

2020 Tax Information Questionnaire

(To be completed by all tax clients)

Name: _____

Address: _____

Email address: _____

*Circle best way

to contact you (H) _____ (W) _____ (Cell) _____

*** For Clients Dropping Off.....Also, please provide details to all "yes" answers on page 4 & 5

YES NO

GENERAL INFORMATION

- 1 Were there any births, adoptions, marriages, divorces, or deaths in your household or did any children cease to be your dependents in 2020?
- 2 Did you have any life changing issues during 2020 (i.e. retirement, children graduating, etc.?)
- 3 Did any of your dependent children have any income (wages, interest, etc.?) **(possible kiddie tax)**
- 4 Do you have any dependents living with you or are you supporting anyone not living with you?
- 5 Are you or any of your dependents disabled or blind?
- 6 Can you or your spouse be claimed as a dependent by someone else?
- 7 Can another person qualify to claim any of your dependents? (If you are not the custodial parent, please provide form 8332 which gives you permission from the custodial parent to claim the child)
- 8 Did you incur child care or dependent care expenses in 2020 (for children up until the day they turn 13)? If so, we need name, address, EIN or Soc Sec # of provider & amount paid for each child.
- 9 Did you move during 2020? From where _____ Date of move _____
- 10 Did you reside in more than one state during 2020? If yes, which states? _____
- 11 Did you receive any notices from the IRS or the State? If yes, please attach.
- 12 Do you wish to have \$3 (or \$6 on a joint return) of your taxes applied to the Presidential Campaign Fund (this will not affect the amount of refund or balance due on your tax return)? Do you wish to contribute to any state funds, and if so, which funds?
Would you like your refund (if applicable) to be deposited directly into your bank? If so, provide Name of Bank
- 13 _____ Bank Routing # _____ and Account # _____ and
Please circle *Checking or *Savings

INCOME INFORMATION

- 14 Have you received all W-2's from all employers? How many W-2's are attached? _____ Also, please provide last payroll stub of 2020.
- 15 Did you earn income from a state other than the state in which you live? If yes, what state? _____
- 16 Did you or your spouse receive any tips not reported to your (or your spouse's) employer?
- 17 Did you have any interest or dividend income?
- 18 Did you buy, sell, or trade any assets (stocks, real estate, etc.) during the year?
- 19 At anytime in 2020, did you receive, sell, send, exchange, or otherwise acquire any financial interest in virtual currency (must answer on tax return).
- 20 During 2020, did you have an interest in, or signature over a bank or brokerage account in a foreign country, or were you a grantor of or transferor to a foreign trust?
- 21 Are you an authorized signature holder on a foreign bank account? (e.g. on a parent's or other relative's foreign acct)
- 22 Did you have any income from a foreign country (e.g.. wages, rental income, interest income)?
- 23 Were you required to prepare a tax return for another country?
- 24 Are you holding any US Savings Bonds that have matured?
- 25 Did you surrender any U.S. Savings Bonds during 2020? If yes, see next question.

