2019 Tax Return Questionnaire

Name: ___________________________________ **Phone:** ______________ **Email:**_____________________

DOB(s): ____________________**Township:** ______________________**School District:**___________________

Please circle: If you have an overpayment, do you want to **receive the refund** or **apply it to next year**?

Please circle: If refunded, do you want the funds directly deposited into your **Checking** or **Savings** account?

Bank name: _____________________________**Routing #** __________________ **Account #** _____________

Yes No — **During 2019, 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? If yes, **Date Moved**:___________ **New Township**:_____________________
New Address:____

☐ ☐ Did you get married, legally separated or divorced during the year**? (If yes, please circle which one)**

** **If** you paid or received alimony, what was the **Date** of the divorce separation agreement? ______________

☐ ☐ 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 2019?

☐ ☐ 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 2019, with unearned income in excess of $2200? Unearned income is any income **other than** from wages or self-employment income.

Income

☐ ☐ At anytime during 2019 did you receive, sell, send, exchange or have a financial investment in any virtual currency (bitcom or other)?

☐ ☐ Did you start a business, farm, purchase a rental property, or acquire an interest in a business? If so, please bring all documents applicable to the formation of this business (IRS EIN, PA formation approval letters, etc.)

☐ ☐ 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 all security sales (call your broker for any missing info) **If you have a brokerage account, please contact your advisor and ask if a corrected statement is forth coming. This would avoid having to file an amended return where additional tax preparation fees would be incurred.**

☐ ☐ Did you receive distributions from any retirement type plan? Any retirement rollovers or Roth conversions during 2019?

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

☐ ☐ Did you have any foreign income or pay any foreign taxes? Note: after 1/1/15, PA no longer allows a foreign tax credit.

☐ ☐ 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 2019?

☐ ☐ Did you have a dedicated home office? If so, we need the total house square footage, the office square footage, and a 2019 utility summary.

☐ ☐ Did you purchase or sell your principal residence in 2019? If yes, bring in the "HUD-1" settlement sheet(s). If a 1st time homeowner, did you pull IRA money to buy house? (Note: 401k money does not qualify)

** **Only if you are over age 59 ½ and receiving distributions from your IRA accounts, please complete the following:**

(1) What was the combined total dollar value of all traditional IRA accounts for you on December 31, 2019? ___________________________

(2) What was the combined total dollar value of all traditional IRA accounts for your spouse on December 31, 2019? _________________________

☐ ☐ Did your children receive any savings bonds in 2019? If yes, what interest was accrued/earned in 2019? ___________
(Memo – US Savings bond election) We'll discuss.

Yes No **During 2019, please "✔" check the applicable box. When checking "yes" bring all applicable documentation/tax forms to your tax appointment.**

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 2019? If you took a distribution, were all the funds used for qualified medical expenses?
- ☐ ☐ Did you pay any alimony? If so, we need the amount paid, complete name and SSN of the recipient.
- ☐ ☐ Have you already or do you plan to make a contribution to your IRA, SEP or SIMPLE plan?

Itemized deductions (Note: Investment advisor fees are no longer deductible)

- ☐ ☐ Did you refinance any mortgage or loan in 2019? If so, bring in all refinance settlement sheet(s). New primary residence loans are limited to $750,000 (pre-existing loans are grand-fathered to $1,000,000).
- ☐ ☐ Do you have a home equity loan or line of credit? If so, were the loan proceeds used 100% to buy, maintain or improve your primary residence?
- ☐ ☐ Did you donate any non-cash items (clothing, furniture, household goods)? If so, please provide receipts along with a summary of value.
- ☐ ☐ Did you have any casualties (fire, flood, theft, damage, etc.) during the year or anything in a Federally declared disaster area? If so, please note the amount of insurance reimbursement & your costs not covered by insurance for discussion with us.

For Small Businesses and Employees, for State and Local Tax Purposes

- ☐ ☐ Did you use your car on the job (not commuting to/from work)? The IRS and PA require 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 other reimbursements Y or N, if so, was reimbursement in your W-2 Y or N

Credits

- ☐ ☐ Did you make any energy efficient improvements to your primary residence or purchase **solar, wind, geothermal** or **fuel cell energy** source? If so, summarize ALL costs paid in the current year. (**NOT** windows, siding, normal HVAC systems or insulation.)
- ☐ ☐ Did you, your spouse or dependent have tuition expenses in 2019 (even if the classes were not attended until Jan-March 2020)? **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 2019? 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 2019?

Healthcare

- ☐ ☐ Did you or your spouse and all dependents have health insurance through the market place? **If** purchased through the marketplace, **bring 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 a 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 2019? 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% of your income?

General

- ☐ ☐ Did you make a contribution to anyone's State 529 plan during 2019? (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 $15,000, 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)? **<u>If yes, please bring in the date & amount of each payment made to all tax authorities.</u>**

☐ ☐ Do you expect your 2020 taxable income and withholdings to be different from 2019?

CHECKLIST

Please submit to us the following applicable 2019 documents or bring with you to 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.
- ☐ 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. **If you have a brokerage account, please contact your advisor and ask if a corrected statement is forth coming. This would avoid having to file an amended return where additional tax preparation fees would be incurred.**
- ☐ 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.
- ☐ <u>Alimony</u> received or paid during 2019.
- ☐ 1099-G from Gambling winnings (including losses), all other misc. income.
- ☐ Income received from each Rental/Investment Properties & summary of expenses/property paid during 2019.
- ☐ Settlement sheets for all properties purchased &/or sold during 2019.
- ☐ 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 2019 (school, county, township) & Forms 1098 for all mortgage/equity loans.
- ☐ Sales tax paid in 2019 on any car, boat, or large item purchased.
- ☐ Federal, State, Local Income tax estimate payments **<u>(detailed by date & amount paid).</u>**
- ☐ 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 2019 energy efficiencies for solar, wind and geothermal or fuel cell systems **ONLY**.
- ☐ 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 ONLY

- ☐ 2018 Tax Returns (federal, state and local).
- ☐ Social Security cards.

As always, we appreciate your business! We look forward to seeing you soon.