

## Taxpayer Questionnaire

Please check the appropriate box and include all necessary details.

**We are searching for deductions. Please be complete!**

**Did any of these things happen during last year?**

### Personal Information

Yes      No

Did your marital status change? If yes, explain: \_\_\_\_\_

Did your mailing address or residence change from last year?

Can you be claimed as a dependent by another taxpayer?

Are you or any dependent declared disabled or blind?

Did you change any bank accounts that have been used to direct deposit (or direct debit) funds from (or to) the IRS or other taxing authority from last year?

Did you maintain health coverage for the full twelve months of the tax year?

### Dependent Information

Were there any changes in dependents you claimed from last year?

    Name all dependents: \_\_\_\_\_

Do you have any children under age 19 or college students under the age 24 with unearned income in excess of \$1900?

Did you contribute to a Coverdell Education Savings Account this year?

Did you pay for child care (babysitting, daycare) while you worked or looked for work?

    If yes, please provide provider name, address, social security/EIN, and amount paid.

### Buy or Sell Information and Debt Information

Did you buy, sell, or exchange any real estate? (Send all closing statements)

Did you abandon or have foreclosed any real estate? (Send Form 1099-A and/or 1099-C)

Did you sell or write off any stock? (Send original cost, sale price and dates)

Did you sell any stock this year from a mutual insurance company that became a stock company in prior years?

Did you participate in puts, calls or "short the box" stock transactions?

Did you buy or sell an interest in any other investments (ex. K-1's)?

Did you buy a hybrid (gas/electric), alternative motor, or electric motor energy efficient vehicle? If yes, list make, model and year.

Did you take out a home equity loan or line of credit this year or refinance any real estate? (Send closing statements)

### Income Information

Were you a grantor or transferor for a foreign trust, have an interest in or a signature or other authority over a bank account, securities account, or other financial account in a foreign country, or pay any foreign taxes?

Did you carry \$10,000 in a foreign bank account for even one day during the year?

Did you earn any income in a foreign country?

Did you have any minimum tax credits on your tax return in 2007 (new clients only)?

Did you receive any income during the year from property sold prior to this year?

Did you receive or rollover any retirement account money?

Did you receive any disability or unemployment income?

Did you receive any tip income that was not reported to your employer?

Did any of your life insurance policies mature, or did you surrender any policies?

Did you cash in any U.S. Savings bonds?

Did you receive employer-provided educational assistance or other educational benefits?	_____	_____
	Yes	No
Do you qualify for any Social Security benefits such as retirement, death, disability, or Medicare? (Send Form 1099-SSA or other statement)	_____	_____
Did you receive a damage award for personal injury, sickness or discrimination?	_____	_____
Did you receive executor fees or jury duty fees? If yes, amount \$_____	_____	_____
Did you receive or pay alimony (not child support)? If yes, amount \$_____	_____	_____
Did you take money out from a 529 plan? If yes, whose name was on the account and how much? (Send Form 1099-Q)	_____	_____

**Deduction Information**

Did medical expenses exceed 7.5% of your income?	_____	_____
Did you pay long-term care (nursing home) premiums for yourself or your family?	_____	_____
Was any of your health insurance premiums subsidized by an employer or other source?	_____	_____
Did you have a Health Savings Account (HSA)?	_____	_____
If yes, provide the deductible contributions \$_____ qualified withdrawals \$_____ and if single ___or family ___coverage.	_____	_____
Did you keep all your sales tax receipts for this year (not required)?	_____	_____
If yes, total sales tax paid \$_____	_____	_____
Did you pay sales tax on a car, boat, motor home, manufactured home, truck, motorcycle or plane purchased for personal use? If yes, amount \$_____	_____	_____
Did you pay real estate taxes for any property?	_____	_____
If you own your residence, is it overvalued for real estate purposes?	_____	_____
Did you pay mortgage interest for your residence or a second residence? (Send Form 1098)	_____	_____
Did you have to pay interest on a non-retirement investment portfolio?	_____	_____
Did you pay any student loan interest this year? (Send Form 1098-E)	_____	_____
Did you have to pay private mortgage insurance (PMI)?	_____	_____
Do you have a complete acknowledgment to substantiate all cash or check charitable contributions of \$250 or more <u>and proof of all</u> charitable contributions (cash and non-cash)?	_____	_____
Did you donate a vehicle or boat? (Send Form 1098-C)	_____	_____
Did you have any unreimbursed employee expenses or an allowance?	_____	_____
Did you use your car on the job, for other than commuting?	_____	_____
Did you work out of town during the year?	_____	_____
Did you have any moving or job-seeking expenses?	_____	_____
Did you incur any non-business bad debts this year?	_____	_____
Did you incur unreimbursed casualty or theft losses greater than 10% of your income?	_____	_____
Are you a teacher or school administrator who bought school supplies in your job?	_____	_____

