

Print this form out, take some time to fill it out, and bring it with you when you come to the office. This will save you time and money and help us help you more effectively.

Tax Return Questionnaire - 2019 Tax Year

| Name and Address: | Social Security Number: | Occupation |
|----------------------|-------------------------|------------|
| Taxpayer: | | |
| Address: | | |
| | | |
| Spouse: | | |
| Address: | | |
| | | |
| Phone Numbers | Work: | Home: |
| Email Address: | | |

Do you wish \$3 to go to the Presidential Election Campaign? (Tax amount not affected) **Yes** **No**

Filing Status: Single Married Head of Household Qualifying Widow Birth
 Date: Month, Day, Year **Yourself:** ___/___/___ **Spouse:** ___/___/___

VIRTUAL CURRENCY:

At any time during 2019, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? **Yes** **No**

HEALTH INSURANCE COVERAGE:

Starting with the 2019 plan year, the Federal Shared Responsibility Payment no longer applies. However, some states have their own individual health insurance mandate, requiring you to have qualifying health coverage or pay a fee with your state taxes. Please read the following statements carefully. More than one might apply to your "tax family".

1. If you had health care coverage with a government Marketplace (Exchange) during 2019. Please provide Form 1095-A, issued by the Marketplace. In some family situations you may have more than one 1095-A.

2. If you are claiming someone on your return who was included on another taxpayer's policy with a Marketplace. If so, then you will also need a copy of that taxpayer's 1095-A.

3. If a dependent filed a return for 2019. Provide a copy of the return.
4. If you had compliant health insurance through an employer plan, private policy or with a government plan and provide Form 1095-B, 1095-C or other proof of insurance document.
5. If you were issued a hardship exemption by the Marketplace (Exchange). Provide all applicable exemption certificate numbers issued for each member of your family.
6. Complete the information below if you or any individual included in your "tax family" did NOT have insurance coverage for any month of 2019.

Please circle any months a member of your "tax family" was **NOT** insured.

Name: _____
 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Name: _____
 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Name: _____
 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Name: _____
 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

DEPENDENTS:

| Name (First, Initial, Last) | Income Over \$2,200? (Y/N) | Date of Birth | Social Security Number | Relationship | Months Lived in Home |
|-----------------------------|----------------------------|---------------|------------------------|--------------|----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

INCOME:

1. Wages and Salaries (Attach W-2's)

| Name of Payer | Gross Wages (Withheld) | Soc. Sec. (withheld) | Medicare (withheld) | Federal Income Tax (withheld) | State Income Tax (withheld) |
|---------------|------------------------|----------------------|---------------------|-------------------------------|-----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

2. Interest Income (Attach 1099's) *(List and identify as non-taxable Interest Income)*

| Name and Address of Payer | Amount | Name and Address of Payer | Amount |
|---------------------------|--------|---------------------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

3. If you received any interest from a "Seller Financed" mortgage:

| Name and Address of Payor | Social Security Number | Amount |
|---------------------------|------------------------|--------|
| | | |
| | | |
| | | |
| | | |

4. Dividend Income (Attach 1099's)

| Name of Payor | Amount | Name of Payer | Amount |
|---------------|--------|---------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

5. Capital Gains and Losses:

| Investment | Date Acquired | Cost or Other Basis | Date Sold | Net Sale Proceeds |
|------------|---------------|---------------------|-----------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

6. Other Gains and Losses: *(Include details of dispositions of any business/rental/farm assets)*

| Investment | Date Acquired | Cost/Other Basis | Date Sold | Sale Proceeds |
|------------|---------------|------------------|-----------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

7. Pensions, IRA Distributions, Annuities, and Rollovers

Total Received... _____

Taxable Amount (Attach all 1099's or other related papers)..... _____

8. Rents/Royalties, Partnerships, S Corporations, Estates, Trusts _____

*(Attach K-1's for all Partnerships/S Corporations/Fiduciaries)
(Attach separate schedule(s) showing receipts & expenses for each rental property)*

