2020 Tax Questionnaire

Thank you for being a valued client. For Tax Year 2020 and on, we are simplifying things by sending key questions we need to know to prepare and understand your tax situation as well as confirmation of your contact information and banking information (for direct deposit or electronic tax payments).

Please answer the questions by checking the box if the answer is yes. Also, enter your current contact information as well as banking information if you would like direct deposit or to pay your tax due electronically. **If you would like a traditional organizer, please let us know and we will be happy to provide you with one.**

After completing the questions, please send it back along with any source documents. A list of common source documents we will need is below. **We no longer accept documents via email due to security concerns for our clients as well as our firm.** Please use Liscio instead of email to communicate private information and share private documents with us. If you have not yet, I encourage to install the Liscio mobile app to your smart phone. You can use your smart phone to take pictures of documents and send them to us via the Liscio app.

We need your documents either via Liscio, US mail, FedEx, UPS, or drop-off to our office by March 24, 2021 to ensure we can complete your return. No other method of document delivery please. If we have not received your documents by March 24, 2021 an extension may be required.

Face masks, worn properly will be required for all office visits. All visits will be kept brief, for document drop-offs, completed return pick-ups, etc. Only in rare instances will clients be allowed to wait while we complete their tax returns.

For your convenience, upon your request, we can send your completed documents to you for electronic signature rather than having you stop at the office to sign.

New for 2021 tax season, we will be offering a selection of tax related products for you to choose from. See the attached document. Please let us know what product choice works best for you.

Thank you for your cooperation as we continue to make things more mobile and secure for all of our clients.

Sincerely,

Denis Stankowski

My Money Tax and Accounting

Common Source Documents:

- W-2
- 1099-NEC – (1099 MISC) Non-Employee Compensation
- 1099-Int – Interest Income
- 1099-Div – Dividend Income
- 1099-G – Income Through Government Agency (ie Unemployment)
- 1099-R – Retirement Income
- 1099-B – Brokerage Statement
- 1099-SA – Social Security Benefits
- 1095-A – Federal Healthcare Marketplace
- Charitable Donations
- 1098-Mortgage Interest Statement
- Childcare Expense Statement
- Property Tax Statement
- K-1

Please Complete the Following

Name: ______________________________

Address: ______________________________

Phone Number: ______________________________

Preferred Taxpayer Email: ______________________________

Preferred Spouse Email (if applicable): ______________________________

Bank Name: ______________________________

Bank Account Routing #: ______________________________

Bank Account #: ______________________________

Checking ___ Savings ____

Questions

Please check the appropriate boxes and include all necessary details and documentation.

Personal Information	√ if YES
Did your marital status change during the year? If yes, explain: ________________________________	
Did your address change from last year? If yes, explain:________________________________	
Can you be claimed as a dependent by another taxpayer?	
Did you change any bank accounts, or did routing transit numbers (RTN) and/or bank account number change for existing bank accounts that have been used to direct deposit (or direct debit) funds from (or to) the IRS or other taxing authority to direct deposit (or direct debit) funds from (or to) the IRS or other taxing authority during the tax year?	
Do you, your spouse (if applicable), and any dependents have a taxpayer identification number (SSN, ITIN, or ATIN)?	
Did you receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach the IRS letter.	
Did you reside in or operate a business in a Federally declared disaster area? The Federally declared disaster areas include victims of hurricanes, tropical storms, floods, as well as wildfires.	

COVID-19 Information	√ if YES
Did you receive an Economic Impact Payment (EIP) as reported on Notice 1444?	
Did you receive a Paycheck Protection Program (PPP) loan?	
If yes, did you apply for Paycheck Protection Program (PPP) loan forgiveness?	
Are you a telecommuting employee that was required to "shelter in place" due to local COVID-19 protocols while working in a state that was not your home state?	
Did you receive emergency leave sick pay?	
Did you receive emergency family leave wages?	
Did you receive any special unemployment benefits or compensation under the Coronavirus Relief Act during the year?	
If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you needed?	
If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to your son or daughter under the age of 18?	
If you are self-employed, were you unable to perform your self-employed activities due to coronavirus related care you provided to another?	
Dependent Information	**√ if YES**
Were there any changes in dependents from the prior year? If yes, explain: ____	
Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $2,200?	
Do you have dependents who must file a tax return?	
Did you provide over half the support for any other person(s) other than your dependent children during the year?	
Did you pay for child care while you worked, looked for work, or while a full-time student?	
Did you pay any expenses related to the adoption of a child during the year?	
If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?	
Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft? If yes, attach the IRS letter.	
Purchases, Sales and Debt Information	**√ if YES**
Did you start a new business or purchase rental property during the year?	
Did you sell, exchange, or purchase any assets used in your trade or business?	
Did you acquire a new or additional interest in a partnership or S corporation?	
Did you sell, exchange, or purchase any real estate during the year?	
Did you purchase or sell a principal residence during the year?	
Did you foreclose or abandon a principal residence or real property during the year?	
Did you acquire or dispose of any stock during the year?	
Did you take out a home equity loan this year?	
Did you refinance a principal residence or second home this year?	
Did you sell an existing business, rental, or other property this year?	
Did you lend money with the understanding of repayment and this year it became totally uncollectable?	
Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)?	
Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?	

