2016 Tax Return Questionnaire

Name: ___________________________________ Phone: ______________ Email:_____________________

Township: ________________________________ School District: __________________________________

Yes No **During 2016, please " ✔ " check the applicable box. When checking "yes" bring all applicable documentation/tax forms to your tax appointment.**

Personal Information

☐ ☐ Did your address change during the year?

☐ ☐ Did your marital status change during the year?

☐ ☐ Does your spouse (if married) have separate debt, liabilities or taxes owed that you would prefer to file separately?

☐ ☐ Could you be claimed as a dependent on another person's tax return for 2016?

☐ ☐ Were there any changes in dependents?

☐ ☐ Did you have any children under age 19 or full-time students under age 24 at the end of 2016, with unearned income in excess of $2100?

Income

☐ ☐ Did you start a business, farm, purchase a rental property, or acquire an interest in a business?

☐ ☐ Did you sell any stocks, bonds, business assets, or investment property during the year? Bring your annual brokerage statement and annual 1099-B. Check that basis was provided for security sales

☐ ☐ Did you receive distributions from any retirement type plan? Any retirement rollovers or Roth conversions during 2016? (Note: 2016 conversions need to be reported as 2016 income).

☐ ☐ Did you receive any prizes, awards, jury duty, lottery/gambling winnings, alimony, unemployment, disability, gifts, or any miscellaneous income? **Please circle all that apply**

☐ ☐ Did you have any foreign income or pay any foreign taxes?

☐ ☐ 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?

☐ ☐ Did you have any debts cancelled, debts forgiven, have any property foreclosed, seized or taken over during 2016?

☐ ☐ Did you have a dedicated home office?

☐ ☐ Did you purchase or sell your principal residence in 2016? If yes, bring in the settlement sheet(s). If a 1st time homeowner, did you pull IRA money to buy house? (Note: 401k money does not qualify)

What was the combined total dollar value of all traditional IRA accounts for you on December 31, 2016? _____________

What was the combined total dollar value of all traditional IRA accounts for your spouse on December 31, 2016? _____________

Adjustments to Income

☐ ☐ Teachers Only (K-12, non-athletic) Did you have any out of pocket expenses for teaching supplies, books, etc?

☐ ☐ Did you make a contribution or take a distribution from an HSA or MSA account during 2016? If you took a distribution, were all the funds used for qualified medical expenses

☐ ☐ Did you pay any alimony?

☐ ☐ Have you already or do you plan to make a contribution to your IRA, SEP or SIMPLE plan?

☐ ☐ Did you move during the year due to a change of employment? Was it a military move? Miles from old job to old home: _____ Miles from new job to old home _____ (diff s/b > 50 miles).

Itemized deductions

☐ ☐ Did you refinance any mortgage or loan? If so, bring in all refinance settlement sheet(s). Does your total mortgage debt exceed $1,000,000 or home equity debt exceed $100,000?

Yes	No	During 2016, please "✔" check the applicable box. When checking "yes" bring all applicable documentation/tax forms to your tax appointment.
☐	☐	Did you use your car on the job (not commuting to/from work)?. IRS requires a log (existing or you need to create one). Did you get any reimbursements Y or N, if so, was reimbursement included in your W-2 Y or N?
☐	☐	Did you pay for any job related expenses, including those to work out of town for part of the yr? (temporary job site). Did you get any reimbursements Y or N, if so, was reimbursement in your W-2 Y or N
☐	☐	Did you have any casualties (fire, flood, theft, damage, etc) during the year? If so, please note the amount of insurance reimbursement & your costs not covered by insurance for discussion with us.
☐	☐	Did you pay any investment expenses including advisor fees and IRA maintenance fees? If so, please ask your advisor how much you paid in 2016. Please make sure not to include advisor fees paid from your IRA account. Ask your advisor to pull any IRA advisor fees from non-retirement accounts so they can be included in a possible deduction.
		Credits
☐	☐	Did you make any energy efficient improvements to your primary residence or purchase solar, wind, geothermal or fuel cell energy source?
☐	☐	Did you, your spouse or dependent have tuition expenses (even if the classes were not attended until Jan-March 2016)? If yes, a copy of the 1098-T is required.
☐	☐	Did you receive a distribution from an Educational Savings Account or Qualified Tuition Program? If you fully closed out a QTP, did you incur a loss (distributions were less than contributions)?
☐	☐	Did you pay child/dependent expenses so you/your spouse could work/look for work during 2016? If so, did you take part in the Section 125 pre-tax dependent care benefit program (W-2 box 10)?
☐	☐	Did you pay any adoption expenses in 2016?
		Healthcare
☐	☐	Did you or your spouse have employer provided health insurance that covered all dependents for the entire 2016 tax year?
☐	☐	Did you or your spouse receive your health insurance through the marketplace (healthcare.gov)? If so, please bring in a Form 1095-A for each health insurance plan (should be maximum of 2 if you & your spouse were covered under separate healthcare.gov plans). If you did not receive one or both 1095-A Forms, call your health insurance provider for them to send you another copy. We cannot prepare your return without this form if you received your health insurance through the marketplace.
☐	☐	Did you pay for your own health insurance or long-term care insurance for 2016? If so, please provide the amount for each (insurance only, not co-pays or deductibles and do not include insurance taken out of your pay "before tax").
☐	☐	Did you have total out of pocket medical expenses (including your after tax insurance payments) that exceeded 10% or your income or 7.5% of your income if you or your spouse were age 65 or older during the year?
		General
☐	☐	Did you make a contribution to anyone's State 529 plan during 2016? (Deductible for PA purposes) If so, we need their social security number and amount contributed to each 529 plan for the year.
☐	☐	Did you or your spouse make any gifts to an individual that total more than $14,000, or any gifts to a trust?
☐	☐	Did you engage the services of any household employees?
☐	☐	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? What was the aggregate value?
☐	☐	Did you receive any notice (from IRS, State or Local) regarding a prior year tax return? If yes, please bring in the notice(s).
☐	☐	May the IRS discuss your tax return with your preparer?
☐	☐	Did you make any IRS, State or Local estimated tax payments (not taxes withheld)? If so, please bring in the date & amount of each payment.
☐	☐	Do you want your refund, if applicable, to be refunded or applied to next year? If refunded, do you want to directly deposit the funds into your checking or savings account? **Please circle type of account.** Bank name:____Routing # _________________________ Account # __________
☐	☐	Do you expect your 2017 taxable income and withholdings to be different from 2016?