9. Unemployment Compensation Received ... _____

10. Social Security Benefits Received (Attach annual statement)... _____

11. State/Local Tax Refund(s)... _____

12. Other Income:

| Description | Amount |
|-------------|--------|
| | |
| | |

CREDITS:

Child and Dependent Care:

(1) Number of Qualifying Individuals....._____

(2) Name, address and identification number of each provider:

| <i>Name</i> | <i>Address:</i> | <i>Amount Paid</i> |
|-------------|-----------------|--------------------|
| | | |
| | | |

If payments were made to an individual, were the services performed in your home? Yes No

If "Yes", have payroll reports been filed? Yes No

Expenses incurred in connection with adoption.

"Special Needs" child Yes No

Tuition & Fees paid for higher education *(American Opportunity & Lifetime Learning Credits)...* _____

Foreign Tax Credits....._____

Attach detail of type foreign tax, country, and whether "withheld" or paid direct.

2019 Estimated Tax Payments

| Federal | Amount | State | Amount |
|---------|--------|-------|--------|
| | | | |

Other Payments: (Enter Advanced Child Credit Payment Here)

| Date | Amount | Date | Amount |
|------|--------|------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

Other payments or credits - Attach schedule and explain... .. _____

ITEMIZED DEDUCTIONS:

| Medical and Dental | Amount |
|---|---------------|
| 1. Out of pocket costs for prescription medicines, drugs, insulin, doctors, dentists, nurses, and medical and dental insurance premiums (including Medicare B) paid in 2019 (reduce any insurance reimbursements) | |
| 2. Transportation and lodging incurred to obtain medical care | |
| 3. Other - hearing aids, eyeglasses, medical devices, etc. | |
| | |
| | |

| Taxes Paid in 2019 | Amount |
|---|---------------|
| 1. State and local income taxes not listed elsewhere | |
| 2. Real estate taxes not listed elsewhere | |
| 3. Personal property taxes (includes owners tax on auto registration) | |

Interest Paid in 2019 **Amount**

| | |
|--|--|
| 1. Home mortgage interest paid to financial institutions | |
| 2. Home mortgage interest paid to individuals | |
| Name: | |
| Address: | |
| 3. Points paid on [] purchase [] refinance (include details) | |
| 4. Investment Interest | |
| 5. Student Loan Interest | |

Automobile Use in 2019

To deduct mileage for auto expenses on a tax return, a log must be kept which details mileage driven for business purposes. This log, or something which keeps track of mileage, would be needed to justify the write off for the expense in the event of an audit.

Car #1

| | |
|--|--|
| Make | |
| Model | |
| Year | |
| <i>If the vehicle is being used by the owner, please provide the following information</i> | |
| Date of Purchase | |
| Purchase Price | |

For Period of Jan. 1, 2019 to Dec. 31, 2019

Amount

| | |
|---|--|
| Business Mileage | |
| Moving Mileage – only members of the Armed Forces on active duty who moved because of a permanent change of station | |
| Charitable Mileage | |
| Total Mileage | |

Car #2

| | |
|--|--|
| Make | |
| Model | |
| Year | |
| <i>If the vehicle is being used by the owner, please provide the following information</i> | |
| Date of Purchase | |
| Purchase Price | |

*Commuting mileage must not be added to business mileage.

For Period of Jan. 1, 2019 to Dec. 31, 2019

Amount

| | |
|---|--|
| Business Mileage | |
| Moving Mileage – only members of the Armed Forces on active duty who moved because of a permanent change of station | |
| Charitable Mileage | |
| Total Mileage | |

Contributions: *(Written documentation is required for all gifts of \$250 or more)*

Amount

| | |
|--|--|
| 1. Cash - Less than \$3,000 paid to any one organization | |
| 2. Cash - \$3,000 or more to any one organization -- show name of organization | |
| | |
| | |
| | |
| | |
| 3. Other than cash - Attach details | |

Casualty and Theft Losses - Attach Details..... _____

Miscellaneous Deductions: Eliminated for tax years 2018 through 2025 due to tax reform.