Income Information	√ if YES
Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or a foreign employer?	
Did you receive any income from property sold prior to this year?	
Did you receive any unemployment benefits during the year?	
Did you receive any disability income during the year?	
Did you receive any Medicaid waiver payments as difficulty of care during the year?	
Did you receive tip income not reported to your employer this year?	
Did any of your life insurance policies mature, or did you surrender any policies?	
Did you receive any awards, prizes, hobby income, gambling or lottery winnings?	
Do you expect a large fluctuation in income, deductions, or withholding next year?	
Did you have any sales or other exchanges of virtual currencies, or used virtual currencies to pay for goods or services, or you are holding virtual currencies as an investment?	
Retirement Information	**√ if YES**
Are you an active participant in a pension or retirement plan?	
Did you receive any Social Security benefits during the year?	
Did you make any withdrawals from an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	
If yes, were any withdrawals due to a Federally declared disaster or COVID-19?	
If you received any qualified disaster retirement plan distributions, did you repay any of the distributions in 2020?	
Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	
Did you make any contributions to an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	
Education Information	**√ if YES**
Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year?	
Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? If yes, attach any Form(s) 1098-T and receipts for qualified tuition and related expenses.	
Did anyone in your family receive a scholarship of any kind during the year?	
If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?	
Did you make any withdrawals from an education savings or 529 Plan account?	
If yes, were any of these withdrawals rolled over into an ABLE (Achieving a Better Life Experience) account?	
Did you make any contributions to an education savings or 529 Plan account?	
Did you pay any student loan interest this year?	
Did you cash any Series EE or I U.S. Savings bonds issued after 1989?	
Would you like a worksheet to aid in the completion of a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education?	

Health Care Information	√ if YES
Did you have qualifying health care coverage, such as employer-sponsored coverage or government-sponsored coverage (i.e. Medicare/Medicaid) for your family? "Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent. If yes, attach any Form(s) 1095-B and/or 1095-C you received.	
Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? If yes, attach any Form(s) 1095-A received.	
Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act and share a policy with anyone who is not included in your family?	
Did you make any contributions to a Health savings account (HSA) or Archer MSA?	
Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year?	
Did you pay long-term care premiums for yourself or your family?	
Did you make any contributions to an ABLE (Achieving a Better Life Experience) account? If yes, attach any Form(s) 5498-QA you received.	
Did you receive any withdrawals from an ABLE (Achieving a Better Life Experience) account? If yes, attach any Form(s) 1099-QA you received.	
If you are a business owner, did you pay health insurance premiums for your employees this year?	
Did you receive any Health Coverage Tax Credit (HCTC) advance payments? If yes, attach any Form(s) 1099-H you received.	
Itemized Deduction Information	**√ if YES**
Did you incur a casualty or theft loss or any condemnation awards during the year?	
If yes, did the loss occur in a Federally declared disaster area?	
Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?	
Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? If yes, please provide evidence such as a receipt from the donee organization, a canceled check, or record of payment, to substantiate all contributions made.	
Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C or other written acknowledgment from the donee organization.	
Did you pay real estate taxes for your primary home and/or second home?	
Did you pay any mortgage interest on an existing home loan? If yes, attach any Form(s) 1098 you received.	
Did you incur interest expenses associated with any investment accounts you held?	
Did you make any major purchases during the year (cars, boats, etc.)?	
Did you make any out-of-state purchases (by telephone, internet, mail, or in person) for which the seller did not collect state sales or use tax?	

Miscellaneous Information	√ if YES
Did you make gifts of more than $15,000 to any individual?	
Did you utilize an area of your home for business purposes?	
Did you engage in any bartering transactions?	
Did you retire or change jobs this year?	
Did you incur moving costs because of a permanent change of station as a member of the Armed Forces on active duty?	
Did you pay any individual as a household employee during the year?	
Did you make energy efficient improvements to your main home this year?	
Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?	
Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country?	
Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?	
Did you receive correspondence from the State or the IRS? If yes, explain: ____	
Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?	
Do you want to designate $3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.	