2020 Tax Return Questionnaire

Name (YOU): _____ **Name (SPOUSE):** _____

Phone: _____ **Email:** _____

DOB (YOU):_____**DOB (SPOUSE):** _____ **Township:** _____

School District: _____

Please " ✓ " check the applicable box:

1. If you have an overpayment, do you want to ☐ **receive the refund** or ☐**apply it to next year**?
2. If refunded, do you want the funds directly deposited into your ☐**Checking** or ☐**Savings** account?
3. If payment owed, do you want to pay electronically from ☐**Checking** or ☐**Savings** account?

REQUIRED IF #2 OR #3 CHECKED:

Bank name:_____**Routing #**_____ **Account #** _____

Yes	No	**During 2020, please " ✓ " check the applicable box. When checking "yes" provide 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 check which one and provide date: _____
**		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?
☐	☐	ONLY if not married, could you be claimed as a dependent on another person's tax return for 2020?
☐	☐	Were there any changes in dependents? If yes, please specify _____. **Parents be sure your dependent children do NOT claim themselves on their individual return if self-prepared. Your return will be rejected electronically if one of your dependents claimed themselves. We will charge an additional fee to paper file your return because a dependent child claimed themselves. As a safeguard, do not allow them to file until after your return has been e-filed.**
☐	☐	Did you have any children under age 19 or full-time students under age 24 at the end of 2020, with unearned income in excess of $2200? Unearned income is any income **other than** from wages or self-employment income.
		Income
☐	☐	At any time during 2020 did you receive, sell, send, exchange, or have a financial investment in any virtual currency (bitcoin or other)?
☐	☐	Did you start a ☐business, ☐farm, ☐purchase a rental property, or ☐acquire an interest in a business? If yes, please check which one. **If so, please provide all documents applicable to the formation of this business (IRS EIN, PA formation approval letters)**
☐	☐	Did you sell any stocks, bonds, business assets, or investment property during the year? Provide 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 2020? (RMD from your IRA was not required in 2020).
☐	☐	Did you receive any☐ prizes, ☐awards, ☐jury duty, ☐lottery/gambling winnings, ☐unemployment, ☐disability, ☐gifts, or any ☐miscellaneous income? **Please check all that apply and provide all documents to us.**

☐ ☐ 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 2020?

☐ ☐ Did you have a dedicated home office? If so, we need the total house square footage, the office square footage, a 2020 utility summary, household repairs and maintenance, homeowner's insurance, HOA fees, and all unreimbursed business expenses, including business mileage driven.

☐ ☐ Did you purchase or sell your principal residence in 2020? If yes, provide us with 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, 2020? _____

(2) What was the combined total dollar value of all traditional IRA accounts for your spouse on December 31, 2020? _____

☐ ☐ Did your children receive any savings bonds in 2020? If yes, what interest was accrued/earned in 2020? _____ (Memo – US Savings bond election). We will discuss.

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 2020? If you took a distribution, were all the funds used for qualified medical expenses? If you made a contribution by writing a check or transferring funds from your bank account to an HSA (not through your W-2 and not your employer contribution), what was the amount you contributed during the 2020 tax year?_____

☐ ☐ 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?

☐ ☐ Did you make total cash charitable contributions of $300 or more in 2020?

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

☐ ☐ Did you refinance any mortgage or loan in 2020? If so, provide us with all refinance settlement sheet(s). New primary residence loans are limited to $750,000 (pre-existing loans are grandfathered 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 2020 (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 2020? 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 2020?

Healthcare

- ☐ ☐ Did you or your spouse and all dependents have health insurance through the marketplace? **If** purchased through the marketplace, **provide 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 2020? 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 7.5% of your income?

General

- ☐ ☐ Did you make a contribution to anyone's State 529 plan during 2020? (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 per person, or any gifts to a trust?
- ☐ ☐ Did you engage the services of any household employees (NOT house cleaners)?
- ☐ ☐ 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 provide us with 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 yes, please provide us with the date & amount of each payment made to all tax authorities.**
- ☐ ☐ Do you expect your 2021 taxable income and withholdings to be different from 2020?

CHECKLIST

Please submit to us the following applicable 2020 documents. **We would appreciate if you could present these items to us in the following order as it will make the preparation more efficient and timelier**:

- ☐ Social security numbers for new dependents.
- ☐ All Local Tax Forms.
- ☐ W-2 Forms from all employers & last pay stub - for reference (returns cannot 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 (when insurance obtained through the market place/"Obama Care") 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 received year-end statement(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 2020.
- ☐ 1099-G from Gambling winnings (including losses), all other misc. income.
- ☐ Please provide a **separate summary for each rental property** listing the income received and expenses paid for that individual property (we do not need receipts) for 2020.
- ☐ Settlement sheets for all properties purchased &/or sold during 2020.
- ☐ 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 provide actual receipts).
- ☐ Summary of un-reimbursed business mileage & expenses.
- ☐ Real Estate taxes paid in 2020 (school, county, township) & Forms 1098 for all mortgage/equity loans.
- ☐ Sales tax paid in 2020 on any car, boat, or large item purchased.
- ☐ List of charitable contributions (cash & check). A letter is needed from any organization you donated > $250.
- ☐ Non-cash contribution receipts–**summary of what, where, and when donated, estimated thrift shop value and approximate original cost.**
- ☐ Invoice for 2020 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 and amount paid**.
- ☐ Health/dental insurance and 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 7.5% of income are deductible.
- ☐ PA Property tax/Rent Rebate. Qualified retirees should provide stamped real estate tax bills.

NEW CLIENTS ONLY

- ☐ 2019 Tax Returns (federal, state, and local).
- Copy of you and your spouse's (if applicable) driver's license.
- ☐ Copy of all Social Security cards.

As always, we appreciate your business! Stay safe and healthy.