Please refer us to your friends, co-workers & family members. As always, we appreciate your business & your referrals!
We look forward to seeing you soon.

CHECKLIST

Please bring all of the following applicable 2016 documents with you for your scheduled appointment. We would appreciate if you could present these items to us in the following order as it will make the preparation more efficient and timely:

- ☐ Social security numbers for new dependents.
- ☐ Please bring all Local Tax Forms.
- ☐ W-2 Forms from all employers & last pay stub - for reference (returns can't be prepared from pay stubs alone).
- ☐ 1099 Income Forms (Interest, Dividend, Retirement, Debt Cancellation, etc) (including State/Local refund forms).
- ☐ 1099-Brokerage Statements reporting security sales & year-end/annual brokerage or investment statements. Make sure cost basis is included.
- ☐ 1095 A, B &/or C documenting health care coverage.
- ☐ Social Security benefits rec'd year-end statement(s) (contact SSA 800-772-1213 for a duplicate copy if not rec'd).
- ☐ Unemployment benefits rec'd year-end stmnt(s) (contact 888-313-7284 or unemployment online www.state.pa.us).
- ☐ Schedule K-1 Forms, Federal & State(s), for interests in a Partnership, S Corporation, &/or Estate/Trusts.
- ☐ Farm income received this past year including from sales of livestock, crops, etc & a summary of farm expenses.
- ☐ Alimony received or paid during 2016.
- ☐ 1099-G from Gambling winnings (including losses), all other misc income.
- ☐ Income received from each Rental/Investment Properties & summary of expenses/property paid during 2016.
- ☐ Settlement sheets for all properties purchased &/or sold during 2016.
- ☐ If you refinanced, please contact the lender to confirm if you paid points (amount paid & length of loan needed).
- ☐ 1099-Misc Forms and other related summary for income received but not reported on a 1099-Misc. Also, an expense summary related to this income (we do not need you to bring actual receipts).
- ☐ Summary of un-reimbursed business mileage & expenses.
- ☐ Real Estate taxes paid in 2016 (school, county, township) & Forms 1098 for all mortgage/equity loans.
- ☐ Sales tax paid in 2016 on any car, boat, or large item purchased.
- ☐ Federal, State, Local Income tax estimate payments (detailed by date & amount paid).
- ☐ List of charitable contributions (cash & check). A letter is needed from any organization you donated > $250.
- ☐ Non-cash contribution receipts–summary of what/where/ & when donated, estimated thrift shop value & approx original cost.
- ☐ Invoice for 2016 energy efficiencies for insulation, new heating system, water heater, solar system, windows, etc.
- ☐ Day care/summer camps for dependents under age 13: provider name, address, EIN or SSN & amount paid.
- ☐ Health/dental insurance & all related out of pocket medical expenses. The medical deduction also includes tuition paid for a dependent to attend special schooling. Only medical expenses over 10% of income are deductible.
- ☐ PA Property tax/Rent Rebate. Qualified retirees should bring stamped real estate tax bills.

NEW CLIENTS

- ☐ 2015 Tax Returns (federal, state and local).
- ☐ Social Security cards.