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# 2019 Individual Tax Return Questionnaire

Please answer the questions below in preparation for your tax appointment. If you have any questions, write them down so that we can discuss them during our meeting or over the phone.

## Personal Information

	Taxpayer 1				Taxpayer 2			
Full name								
Current Street address								
Current City / State / ZIP code								
County of residence as of 1/1/2019								
Phone number								
Email address								
Driver's License details	State	Number	Issue Date	Exp. Date	State	Number	Issue Date	Exp. Date

☐ Would you like to discuss our additional services including financial, educational, and retirement savings planning?

During 2019, did you or anyone in your family:

*If yes, provide:*

☐ Have a change in marital status?

☐ Change home address, mailing address, email address, or phone number?

☐ Have a change in existing bank accounts used to deposit funds to/from the IRS or other taxing authority?

A blank, voided check

☐ Become a victim of identity theft?

☐ Receive an identity protection PIN (IP PIN) from the IRS?

Letter from IRS

☐ Can you or anyone in your family be claimed as a dependent by another taxpayer?

# Dependents

During 2019, did you or anyone in your family:	<i>If yes, provide:</i>
<input type="checkbox"/> Have any changes in dependents?	SSN of newborn
<input type="checkbox"/> Have any children under age 19 (or a full-time student under age 24) with investment, unearned, or other income of more than \$2,100?	
<input type="checkbox"/> Have dependents who may need to file a tax return (for example: children with W-2s or significant investment income)?	
<input type="checkbox"/> Provide over half the support for anyone other than your dependent children?	
<input type="checkbox"/> Pay for childcare while you worked, looked for work, or while a full-time student?	Completed table below
<input type="checkbox"/> Pay any expenses related to the adoption of a child?	
<input type="checkbox"/> Have a divorce decree or other form of separation agreement which establishes custodial responsibilities?	

## List of Dependents

Dependent Name	Date of Birth	Relationship to You	Months lived in home	Income

## Childcare Expenses

Dependent name	Total childcare expenses	Provider name	Provider ID (SSN, federal ID)	Provider Address

# Income

During 2019, did you or anyone in your family:	<i>If yes, provide:</i>
<input type="checkbox"/> Work at one or more jobs?	All W-2s; <u>and</u> Last paystub from 2019; <u>and</u> Most recent 2020 paystub 401(k) statement and final paystub from previous employer
<input type="checkbox"/> Retire or change jobs?	Summary of income & expenses
<input type="checkbox"/> Have a self-employed business or rental property?	Form 1099-G
<input type="checkbox"/> Receive unemployment benefits or disability income?	Summary of unreported tips
<input type="checkbox"/> Receive tip income not reported to your employer?	All documentation, including form W-2G for gambling winnings Receipts for unreimbursed education expenses
<input type="checkbox"/> Receive any awards, prizes, hobby income, gambling or lottery winnings?	All documentation of transaction
<input type="checkbox"/> Work as a teacher during the year?	Most recent statement
<input type="checkbox"/> Have foreign income or pay foreign taxes directly or indirectly from investment accounts, partnerships, or foreign employers?	All documentation
<input type="checkbox"/> Cash in any Series EE US savings bonds issued after 1989?	Most recent statement
<input type="checkbox"/> Have life insurance policies mature, or did you surrender any policies?	All documentation
<input type="checkbox"/> Purchase an annuity, or have an existing annuity contract?	All documentation
<input type="checkbox"/> Pay or receive alimony, spousal maintenance, or child support?	All documentation

# Retirement

During 2019, did you or anyone in your family:	<i>If yes, provide:</i>
<input type="checkbox"/> Receive any Social Security benefits?	Form 1099-SSA
<input type="checkbox"/> Receive any lump-sum payments from a pension, profit-sharing, IRA, 401(k), or 403(b) plan?	Form(s) 1099-R
<input type="checkbox"/> Make contributions to or withdrawals from a Traditional or Roth IRA or a retirement plan [401(k), SIMPLE, or SEP]?	Form(s) 1099-R or other documents
<input type="checkbox"/> Transfer or roll over any amount from one retirement plan to another retirement plan?	Form 1099-R
<input type="checkbox"/> Convert part or all of your IRA (Traditional, SEP, or SIMPLE) to a Roth IRA?	Form 1099-R
<input type="checkbox"/> Are you interested in making additional retirement plan contributions, especially if it lowers your tax due?	

## Purchases, Sales, and Debts

During 2019, did you or anyone in your family:	<i>If yes, provide:</i>
<input type="checkbox"/> Buy or sell stocks, bonds, or investment property?	Brokerage statements, Form 1099-B, and/or Form 1099-DIV
<input type="checkbox"/> Purchase rental or royalty property?	Closing paperwork and details of all assets
<input type="checkbox"/> Start a new business; or acquire interest in a partnership, S corporation, or trust?	Form K-1
<input type="checkbox"/> Purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use?	Detailed records of the dates and amounts of each sale / purchase
<input type="checkbox"/> Sell an existing business, rental, or other property?	Closing paperwork and/or Form 1099-S
<input type="checkbox"/> Sell, exchange, or purchase any real estate?	Closing paperwork and/or Form 1099-S
<input type="checkbox"/> Purchase or sell a principal residence, or foreclose or abandon a principal residence?	<i>If you lived there for less than 2 years: Closing paperwork and/or Form 1099-S</i>
<input type="checkbox"/> Take out a home equity loan, or refinance a principal or second residence?	Closing paperwork
<input type="checkbox"/> Have debts canceled or forgiven, such as a home mortgage, credit cards, or student loan?	Form 1099-C
<input type="checkbox"/> Purchase a qualified plug-in electric vehicle or qualified fuel cell vehicle?	Receipt or bill of sale

