENCLOSE 1099s			
Name of Payroll	Interest (\$)		H-W-J

TAX INFORMATION FOR 2003

MISCELLANEOUS INCOME - ENCLOSE ALL 1099 FORMS					
Pensions Income (List)				\$	
IRA Withdrawal Income (List)				\$	
Jury Duty				\$	
Prizes				\$	
Other (List)				\$	
Social Security Retirement Benefits - Husband				\$	
Wife				\$	
CAPITAL GAINS AND LOSSES - ENCLOSE ALL 1099B FORMS					
Sale of Property - Real Estate - Stock, etc:					
(Note Details on Installment Sales, Include Payment History for Year)					
Description	Date Acquired	Date Sold	Sale Price (\$)	Cost (\$)	Gain (Loss) (\$)
PARTNERSHIPS, "S" CORPORATIONS, AND ESTATES AND TRUSTS					
(Enclose Form K-1)					
RENT INCOME					
			PROPERTY #1	PROPERTY #2	PROPERTY #3
Kind & Location:					
Gross Rent:			\$	\$	\$
EXPENSES					
Insurance			\$	\$	\$
Interest*			\$	\$	\$
Repair and Maintenance*			\$	\$	\$
Taxes			\$	\$	\$
Utilities			\$	\$	\$
Other (List)			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
<p>*If you made payments totaling over \$600 to a non-corporate entity for interest or labor, you will be required to file a Form 1099. If you want us to prepare your 1099 Forms, forward to us your information prior to January 15, 2004. Penalties for failure to file Form 1099 by January 31, 2004 are severe, and unfortunately, cannot be our responsibility.</p>					

2003 ITEMIZED DEDUCTIONS

Medical Expense				
Medicare Premiums	\$			\$
Medical Insurance (Total)	\$	Doctors and Dentist (List)		\$
Nursing Home Insurance - Husband	\$			\$
Nursing Home Insurance - Wife	\$			\$
Medicine and Drugs	\$			\$
Hospital	\$			\$
Glasses	\$	Other (List)		\$
Hearing Aid	\$			\$
	\$	Medical Travel (Miles)		
TAXES				
State Income Taxes	\$	Real Estate Taxes		\$
Iowa Auto License	\$			\$
INTEREST EXPENSE				
Home Mortgage*	\$	Investment Interest		\$
Home Equity	\$	Student Loans		\$
*Show name and address and social security number if paid to an individual. Personal Interest (i.e. credit cards, auto loans, charge accounts) is no longer deductible.				
CONTRIBUTIONS				
Contributions for which you have canceled checks or receipts		Contributions of Property (Show Details)		
Cash Contributions	\$			\$
	\$			\$
	\$	Charitable Mileage		
MISCELLANEOUS DEDUCTIONS				
Union Dues	\$	Safe Deposit		\$
Special Clothes & Tools	\$	Other (List)		\$
Telephone and Cell Phone - Required	\$	Qualified Tuition Program #529		\$
Income Tax Service	\$	Moving Expense		\$
OTHER DEDUCTIONS AND CREDITS				
Casualty Loss (Show Details)	\$	Child Care Expenses: Paid To: Address: SSN:		\$
Alimony Paid	\$			
Adoption Expenses	\$	Educator Expenses		\$
IRA Contribution 2002 Husband - Dated:	Roth IRA Yes No \$	IRA Account Values 12-31-03 Husband		\$
Wife - Dated:	Yes No \$	Wife		\$
Primary & Secondary School Textbooks	\$	Primary & Secondary School Tuition		\$
Education Credits: Student Name	Class Yr.	College Tuition	Date Paid	Name of College