

The following questions MUST be answered for the year 2023

Client Name(s) _____ Date(s) of Birth _____

Occupation: (taxpayer) _____ (spouse) _____

Email Address _____ Phone # _____

****If you will be receiving a **REFUND** and would like it directly deposited into ****
your checking account, please attach a voided check.

**Voided checks must be provided prior to completion of your tax return.
A new voided check is required each year to verify the bank information.**

1. Marital Status: Married _____ Single _____ Widowed _____ **Divorced _____ **Separated _____

**If Divorced or Separated: Original date of divorce or separation agreement _____

**Alimony paid \$ _____ or received in 2023 \$ _____

List everyone else who lived in your home in **2023** (continue on last page if necessary)

Name	Date of Birth	Relationship to you	Months lived with you, if less than 12
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Can anyone else claim any of the people listed above? YES _____ NO _____ (elaborate on last page)
(ex. They provided >50% of their support and are claiming themselves, or another parent is claiming them)

2. If you moved in 2023: Date moved _____ New address _____

3. Were you or dependents covered by health insurance on the MARKETPLACE-Pennie (healthcare.gov) **ANY month of 2023**? YES _____ NO _____ (**MUST HAVE 1095-A TO COMPLETE THE TAX RETURN**)

4. Did you receive any Medical Loss Ratio Rebates from a Health Insurance Company? Y _____ N _____

5. Tuition paid for you and/or your dependents in 2023 (**MUST HAVE FORM 1098-T AND RECEIPTS for books, laptop, etc. & SCHOOL PRINT OUT OF 2023 ACCT ACTIVITY IS ALSO REQUIRED**)

6. Student Loan interest paid for you and/or dependents in 2023 (**MUST HAVE Form 1098-E**) _____

7. Childcare expenses paid in 2023 (daycare, preschool, etc.) \$ _____ (NEED DAYCARE NAME, ADDRESS AND THEIR EIN NUMBER). PA now allows a credit for childcare expenses as well.

8. If over 70 1/2 and have a traditional IRA account, did you receive a **Qualified Charitable Distribution** from your IRA account in 2023? _____ If yes, how much _____?

9. Did you buy/sell a home or refinance mortgage or take out a home equity loan in 2023? Y _____ N _____
If yes, we need the settlement sheet(s)

--IF HOME EQUITY LOAN, what were the loan proceeds used for? _____

10. Did you sell any stocks or property in 2023? YES _____ NO _____ **If YES, we need cost basis information. (Date purchased and purchase price)** Usually provided on Broker's 1099-B forms

11. CRYPTO- VIRTUAL CURRENCY INFORMATION (READ CAREFULLY!)

---In 2014, the IRS issued Notice 2014-21 taking the position that virtual currency is treated as property for Federal income tax purposes and providing examples of how longstanding tax principles applicable to transactions involving property apply to virtual currency.

---When virtual currency is sold, you must recognize any capital gain or loss on the sale, subject to any limitations on the deductibility of capital losses. Determining basis for gain/loss can be difficult and tedious if there are many transactions. We will recommend software & application solutions. **(In addition to just reporting the existence of the account. You read that correctly-each individual transaction must be individually reported. For example if you use a crypto currency to buy a cup of coffee we must report that transaction individually on your return!)**

IMPORTANT: The wash sale rules do not currently apply to cryptocurrencies.

***** At any time in 2023** did you (a) receive (as a reward, award, or payment for property or services) or (b) sell, exchange, gift or otherwise dispose of a digital asset (or a financial interest in a digital asset)?

Yes ____ No ____ **(MUST BE ANSWERED FOR TAX RETURN!)**

(Any purchase of cryptocurrencies, answer No; Any Trading cryptocurrencies for another cryptocurrency in your Crypto Wallet, answer No)

*****WE WILL NEED DOCUMENTATION OF VIRTUAL CURRENCY TRANSACTIONS IN 2023*****

12. Please provide the amount and for WHOM the following contributions were made, if any. (This does not apply to contributions made through your employment):

2023 Roth IRA Contribution \$ _____
2023 Trad'l IRA Contribution \$ _____
2023 529 Plan Contribution \$ _____
2023 ABLE Contribution \$ _____

13. Did you purchase and install energy-efficient items in your home in 2023? (such as windows, furnace, central air, insulation, exterior doors, hot water heaters, wood stoves, etc.)