| Employee business expenses - attach details | Amount |
|--|---------------|
| Reimbursed | 0 |
| Not Reimbursed | 0 |
| Job hunting expenses (list) | 0 |
| Other Expenses | 0 |
| Tax Preparation | 0 |
| Union Dues | 0 |
| Business Publications | 0 |
| Professional Dues/Fees | 0 |
| Safety Deposit Box Rental | 0 |
| Small Tools used in your trade or business | 0 |
| Business telephone | 0 |
| Uniforms & Cleaning | 0 |
| IRA Custodial fees | 0 |
| Investment Expenses | 0 |
| Education Expenses (attach details) | 0 |
| Business Entertainment | 0 |
| Other Miscellaneous deductions | 0 |

Adjustments to Income:

| | Maximize? | Amount |
|--|--|--------|
| 1. Your IRA deduction | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 2. Spouse's IRA deduction | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 3. Keogh SEP deduction | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 4. Penalty for early withdrawal of savings. | | |
| 5. Alimony paid - List name and Social Security Number | | |
| 6. Self-employed health insurance premiums | | |

Did anyone in your family receive a scholarship of any kind during 2019?

If yes, please supply details. Yes No *(This includes athletic scholarships)*

If you have added or disposed of any fixed assets used in trade or business or rental or farm activities, please provide the following:

Addition: Description, Date acquired, cost (& trade-in, if any)

Dispositions: Description, Date of disposition, amount realized

Note: If we did not prepare your 2018 return, please provide the date acquired, cost, depreciation method used, and accumulated depreciation.

If we have not previously prepared your return - please provide a copy of your 2016, 2017, 2018 tax returns.

Did you settle any notices or settle any tax examinations concerning your prior tax years' returns? Yes No

(If yes, please provide copy of notices, settlement reports, etc.)

Did you receive any payments from a pension or profit sharing plan?

Yes No *(If yes, provide pertinent information or statements from the plan.)*

Did you sell your primary residence during 2019? Yes No

If "Yes", provide a copy of the closing statements of the sale and a copy of the closing statement at the time of your purchase, details of any capital improvements you made during the time you owned the property, and any expenses of sale incurred by you. If you have purchased a replacement property indicate cost and date acquired. If you have previously sold a residence, provide a copy of form 2119 from your tax return for the year of sale.

Did you change your state residency during 2019? Yes No

If "Yes" **AND** you were a member of the Armed Forces on active duty who moved because of a permanent change of station, please provide the following:

| | |
|------------------------------|-------|
| Previous address: | |
| Date of move: | |
| Distance: | miles |
| Costs of move: (describe) | |

If you would like your tax refund (if any) deposited directly into your bank:

| Account Type: | Your Account Number: | Bank Routing Number: |
|--------------------------|----------------------|----------------------|
| Checking [] Savings [] | | |

For the year 2019: (Provide details for any "Yes" response)

Did your principle residence (and second residence, if any) loan(s) exceed the fair market value of the residence?.....Yes No

Do you have a balance borrowed against a home (equity line of credit) in excess of \$100,000, or total mortgage indebtedness in excess of \$750,000?... Yes No

Did you exercise any stock options?... Yes No

Did you purchase, sell, or own any bonds you paid more or less than the face amount? Yes No

Did you sustain any non-business bad debts?... Yes No

Did you or your spouse make any gifts in excess of \$15,000 to any one donee?..... Yes No

Were you the recipient of, or did you make a "below-market" or "interest-free" loan?.... Yes No

Do you have a child under the age of 18 as of December 31, 2019 who has earned an income (interest, dividends, etc.) of more than \$1,100?..... Yes No

Did you lease a car which you used for business purposes?..... Yes No

If "Yes", provide (1) fair market value or capitalized cost of the car on the 1st day of the lease or rental agreement, (2) term of the lease, (3) number of payments made, (4) number of days the car was leased in 2019, (5) percentage of business use, (6) business or work the car was used in, (7) amount of expenses reported by you to your employer on Form W2.

