

Client Name _____

Assigned Tax Professional _____

Please enter all tax information, sign & date the last page, and return it with your tax documents and signed Engagement letter.

PERSONAL INFORMATION

YES NO

- Did your marital status change during the year?
- Did your address or other contact information change during the year?
- Did you receive a Stimulus Payment? If so, how much _____?
- Did your bank account change during the year (for direct deposit/debit purposes)?
- Do you have any accounts in foreign countries? Or, did you receive a foreign gift or inheritance?
- Did you have an interest in, or signature authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account? If so, please provide statements.
- Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust or did you have an interest in any foreign assets or accounts? Or did you receive any foreign gifts or a foreign inheritance.
- Have you been a victim of identity theft or fraud?
- Please list drivers license number/issue date/expiration date & State (where issued) _____
- Please provide email /phone number/ mailing address _____
- Circle your preferred method of communication (email, phone, mail, other _____)

DEPENDENTS

YES NO

- Were there any changes in dependents? For new dependent(s), please provide social security card(s)
- Are there any members of your household who might be able to be claimed as dependents?
- Did you have children under 19 years of age, or full-time students under age 24, at the end of the year?
- Did your children have non-wage income in excess of \$2,100 or interest and dividend income in excess of \$1,050?
- Can you be claimed as a dependent on anyone else's tax return?
- Did you pay for childcare for your dependent child (under age 13) during the year?
- Did you begin adoption proceedings during the year?
- Are any of your dependents non US citizens or non US residents?

HEALTH CARE COVERAGE

YES NO

- Did you or your dependents receive a 1095-A for a marketplace healthcare plan? Please provide that documentation.
- Did you have any transactions pertaining to an HSA (Health Savings Account)? If so, please provide Form 1099-SA
- Did you have any transactions pertaining to an Long-term Care Insurance? If so, please provide Form 1099-LTC

INCOME

YES NO

- Did you receive or pay alimony or spousal support pursuant to a pre-2019 settlement? (Provide recipient's name and SSN)
- Did you receive any unreported income or tip income of \$20 or more in any month?
- Did you receive money from an EIDG (Economic Impact Disaster Grant), EIDL (Loan), or PPP (Payroll Protection Program Loan) or any other type of grant? If so, please circle type(s) of payment(s) and write in the amount(s) received _____
- Did you redeem any Series EE US savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents?
- Did you receive any foreign income or pay any foreign taxes (not already included on your investment statements)?
- Did you receive a foreign gift or a foreign inheritance?
- Did you receive any other income, including but not limited to, interest, dividends, self-employment, rental property income, farm income, income from a hobby, barter income, gambling income, jury duty pay, or did you win any prizes?
- Did you receive unemployment compensation? If so, please print out and bring your Form 1099G.

PURCHASES, SALES AND DEBT

Yes No

- Did you start (or close) a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S-corporation, trust, or REMIC? Please attach Form(s) K-1 if applicable.
- Did you purchase, dispose of, or take out of service any business assets (furniture, equipment, vehicles, real estate, etc.) or convert any personal assets to business use? If so, please provide each asset's purchase/sale information.
- Did you buy or sell any stocks, bonds, or other investments/investment property during the year?
- Did you purchase, sell, or refinance your primary residence or second home, or did you take out a home equity loan? If so, please provide all settlement statements and documentation of proceeds. How were the proceeds used?
- Did you take a First Time Homebuyer credit?
- Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal, or fuel cell energy sources? If so, please provide the purchase paperwork.
- Do you have a Mortgage Credit Certificate?
- Did you have any debts cancelled or forgiven? If so, please provide details and Form 1099-A or 1099-C.
- Does anyone owe you money which has become uncollectible? If so, please provide details and documentation.
- Did you buy, sell, or make purchases with cryptocurrency such as BitCoin? Any hard forks or air drops related to cryptocurrency?
- Did you purchase a new alternative technology vehicle? If so, please provide documentation.

RETIREMENT PLAN

YES NO

- Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc)?
- Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc) **outside** of a payroll deduction?
- Did you transfer or rollover any amount from one retirement plan to another retirement plan?
- Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a ROTH IRA during the year?
- Did you or your spouse retire or change jobs during the year?

EDUCATION

YES NO

- Did you take a distribution from an Education Savings Account or a Qualified Tuition Program for yourself or a dependent? If so, please provide details and Form 1099-Q.
- Did you take a distribution from an IRA to pay for qualified education expenses for yourself or a dependent? If so, please provide Form 1099-R
- Did you, your spouse, or a dependent incur any tuition or education expenses that are required to attend a college, university, or vocational school? If so, please provide Form 1098-T and an account summary from the educational institution.
- Did you have a student loan that you paid interest on during the year? If so, please provide Form 1098-E

ITEMIZED DEDUCTIONS

YES NO

- Did you pay sales tax on home improvements, or on the purchase of a vehicle? Please provide documentation.
- Did you incur a casualty loss due to a federally declared disaster area?
- Do you like Chocolate? Just checking to see if you are still with me...Thank you for taking time to answer this questionnaire!
- If you are a K-12 educator, did you have unreimbursed classroom expenses?
- Did you have out of pocket medical expenses or pay for health insurance for you or your family **outside** of a payroll deduction?
- Did you make monetary charitable contributions? If so, please provide all supporting statements and documentation.
- Did you make charitable contributions of household items or vehicles? If so, please provide all supporting documentation.
- Did you pay interest on a mortgage for your main home or a second home? If so, please provide Form 1098.
- Did you pay real estate taxes during the year? If so, please provide supporting documentation.
- Did you renew your vehicle tabs during the year? If so, how much did you pay for the RTA excise tax?
- Did you pay the optional state parks donation amount? Please provide a copy of your vehicle registration or online renewal.

