

CLIENT NAME: \_\_\_\_\_

*For tax year 2020, please complete the following 4 pages, sign and return it to our office.*

## 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?
- 4) Did your bank account change during the year (for IRS refund)?
- 5) Have you been a victim of identity theft or identity fraud?
- 6) Do you have an IRS Identity Protection Personal Identification Number (IP PIN)?
- 7) Please provide your current email address(es)  
\_\_\_\_\_

## DEPENDENTS

- 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 2020?
- 10) Did you have any children under age 19 or full-time students under age 24 at the end of 2020 with total unearned income in excess of \$2,200?
- 11) Did you pay for childcare in 2020 for your dependent child under age 13?

## HEALTH CARE COVERAGE

- 12) Did you receive Form 1095-A (Health Insurance Marketplace Statement)? If so, please provide.
- 13) Did you contribute to or have distribution from a Health Savings Account (HSA)? Please provide Form 1099-SA.

YES NO

## INCOME

- 14) Did you receive or pay alimony or spousal support?
- 15) Did you receive any unreported income or unreported tip income of \$20 or more?
- 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?
- 18) Did you have any rental income? Please provide income, expenses, and documentation.
- 19) Did you have any self-employed business income? Please provide income, expenses, and documentation.
- 20) Did you have any foreign income or pay any foreign taxes?
- 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

- 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?
- 26) Did you buy or sell any stocks, bonds, or other investment property (outside of your retirement accounts) in 2020?
- 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 invoice.
- 29) Did you have any debts forgiven or cancelled?

YES NO



- 30) At any time in 2020, did you receive, purchase, sell, send, exchange or otherwise acquire any financial interest in virtual currency (such as Bitcoin)? Please provide details.

### RETIREMENT PLAN

- 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 2020?

### EDUCATION

- 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 2020?
- 37) If you are an educator, did you spend at least \$250 on unreimbursed work expense including supplies, PPE, etc.?

### ITEMIZED DEDUCTIONS

- 38) 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.
- 39) Did you have excessive medical expenses (paid out of pocket more than 7.5% of your income)?
- 40) Did you have charitable contributions for 2020? If so, provide **all** supporting statements and **all** documentation.
- 41) Did you make any charitable contributions **directly** from your IRA accounts?

### ESTIMATED TAXES

- 42) Did you make any estimated tax payments for 2020? If so, please provide documentation with amounts and dates.
- 43) Did you apply an overpayment of 2019 taxes to your 2020 estimated tax?

**YES NO**



44) If you have an overpayment of 2020 taxes, do you want the excess applied to your 2021 estimated tax (instead of being refunded)?

45) Do you want to have your estimated tax payments automatically deducted?

**COVID REALTED**

46) Did you receive an economic impact payment? Please provide documentation for payments received. (IRS letter, bank deposit record, etc.)

47) If self-employed, did you have time off due to COVID?

48) Did you receive a PPP loan, or EIDL grant?

49) Did you receive a distribution from your retirement account due to COVID?

**MISCELLANEOUS**

50) We are required to electronically file (e-file) your tax return. Do you have a reason to opt out of e-filing?

51) Do you want to allocate \$3 to the Presidential Election Campaign Fund?

52) Does your spouse want to allocate \$3 to the Presidential Election Campaign Fund?

53) May the IRS discuss your tax return with your preparer?

54) Was your home rented out or used for business?

55) Did you engage the services of any household employees that you paid over \$1200?

56) Were you notified or audited by the Internal Revenue Service?

57) Did you or your spouse make any gifts to an individual or trust that total more than \$15,000?

58) Do you want to receive your tax organizer electronically in the future?

59) Do you want to receive your 2020 tax return copy electronically?

**Please sign and date below:**

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Taxpayer (spouse)

\_\_\_\_\_  
Date