

CLIENT NAME: _____

Please complete the following 4 pages, sign and return it to our office. Thank you!

PERSONAL INFORMATION

YES NO

- 1) Did your marital status change during the year?
- 2) Did your address change during the year? If yes, please provide.
- 3) Could you be claimed as a dependent on another person's tax return for 2019?
- 4) Did your bank account change during the year (for IRS refund or payment)?
- 5) Have you been a victim of identity theft or identity fraud or do you have an IP PIN?
- 6) Do you have a taxpayer online account with the IRS?
- 7) Please provide your current email address(es) _____

DEPENDENTS

YES NO

- 8) Were there any changes in dependents? For a new dependent, please provide a copy of their social security card.
- 9) Were any of your unmarried children who might be claimed as dependents, 19 years of age or older at the end of 2019?
- 10) Did you have any children under age 19 or full-time students under age 24 at the end of 2019 with total unearned income in excess of \$2,200?
- 11) Did you pay for childcare in 2019 for your dependent child under age 13?

HEALTH CARE COVERAGE

YES NO

- 12) Did you receive Form 1095-A (Health Insurance Marketplace Statement)? If so, please provide.
- 13) Did you have an HSA or MSA account in 2019? Please provide Form 1099-SA.

INCOME

YES NO

- 14) Did you receive or pay any alimony or spousal support in 2019?
- 15) Did you receive any unreported income or unreported tip income of \$20 or more in any month in 2019?
- 16) Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents?
- 17) Did you receive any disability income in 2019?
- 18) Did you have any rental income in 2019? Please provide income, expenses, and documentation. Did you issue 1099's?
- 19) Did you have any self-employed business income in 2019? Please provide income, expenses, and documentation.
- 20) Did you have any foreign income or pay any foreign taxes (not already included on your investment statements)?
- 21) Did you have an interest in, or signature, or other 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.
- 22) Did you own any assets or real estate in a foreign country? If so, please provide documentation.
- 23) 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?

PURCHASES, SALES AND DEBT

YES NO

- 24) Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S corporation, trust, or REMIC?
- 25) Did you purchase or dispose of 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 documentation.
- 26) Did you buy or sell any stocks, bonds, or other investment property (outside of your retirement accounts) in 2019?
- 27) Did you purchase, sell, or refinance your principal home or second home, or did you take out a home equity loan? If so, please provide **all** settlement statements and documentation of proceeds.

- 28) Did you make any residential energy-efficient improvements? Did you purchase an electric vehicle? If so, please provide the purchase paper work.
- 29) Does anyone owe you money which has become uncollectible?
- 30) At any time in 2019, did you receive, sell, send, exchange or otherwise acquire any financial interest in virtual currency (such as Bitcoin)? Please provide details.

RETIREMENT PLAN

YES NO

- 31) Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)? Please provide Form 1099-R.
- 32) Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.) **outside** of a payroll deduction?
- 33) Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a ROTH IRA in 2019?

EDUCATION

YES NO

- 34) Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program? If so, please provide details and Form 1099-Q.
- 35) 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.
- 36) Did you have a student loan that you paid interest on in 2019?

ITEMIZED DEDUCTIONS

YES NO

- 37) Did you pay sales tax on home improvements, or on the purchase of a car, motor home, boat, or other major item? If so, please provide documentation.
- 38) Did you have excessive medical expenses (paid out of pocket more than 7.5% of your income)?
- 39) Did you have charitable contributions for 2019? If yes, be sure and provide **all** supporting statements and **all** documentation.
- 40) Did you make any charitable contributions directly from your IRA accounts?

ESTIMATED TAXES

YES NO

- 41) Did you make any estimated tax payments for 2019? If so, please include documentation.
- 42) Did you apply an overpayment of 2018 taxes to your 2019 estimated tax?
- 43) If you have an overpayment of 2019 taxes, do you want the excess applied to your 2020 estimated tax (instead of being refunded)?
- 44) Do you want to have your estimated tax payments automatically deducted?

MISCELLANEOUS

YES NO

- 45) We are required to electronically file (e-file) your tax return. Do you have a reason to opt out of e-filing?
- 46) Do you want to allocate \$3 to the Presidential Election Campaign Fund?
- 47) Does your spouse want to allocate \$3 to the Presidential Election Campaign Fund?
- 48) May the IRS discuss your tax return with your preparer?
- 49) Was your home rented out or used for business?
- 50) Did you engage the services of any household employees that you paid over \$1200?
- 51) Were you notified or audited by the Internal Revenue Service?
- 52) Did you or your spouse make any gifts to an individual or trust that total more than \$15,000?
- 53) Do you want to receive your tax organizer electronically in the future?
- 54) Do you want to receive your 2019 tax return copy electronically?

Please sign and date below:

Taxpayer

Date

Taxpayer (spouse)

Date