Rental & Royalty Income and Expense

Property Type: Residential Commercial

Location:

| |
|--|
| |
|--|

If Vacation Home:

| | |
|--------------------------------|--|
| Number of days rented | |
| Number of days used personally | |

Property is owned by: Taxpayer Spouse Joint

Percentage ownership of not 100%: _____%
 (Please indicate if income and expenses below are listed at 100% or your percentage.)

Did you live in part of the rental property?.....Yes No

If yes, what percentage did you occupy as a tenant? _____%

Check if rented to a related party.

| |
|-------------------|
| Explain Relation: |
| |

| Income | Amount | | |
|-----------------------------|--------|---------------------|--------|
| 1. Rental income. | | | |
| 2. Royalties received | | | |
| Expenses | Amount | | Amount |
| 1. Advertising | | 16. Property taxes | |
| 2. Association dues | | 17. Utilities | |
| 3. Auto miles driven | | Other (description) | |
| 4. Travel | | 18a. | |
| 5. Cleaning and Maintenance | | 18b. | |
| 6. Commissions | | 18c. | |

| | | | |
|--------------------------------------|--|------|--|
| 7. Insurance | | 18d. | |
| 8. Legal and professional fees | | 18e. | |
| 9. Allocated tax preparation fees | | 18f. | |
| 10. Licenses and permits | | 18g. | |
| 11. Management fees | | 18h. | |
| 12. Mortgage interest -- (Form 1098) | | 18i. | |
| 13. Other interest | | 18j. | |
| 14. Repairs | | 18k. | |
| 15. Supplies | | 18l. | |

Depreciation:

| Property | Date Acquired | Cost or Other Basis | Depreciation Method | Prior Depreciation |
|----------|---------------|---------------------|---------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Business Income & Expenses (Sole Proprietorship)

Principle business or profession: _____

Business name: _____

Employer ID number _____

Business address: _____

City _____ State _____ Zip Code _____

Business is owned by: Taxpayer Spouse

Accounting Method: Cash Accrual

Inventory method: Cost Lower cost or market Other N/A

Did you materially participate in the business? Yes No

Check if this is the first year of the business.

| Income | Amount | Cost of Goods Sold | Amount |
|----------------------------|---------------|----------------------------------|---------------|
| 1. Gross receipts or sales | | 1. Beginning of year inventory | |
| 2. Returns and allowances. | | 2. Purchases | |
| 3. Other income. | | 3. Cost of items used personally | |
| | | 4. Cost of labor | |
| | | 5. Materials and supplies | |
| | | 6. Other costs | |
| | | 7. End of year inventory | |

| Expenses | Amount | Expenses | Amount |
|--|---------------|---|---------------|
| 1. Advertising | | 21. Other taxes | |
| 2. Bad debts (N/A cash benefits) | | 22. Licenses | |
| 3. Commissions and fees | | 23. Travel | |
| 4. Employee benefits | | 24. Meals and entertainment (in full) | |
| 5. Health insurance | | 25. Utilities | |
| 6. Other insurance | | 26. Wages | |
| 7. Mortgage interest | | 27. Management fees | |
| 8. Other interest | | 28. Consulting expenses | |
| 9. Legal and accounting fees | | 29. Payroll service | |
| 10. Allocation of tax preparation fees | | 30. Employee vehicle expense | |
| 11. Office expense | | 31. Employee mileage reimbursement | |
| 12. Pension and profit sharing plans | | 32. Client gifts (limited to \$25 each) | |
| 13. Rent, vehicles | | 33. Education and seminars | |
| 14. Rent, equipment | | 34. Other: (Description) | |
| 15. Rent, building | | 35. | |
| 16. Repairs & maintenance, building | | 36. | |
| 17. Repairs & maintenance, equipment | | 37. | |
| 18. Repairs & maintenance, vehicles | | 38. | |
| 19. Supplies | | 39. | |
| 20. Payroll taxes | | 40. | |

Depreciation

| Property | Date Acquired | Cost or Other Basis | Depreciation Method | Prior Depreciation |
|----------|---------------|---------------------|---------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Farm Income & Expense

