

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?
- 3) Could you be claimed as a dependent on another person's tax return for 2017?
- 4) Did your bank account change during the year (for direct deposit purposes if you are expecting a refund)?
- 5) Have you been a victim of identity theft or identity fraud?
- 6) Please provide your current email address _____

DEPENDENTS

YES NO

- 7) Were there any changes in dependents? For a new dependent, please provide a social security card.
- 8) Were any of your unmarried children who might be claimed as dependents 19 years of age or older at the end of 2017?
- 9) Did you have any children under age 19 or full-time students under age 24 at the end of 2017, with interest and dividend income in excess of \$1,050, or total investment income in excess of \$2,100?
- 10) Did you pay for childcare in 2017 for your dependent child under age 13?

HEALTH CARE COVERAGE

YES NO

- 11) Did you and your dependents have healthcare coverage for all 12 months of 2017? If yes, please provide documentation.
- 12) Did you receive any of the following IRS Documents: Form 1095-A (Health Insurance Marketplace Statement), 1095-B (Health Coverage) or Form 1095-C (Employer Provided Health Insurance Offer and Coverage)? If so, please provide.
- 13) If you or your dependents did not have health care coverage during the year, do you have an exemption? Or did you participate in a Health Care Sharing Ministry? If so, please provide documentation.

INCOME

YES NO

- 14) Did you receive or pay any alimony or spousal support in 2017?
- 15) Did you receive any unreported income or unreported tip income of \$20 or more in any month?
- 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 foreign income or pay any foreign taxes (not already included on your investment statements)?
- 19) 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.
- 20) 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

- 21) Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S corporation, trust, or REMIC?
- 22) 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.
- 23) Did you buy or sell any stocks, bonds, or other investment property in 2017?
- 24) 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.
- 25) 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 paper work.
- 26) Did you have any debts cancelled or forgiven? If so, please provide details and Form 1099-A or 1099-C.
- 27) Does anyone owe you money which has become uncollectible? If so, please provide details and documentation.
- 28) Did you invest in any cryptocurrency, such as BitCoin?

RETIREMENT PLAN

YES NO

- 29) Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
- 30) Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.) **outside** of a payroll deduction?
- 31) Did you transfer or rollover any amount from one retirement plan to another retirement plan?
- 32) Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a ROTH IRA in 2017?

EDUCATION

YES NO

- 33) Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program? If so, please provide details and Form 1099-Q.
- 34) 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.
- 35) Did you have a student loan that you paid interest on in 2017?

ITEMIZED DEDUCTIONS

YES NO

- 36) 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.
- 37) Did you incur a loss because of damaged or stolen property?
- 38) Do you like chocolate? Just checking ☺ thank you for taking the time to answer the questionnaire!
- 39) Did you use your car on the job (other than commuting to and from work)?
- 40) Did you have out of pocket business expenses for your job?
- 41) If you are an educator, did you have unreimbursed work expense?
- 42) Did you have out of pocket medical expenses or pay for health insurance for you or your family **outside** of a payroll deduction?
- 43) Did you have charitable contributions for 2017? If yes, be sure and provide **all** supporting statements and **all** documentation.

ESTIMATED TAXES

YES NO

- 44) Did you make any estimated tax payments for 2017? If so, please include documentation.
- 45) Did you apply an overpayment of 2016 taxes to your 2017 estimated tax (instead of being refunded)?
- 46) If you have an overpayment of 2017 taxes, do you want the excess applied to your 2018 estimated tax (instead of being refunded)?

MISCELLANEOUS

YES NO

- 47) We are required to electronically file (e-file) your tax return. Do you have a reason to opt out of e-filing?
- 48) Do you want to allocate \$3 to the Presidential Election Campaign Fund?
- 49) Does your spouse want to allocate \$3 to the Presidential Election Campaign Fund?
- 50) May the IRS discuss your tax return with your preparer?
- 51) Was your home rented out or used for business?
- 52) Did you incur moving expenses due to a change of employment?
- 53) Did you engage the services of any household employees? If so, how much did you pay each individual?
- 54) Were you notified or audited by the Internal Revenue Service?
- 55) Did you or your spouse make any gifts to an individual or trust that total more than \$14,000?
- 56) Do you want to receive your tax organizer electronically in the future?
- 57) Do you want to receive your 2017 tax return copy electronically?

Please sign and date below:

Taxpayer

Spouse