## Itemized Deductions

During 2019, did you or anyone in your family:	<i>If yes, provide:</i>
<input type="checkbox"/> Pay out-of-pocket medical expenses (for example: co-pays; prescription drugs; dental, vision, or long-term care expenses)?	Summary listing of medical expenses
<input type="checkbox"/> Make cash or non-cash charitable contributions (clothes, furniture, etc)?	Summary listing of charitable giving
<input type="checkbox"/> Donate a vehicle or boat?	Form 1098-C or other paperwork from receiving organization
<input type="checkbox"/> Pay real estate taxes for your primary home and/or second home?	Related documentation
<input type="checkbox"/> Pay excise taxes for cars, trucks, boats, or other vehicles?	Copy of vehicle registration
<input type="checkbox"/> Make any major purchases (cars, boats, etc.)?	Copy of purchase paperwork
<input type="checkbox"/> Pay mortgage interest on an existing home loan?	Form 1098 (Mortgage Interest Statement)

# Healthcare

During 2019, did you or anyone in your family:	<i>If yes, provide:</i>
<input type="checkbox"/> Have health coverage through a high-deductible HSA-based health plan? <i>If yes, was it <input type="checkbox"/> single or <input type="checkbox"/> family coverage?</i>	
<input type="checkbox"/> Make any contributions to a health savings account (HSA)?	Form 5498-SA or other documentation
<input type="checkbox"/> Receive any distributions from a health savings account (HSA)?	Form 1099-SA or other documentation
<input type="checkbox"/> Pay long-term care insurance premiums for yourself or your spouse? <i>If you have coverage, is it an Indiana Partnership Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No</i>	
<input type="checkbox"/> Receive long-term care benefits from an insurance policy?	Form 1099-LTC
<input type="checkbox"/> Enroll in Marketplace health insurance under the Affordable Care Act?	Form 1095-A

# Education

During 2019, did you or anyone in your family:	<i>If yes, provide:</i>
<input type="checkbox"/> Attend a post-secondary school, or plan to attend one in the coming year?	
<input type="checkbox"/> Attend a private school (K-12) or home school?	
<input type="checkbox"/> Have any educational expenses (for example: tuition, book fees, school supplies, computer)?	Complete the table below <u>and</u> Form 1098-T and/or receipts
<input type="checkbox"/> Receive a scholarship for post-secondary education? <i>If yes, were funds used for expenses besides tuition, such as room &amp; board?</i>	Form 1098-T
<input type="checkbox"/> Make any contributions to or any withdrawals from an education savings account or 529 Plan?	Form 1099-Q (withdrawals); Year-end 529 acct statements
<input type="checkbox"/> Pay any student loan interest?	Form 1098-E

## Education Expenses

Student	Name of school	Type of school (K-12, college, etc)	529 Acct contributions	Tuition paid	Room and Board paid	Other educ. expenses paid

# Miscellaneous Information

During 2019, did you or anyone in your family:		If yes, provide:
<input type="checkbox"/>	If you operated a business, did you make any payments that require you to file Form 1099 (e.g. payments to independent contractors)?	Copies of the 1099s
<input type="checkbox"/>	Pay rent on an apartment or house?	Total rent paid; name and address of landlord; number of months paid
<input type="checkbox"/>	Pay any individual as a household employee?	
<input type="checkbox"/>	Make energy-efficient improvements to your primary residence?	All documentation
<input type="checkbox"/>	Have any foreign financial accounts or assets, or hold interest in a foreign entity?	Year-end statement
<input type="checkbox"/>	Have a financial interest in or signature authority over a financial account located in another country?	Year-end statement
<input type="checkbox"/>	Receive a distribution from, or were you a grantor or transferor of a foreign trust?	All documentation
<input type="checkbox"/>	Receive correspondence from the State or IRS?	Copies of all letters
<input type="checkbox"/>	Have previous years' tax returns that are either unfiled or filed with unpaid balances due?	List of unfiled years
<input type="checkbox"/>	Do you want to designate \$3 to the Presidential Election Campaign Fund? <i>Your contribution would not impact your tax or your refund.</i>	
<input type="checkbox"/>	Make gifts of more than \$15,000 to any individual?	Details of all gifts
<input type="checkbox"/>	Make any estimated Federal or State tax payments?	Detail of all payments made (below)

Federal Estimated Tax Payments - 2019				State Estimated Tax Payments - 2019			
Q1 (Apr)	Q2 (June)	Q3 (Sept)	Q4 (Dec/Jan)	Q1 (Apr)	Q2 (June)	Q3 (Sept)	Q4 (Dec/Jan)
Date							
Amount							

# Notes and Questions