**College and Credit Information**

Did you pay any college expenses? If yes, provide annual summary of charges and payments received from school, and a list of checks written (Send Form 1098-T)	_____	_____
Have you started any adoption process?	_____	_____
Did you make energy efficient improvements to your home this year?	_____	_____
Do you purchase gasoline for off road use in your business?	_____	_____
What kind? _____	_____	_____
	_____	_____

**Planning Questions**

Yes No

- Are you covered by a pension plan?
Did you make any retirement contributions?
Did you make or would you consider a ROTH conversion?
Do you need help with your retirement planning?
Do you need help with life, disability long-term care or health insurance planning?
Do you need help with your education planning?
Do you need help with your estate planning?
Is your will out of date or non-existent?
Is your power of attorney for healthcare and financial decisions out of date or non-existent?
Do you need help with your investment planning?
Do you need help with your recordkeeping?

Form with Yes/No columns for planning questions.

**Miscellaneous Information**

- Did you receive correspondence from federal, state, or local tax authorities? (Send the letters)
Do you have employer provided stock options that you can exercise or sell?
Were you ever in the military?
Did you make any gifts of more than \$14,000 to any one individual?
Did you engage in any bartering transactions?
Do you want to allocate \$3 to the Presidential Election Campaign Fund?
Do you have a household employee?
Would you like to have your refund direct deposited into your bank account? (Send voided check for routing and account numbers)
Do you NOT have a current will and power of attorney for health care and financial decisions? Approximate date of will if you do have one
Can you afford to pay all your taxes?
Did you file bankruptcy or have debts forgiven or cancelled this year? (Send Form 1099-C)
Did you have any gambling income and do you have proof of losses?
If yes, send proof of losses for review.
Do you expect significant changes in income, expenses or dependents this year?
If yes, please explain:
Were you a victim of identity theft, whereby the IRS issued you an IP PIN?
If yes, please provide

Form with Yes/No columns for miscellaneous information questions.

**Business Owners Only**

- Did you start up or shut down a business during the year?
If you were self-employed, did you pay health insurance premiums? If yes, amount \$
Do you own or invest in a business that would be considered manufacturing?
Did you start a NEW employee pension plan this year?
Have all required 1099s been filed and issued? If no, would you like our assistance?
Did you maintain mileage logs for all vehicles driven for business purposes?
Do you need coaching for your small business?
Do you maintain records to support all business expense reimbursements issued to all owners and employees?
Did you buy fuel to operate business equipment or off-road vehicles?

Form with Yes/No columns for business owners only questions.

\_\_\_\_\_  
\_\_\_\_\_  
Yes No

Do you keep records to support business purpose for all travel, meals, and entertainment expenditures?

**Pennsylvania Information**

Do you want to allocate \$1 to the Pennsylvania Political Party Fund?

Did you live and work in Pennsylvania all year?

Are you in an unsubsidized health insurance plan where your current or former employer does not pay for any part of the plan's cost and does not reimburse you?

If yes, how much did you pay? \$ \_\_\_\_\_

Pennsylvania requires you to pay sales tax on any purchases made from out-of-state companies, including purchases made over the internet or by catalogue. Did you make any purchases from out-of-state companies which you would like to report?

If yes, Total purchases \$ \_\_\_\_\_

Did you contribute to or distribute from the Pennsylvania College Advantage Plan or other state plans (529 Plan)? If yes, what state plan?

Amount distributed \$ \_\_\_\_\_ Amount contributed \$ \_\_\_\_\_

Is anyone in your family attending an Pennsylvania college during their 1st or 2nd year?

Did you make equity investments in Pennsylvania businesses to qualify for the Invest Pennsylvania credit?

Did you make a political contribution to any qualified state race?

If yes, which one(s) and how much? \$ \_\_\_\_\_

Were you a displaced worker that paid for training to get a new job?

Did you purchase a Pennsylvania specialty license plate (ex. wildlife, CASA/GAL), where a portion of the cost is considered a charitable donation?

If yes, which license plate and how much? \_\_\_\_\_

Do you want to donate to conservation of Pennsylvania endangered wildlife?

If yes, how much \$ \_\_\_\_\_

Do you want to donate to Pennsylvania nature preserves? If yes, how much \$ \_\_\_\_\_

If age 65 or older or disabled and you own a home, are you claiming a homestead exemption for real estate tax? \_\_\_\_\_

Do you want to donate to the military injury relief fund? If yes, how much \$ \_\_\_\_\_

If you own a home, are you claiming the 2 1/2% reduction for real estate tax? \_\_\_\_\_

**Local Information**

Did you live or work in any city limits last year? If yes, list all \_\_\_\_\_

Did you live in a township that has been annexed into a city last year? \_\_\_\_\_

Did you live in a school district that charges a separate tax last year? \_\_\_\_\_