YES NO

YES	NO	
		26 Did you cash any series EE or I U.S. Bonds that were issued after 1989 to pay for college?
		27 Did you receive any state or local income tax refunds from prior years (other than your 2018 refund)
		28 Did you receive any social security benefits during the year? Please provide Form SSA-1099
		29 Did you receive any payments from a pension, profit sharing or 401(k) plan during 2020? Please provide Form 1099-R's
	*	30 Did you take any distributions from your retirement plan due to COVID-19? If yes, was the intention to pay tax in full in 2020 or pay the tax on the distribution in 3 years? Or pay it all back to your retirement account in 3 years?
		31 Did you make any withdrawals from, or contributions to, an IRA, ROTH, Keogh, Simple, SEP, 401K, myRA or any other qualified retirement plan during the year?
		32 Do you or your spouse have any IRA accounts? If so, what kind? (i.e. traditional or ROTH)
		33 Have you ever made a nondeductible contribution to a traditional IRA?
		34 Did you or your spouse contribute funds to either a traditional or ROTH IRA?
		35 Did you withdraw money from any retirement accounts or "rollover" a retirement plan into another plan? (Including your RMD)
		36 Did you convert any retirement funds to ROTH funds?
		37 Did you recharacterize any IRAs this year?
		38 Did you receive a Schedule K-1 from a Partnership, S-Corp, Trust or Estate? If so, please attach
		39 Did you or your spouse receive any social security benefits during the year? Attach Form(s) SSA-1099
		40 Did you receive any disability income during 2020? Please include Form 1099-R.
		41 Did you receive any type of prize or award during 2020, including lottery winnings?
		42 Did you receive any Stimulus/Economic Impact Payments (COVID Tax Relief). If so, how much? Please provide the IRS letter 1444/1444B
		43 Did you incur any gambling winnings/losses during 2020? Please provide win-loss statements and summary of winnings (from the casino). Do you track your daily wins and losses? If so, please provide daily net wins/losses. Also provide any Form W-2G's that you received as well as a summary sheet of W-2G's received (can be obtained on casino website)
		44 Did you or your spouse receive any unemployment benefits during 2020 (please provide 1099-G)?
		45 Did you or your spouse receive any Combat Pay or Jury Duty Pay?
		46 Did you or your spouse receive any alimony, or separate maintenance payments? - (Note please be aware that there are changes for divorces occurring prior to 01/01/2019). If yes, how much and divorce date?
		47 Were you given any stock options and/or did you exercise any stock options in 2020? If yes, additional info may be needed.
		48 If you receive(d) restricted stock at work, did any become vested in 2020?
		49 Did you have any credit card debt forgiven in 2020? Did you receive a 1099C?
		50 Does anyone owe you money which has been deemed uncollectible by the appropriate authorities?
		51 Did you receive any income not mentioned in the above questions? If so, what kind? _____

BUSINESS/ RENTAL INFORMATION

		52 Do you own a business? A) Please explain business activities _____ B) Please provide all business income and expenses.
		53 Did you use your vehicle for your business? (Please provide mileage log)
		54 Did you make any payments in 2020 that would require you to send out Form 1099? If yes, did you or will you send out all required forms?
		55 Did you pay health insurance premiums for your employees during the year? And if so, did you obtain the insurance from the marketplace (small business health options program (SHOP)?
		56 Did you receive any PPP-Loan, EIDL, or any type of Grants from State or federal? If so, how much?
		57 Did you report as income all of the cash you collected in 2020?
		58 Did you purchase any business assets (furniture, equipment, etc.) or convert any assets to business use during the year? If yes, please list on an attached sheet the date placed in service, cost or basis of asset, and business use percentage.

YES NO

- 59 Did you dispose of any business assets (including vehicles & real estate)? If yes, please list on an attached sheet the date removed from service, selling price and expense of sale.
- 60 Do you accept credit card payments in your business?_____ If so, please provide Form 1099-K(s).
- 61 Did you purchase any gasoline, diesel, or special fuels for non-highway business use?
- 62 Do you own rental property? What percentage of time did you spend managing your rentals? _____Please provide all rental income and expenses
- 63 Did you purchase any rental property assets (furniture, appliances, etc.) or converted any assets to business use during the year? If yes, please list on an attached sheet the date placed in service, cost or basis of asset, and business use percentage.
- 64 Did you dispose of any rental property assets? If yes, please list on an attached sheet the date removed from service, selling price and expense of sale.