NOT APPLIANCES. Y__ N__ If yes, list _____ (Need invoices/receipts)

--Did you purchase & install energy-efficient **SOLAR, WIND OR GEOTHERMAL** property in 2023?

Y__ N__ If so, list _____ (Need invoices/ receipts)

--Did you purchase an Electric Vehicle that qualifies for the Clean Vehicle Credit? NEED RECEIPT

14. Did you make gifts to anyone directly or through a trust exceeding \$17,000 per person? Y__ N__

15. For PA & Local Return only. List any unreimbursed work-related expenses and amounts paid (union dues, tools, uniforms, etc.) you paid in 2023 (State may ask for documentation to verify expenses so be sure to keep receipts or other proof)

16. Do you or your spouse have any financial accounts or any interest/ownership in income producing property located outside the U.S.? Y__ N__ (SEE CLIENT AGREEMENT FOR MORE INFORMATION)

17. Did you purchase any taxable items online or in another state and pay NO sales tax? Y__ N__ (MUST BE ANSWERED FOR PA TAX RETURN)

a. -If yes (or not sure), you MUST select one of the following as to how to determine your **use tax** obligation:

b. _____ I/we purchased taxable goods or services during the year which no sales tax was paid was less than \$1,000 and I/we will pay an **estimated use tax** according to the table provided by the PA Dept. of Revenue based upon my income level (ex. <\$15K income=\$6 & \$50-75K income=\$23)

c. _____ I/we purchased taxable goods or services during the year for which the seller did not charge or collect sales tax from me/us. The amount of those sales and/or services to me totaled \$_____

18. In 2023 did you receive money through an online or App based payment system such as Venmo, Zelle, Paypal, or CashApp? **Y**____ **N**____

If yes, answer the following questions:

- If yes, what was the total amount of the money received? \$_____
- Were any of the funds above earned through a business activity, such as baby sitting, hair/makeup styling, or other for profit act? **Y**____ **N**____
- Were any of the funds above earned through the re-sale of items for >than originally paid? **Y**____ **N**____
- Have you received an IRS form with the title 1099-K for 2023? **Y**____ **N**____

19. Have you provided **ALL** of your income from **ALL** sources? Yes____ NO____ (if NO, explain below)

20. If you own a rental property, please complete the **client rental questionnaire** available on website.

21. In 2024, do you expect a large increase or decrease in income, deductions or withholding? **Y**____ **N**____

Please check if you are interested in any of the following: (feel free to contact us after tax season as well)

- ☐ Establishing an IRA and/or personal retirement plan
- ☐ Budgeting and cash flow planning
- ☐ Evaluate current life insurance, disability insurance and retirement program for adequacy
- ☐ Project future tax liabilities and find ways to defer or reduce future taxes (income tax planning)
- ☐ SECURE Act 2.0 adds additional planning opportunities 2024+ (529 & Emergency savings, etc)
- ☐ Obtain an independent professional review of current investments (NO cost or obligation)
- ☐ EVERYONE should consider having a Will, Medical Proxy & Power of Attorney (Want help??)

Additional Comments/Questions:

WE REQUEST EVERYONE TO FILL IN THE ID INFORMATION BELOW **EACH YEAR** (IT CAN SPEED UP YOUR STATE REFUND (**NY STATE REQUIRES** THE INFORMATION FOR **ALL** RETURNS FILED))

To the best of our knowledge & belief, the information provided here is true & correct.

Taxpayer Name #1 (print) **Signature** **Date**
Driver's License (or State ID) # _____ Date Issued _____ Expires _____

Taxpayer Name #2 (print) **Signature** **Date**
(if joint return)
Driver's License (or State ID) # _____ Date Issued _____ Expires _____