Principle Product _____

Employer ID number _____

Accounting method: Cash Accrual

Check if you materially participated in farm operations: Taxpayer Spouse

| Income | Amount |
|--|--------|
| 1. Sales of livestock and other resale items | |
| 2. Cost of above. | |
| 3. Sales of livestock, produce, etc. you raised. | |
| 4. Cooperative distributions (1099-PATR) | |
| 5. Cooperative distributions, taxable portion | |
| 6. Agricultural program payments | |
| 7. Agricultural program, taxable portion | |
| 8. Commodity Credit Corporation Loans | |
| 9. Crop insurance loans | |
| 10. Custom hire | |
| 11. Other: | |

| Expenses | Amount | Expenses | Amount |
|----------|--------|----------|--------|
| | | | |

| | | | |
|-------------------------------|--|------------------------------------|--|
| 1. Car and truck expenses | | 19. Machinery and equipment rental | |
| 2. Chemicals | | 20. Land rental | |
| 3. Conservation expense | | 21. Other | |
| 4. Custom hire (machine work) | | 22. Repairs and maintenance | |
| 5. Employee benefit programs | | 23. Seeds and plants purchased | |
| 6. Employee health insurance | | 24. Storage and warehousing | |
| 7. Feed purchased | | 25. Supplies purchased | |
| 8. Fertilizers and lime | | 26. Payroll taxes | |
| 9. Freight and trucking | | 27. Other taxes | |
| 10. Gasoline, fuel, and oil | | 28. Utilities | |

| | | | |
|------------------------------------|--|--------------------------------------|--|
| 11. Other insurance | | 29. Veterinary, breeding, & medicine | |
| 12. Mortgage interest | | 30. Other: | |
| 13. Other interest | | 31. | |
| 14. Labor hired | | 32. | |
| 15. Legal and professional fees | | 33. | |
| 16. Allocated tax preparation fees | | 34. | |
| 17. Pension and profit share plans | | 35. | |
| 18. Vehicle rental | | 36. | |

Depreciation

| Property | Date Acquired | Cost or Other Basis | Depreciation Method | Prior Depreciation |
|----------|---------------|---------------------|---------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Business Use of Home

Do you use any part of your home regularly and exclusively for business?

Yes No

Estimated percentage of time spent in home office compared to total time spent in this business activity. (e.g., 10%, 20%).....

Description of work done in home office _____

Description of work done outside of work office _____

Total area of home... ..

Total area of home used regularly for business.....

| | <u>Direct costs</u> (benefit only business portion of home) | <u>Indirect costs</u> (other) |
|-------------------------|--|--------------------------------------|
| Home insurance | | |
| Repairs and maintenance | | |
| Utilities | | |
| Rent | | |
| Other. | | |

If Daycare Facility:

| | |
|--|--|
| Days used as a daycare facility. | |
| Prior year carryover of unallowed losses | |

| Cost of home and improvements and prior depreciation. | | | | | |
|---|------------------|------------------------|------------------------|-----------------------|--|
| Depreciation of home, improvements, furniture, and equipment. | | | | | |
| Property | Date Acquired | Cost or Other Basis | Depreciation Method | Prior Depreciation | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Household Employees: (Nanny Tax)

Did you pay a household employee at least \$2,100 this year? **Yes** **No**
 (e.g., housekeepers, nannies, nurses, yard workers, health aides, babysitters)

If yes, please provide the following information for each:

| | | | |
|-----------------|--|-----------------------------|--|
| Name | | Federal Income tax withheld | |
| Social Sec. No. | | Social Sec. tax withheld | |
| Wages paid | | Medicare tax withheld | |
| | | State income tax withheld | |

Your Employer Identification Number (you can no longer use your social security number):

| | | |
|---|----------------|---------------|
| Has W-2 been filed? | Yes [] | No [] |
| If no, do you want us to prepare for you? | Yes [] | No [] |
| Have the necessary state employment returns been filed? If | Yes [] | No [] |
| No, do you want us to prepare for you? | Yes [] | No [] |
| Was the household employee under eighteen years of age and a student? | Yes [] | No [] |