OTHER INFORMATION

- 65 Did you purchase Health Insurance from the Marketplace? If so, please provide Form 1095-A (we cannot file your tax return without this form)
- 66 Did you incur any work-related educational expenses?
- 67 Does your employer reimburse you for tuition expenses?
- 68 Did you pay any college tuition & fees for yourself, spouse or dependent (even if classes were attended in another year)...Did you pay for books, supplies & equipment needed for course? Please provide a Billing/Payments schedule from the college for 2020, 2019 and 2021. **Also provide Form 1098-T.**
- 69 Did you pay any student loan interest in 2020 (Attach form 1098-E)
- 70 Did you withdraw funds from a 529 plan or Coverdell? If so, please provide Form 1099-Q
- 71 Did you make any alimony or separate maintenance payments for any divorce final prior to 01/01/2019? If yes, how much? Date of divorce, Spouse name, Social Security .
- 72 Did you make any charitable contributions directly from your IRA account?
- 73 Did you incur a loss due to damaged property located in a federal designated disaster area?
- 74 Did you purchase or sell your home or your second home during 2020? (If yes, please provide disclosure (closing) documents and Form 1099-S, if applicable)
- 75 Did you ever refinance your principal or second home? If yes, did you use ALL of the loan proceeds for acquisition or home improvements? If not, we will need to know how much of the loan balance is related to non-home related items? (for instance - did you use some of the proceeds from the re-fi to pay for college, purchase a new car or purchase a different property ? Note: If you refinanced during 2020, please provide your disclosure (closing) documents.
- 76 Did you take out a home equity loan during 2020? (If yes, please provide disclosure (closing) documents). Were proceeds from loan used for purposes OTHER THAN improving your home? Please explain.
- 77 Did you get a loan modification (in this or prior years?)
- 78 Did you take a New Homebuyer Credit (Loan) in 2008 that you are now paying back? (payback is from 2010 - 2025)
- 79 Did you rent out your home or use it for business?
- 80 Do you own a vacation home that was rented to someone else at anytime during the year?
- 81 Did you purchase solar property (solar electric, solar water heating, fuel cell property) in 2020?
- 81 Did you purchase energy efficient items (e.g. insulation, windows, ext doors, furnace, AC) in 2018 and/or 2020? (the credit was reinstated retro to 1/1/2018).
- 82 Did you make any gifts (cash or property) over \$15,000 to any one person in 2020?
- 83 Did you pay wages of \$2,200 or more during 2020 or \$1,000 in any calendar quarter to any one household employee?

YES NO

ITEMIZED DEDUCTIONS (BRING RECEIPTS/DOCUMENTATION FOR ALL EXPENSES)

- 84 Did you pay mortgage interest (including home equity) and/or mortgage insurance premiums in 2020? (Form 1098)
- 85 Did you pay any real estate taxes in 2020? Please provide statements from town (can get online) showing amounts actually paid in 2020 (regardless of year of Grand List)
- 86 Did you pay any motor vehicle taxes in 2020? Please provide statements from town (can get online) showing amounts actually paid in 2020 (regardless of year of Grand List)
- 87 Did you make cash or noncash charitable contributions in 2020? (please let us know, even if you do not itemize!!) For non-cash contributions, please provide a detailed listing of the items donated, noting the condition (and thrift value) of each. Attach this listing to the receipt you received from the charitable organization (e.g. Goodwill).
- 88 Did you drive your car for charitable purposes? If so, please provide mileage
- 89 Did you pay any health, dental or LTC insurance premiums or pay medical expenses (including prescriptions and improvements to home for medical reasons)? Please obtain 2020 prescription summary from your pharmacy (in lieu of individual pharmacy receipts). Also provide mileage and lodging (not meals) for seeking medical care.
- 90 Do you have one or more H.S.A. (Health Savings) Accounts? If so, please provide forms 1099SA and 5498SA for ALL accounts.
- 91 In addition to your payroll deduction for HSA contributions, did you contribute directly to your HSA account for tax year 2020?
- 92 Did you make any large purchases (car, boat, etc.) for state sales tax deductions?
- 93 Did you make any estimated Federal and State tax payments during the year?
- 94 Have you provided ALL your deductions?

QUESTIONS FOR CONNECTICUT RETURN

- 95 Did you contribute to a Connecticut 529 plan?
If yes, please provide statement (showing account number and total contributions for the year.)
- 96 Are you receiving a CT teacher's pension? (CT exempts 25% percent in 2020)
- 97 Are you receiving a U.S. Military pension (CT exempts 100%).
- 98 Did you have any out of state purchases for which you may owe CT sales (use) tax?

DUE DILIGENCE FOR HEAD OF HOUSEHOLD, EIC, AOTC & CHILD TAX CREDIT

This IRS is requiring tax professionals to perform due diligence for those taxpayers claiming Head of Household filing status, Earned Income Credit, Child Tax Credit and American Opportunity Tax Credit. Please provide documentation to prove age, relationship, residency and support of your dependent (e.g. birth certificates, social security cards, school/medical records, 1095(A,B,C) Health Insurance forms showing named insureds & address of record, Daycare records, Rent receipts, Utility bills, Property tax bills, Divorce decree, Form 8332 (Form signed by the custodial parent allowing non custodial parent to claim dependent). For American Opportunity Credit, we will need the 1098T along with the payment billing summary from the college.

COPY OF DRIVERS LICENSE REQUIRED

IMPORTANT: We will require copies of both taxpayer and spouse drivers license in order to efile your return.

Signature of person completing form

Date

YES NO

		_____(initial)
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