

2018 Individual Tax Information Questionnaire

Name: _____

A IMPORTANT INFORMATION – EVERYONE MUST COMPLETE			
Do you need your return by a certain date, other than IRS due dates? For example: For loan documentation or Financial Aid for Education. If yes, please indicate below: Reason: _____ Due Date ___/___/___	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Do you have time periods in which you will be unavailable for questions from this office (i.e. vacation)? If yes, please indicate them below: Start Date ___/___/___ End Date ___/___/___	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Please list any estimated payments made to the IRS for 2018 during the tax year. This does not include amounts paid for your 2017 tax liability (paid with tax return). Voucher 1 Due 4/17/2018: Amount paid: _____ Voucher 3 Due 9/17/2018: _____ Voucher 2 Due 6/15/2018: Amount paid: _____ Voucher 4 Due 1/15/2019: _____			
Please list any estimated payments made to the State for 2018 during the tax year. This does not include amounts paid for your 2017 tax liability (paid with tax return). Voucher 1 Due 4/17/2018: Amount paid: _____ Voucher 3 Due 9/17/2018: _____ Voucher 2 Due 6/15/2018: Amount paid: _____ Voucher 4 Due 1/15/2019: _____			
If eligible for a refund:			
Would you like to apply it to next year's estimated payments? OR	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Would you like to use direct deposit? If so, do you want it deposited to the same account as last year? <input type="checkbox"/> Yes If different, please provide a voided check.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
In the event there are any questions regarding your current or past tax returns and you need us to contact the IRS or other taxing agency on your behalf, we will need a Power of Attorney Form on file. Would you like us to prepare one for you to sign when your tax return is completed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Has the IRS/State/Local taxing authority made you aware, or are you aware of, any changes to your tax liability for any prior year tax returns? If yes, please provide copies of notice(s).	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

B PERSONAL INFORMATION – EVERYONE MUST COMPLETE			
Verify e-mail address: _____			
Verify mailing address you want shown on your tax return: _____			
Verify telephone #s : _____			
Please show the names exactly as shown on the Social Security Cards. As another safeguard against identity theft, more and more states are requiring Driver's License Information. Please complete this section whether you are a returning client or a new client. Primary taxpayer's name: _____ Date of birth: _____ SSN: _____ Occupation: _____ Driver's License#: _____ Issuing State: _____ Issuing Date: _____ Expiration Date: _____			
Spouse's name: _____ Date of birth: _____ SSN: _____ Occupation: _____ Driver's License#: _____ Issuing State: _____ Issuing Date: _____ Expiration Date: _____			
All dependents:			
Full name: _____	Date of birth: _____	SSN: _____	
Full name: _____	Date of birth: _____	SSN: _____	
Full name: _____	Date of birth: _____	SSN: _____	
Full name: _____	Date of birth: _____	SSN: _____	
Do you wish to have \$3 (or \$6 on a joint return) of your taxes applied to the Presidential Election Campaign Fund?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

Indicate if any of the following occurred in your immediate family in 2018. **Please provide dates for any boxes checked below. If there is a new spouse or child, please also provide an SSN and birth date. For divorces or separations, please provide court documents. For deaths, please provide a death certificate:**

Births Adoptions Marriages Became a Domestic Registered Partner Deaths Divorces Separation

If your spouse died in 2018, please check "YES" so we can discuss "portability".	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Can you be claimed as a dependent on another person's tax return for 2018?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Were you a resident of, or did you have income in, more than one state during 2018?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Do you anticipate that we will need to file an Extension ? Please let us know by March 29th. Any estimated balance due must be paid by April 15 th , or there will be interest and penalties charged on any outstanding balance reported when the return is filed later in the year.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

C DEPENDENTS

If you do not have any dependents or changes in dependents, check box on left and skip this section.

Did you have any dependents last year whom you believe may no longer qualify as a dependent for 2018? If so, please tell us which ones.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you adopt or care for foster children during 2018? If so, we will need several documents from you. Please request the list.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Are all of your dependents citizens or residents of the U.S., Canada, or Mexico?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Do you have children under age 19 at the end of the year (24 if full-time students)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did any child receive earned income including scholarships? If so, how much?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did any dependent child of yours under the age of 19 at the end of the year (or under age 24 if a full-time student) have investment income in excess of \$2100 in 2018?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Do you have any dependent children who are filing their own tax returns? If yes, please tell us which ones. Do you want us to prepare the return(s)? <input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Have you been granted, or have you been given the dependency exemption in a divorce decree for a child? If so, the custodial parent needs to provide a waiver of dependency (Form 8332).	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

D HEALTHCARE INFORMATION – EVERYONE MUST COMPLETE

Did you and/or your spouse participate in a Health Savings Account?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you receive any COBRA health insurance premium assistance during 2018?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you make any Marketplace/Affordable Healthcare Act insurance payments in 2018?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you receive a Form 1095-A, B, C, 1099-H, or any other document for Health Care Insurance payments? If yes, please provide them so we may calculate any credits or dues.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Was everyone on your tax return covered for health insurance (not limited to Affordable Healthcare Act plans) during the entire year?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

E INCOME ITEMS – EVERYONE MUST COMPLETE

Provide any W-2s, 1099s, K-1s from all partnerships, LLCs, Trusts or Estates, or any other documents describing any income you received in 2018. Also bring information regarding any income you received even if no documents were received, including those for the following items: (Check where applicable; only one copy necessary.) **Please make sure all copies are legible. Please do not use a highlighter or staples.**

Wages (W-2) Interest/Dividends (1099-INT/1099-DIV) Stock Sales (1099-B) Prizes or Awards Jury Fees
 Stock Option Exercises/RSUs Self Employment (1099-MISC) Rental Income Farms Hobby Income
 Royalties Social Security (1099-SSA) Pensions (1099-R) IRA Distributions (1099-R) Trustee Fees
 Unemployment Estate income Trusts (K-1) S Corporations (K-1) Income derived from illegal sources
 Partnerships (K-1) Judgment awards Gambling (W-2G) Foreign Income Lottery Alimony

Barter Foreclosures (1099-A) Abandonments (1099-A) Debt Cancellation (1099-C) State Tax Refund
 Crypto Currency Transactions Any other income of any kind Latest paystub(s) if you want us to calculate a 2019 W-4
 Disability Income Unreported Tip Income(over 20.00/month) Did you cash Series EE Bonds?

Did you receive any inheritances or gifts totaling more than \$15,000 in 2018?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Was any part of your home rented out or used for business? If yes, see additional information required under Business Income and Expenses .	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you sell your Personal Residence , Investment or rental property this year? This includes properties that have been foreclosed or abandoned. If yes, we will need the following: Final Escrow/Settlement Statement from Sale; Final Escrow/Settlement Statement from Original Purchase; List of all improvements ever made to property if not previously disclosed on depreciation schedule. For foreclosures or abandonments, please bring all 1099-As or 1099-Cs. If California tax withheld through escrow, please provide all 592s and 593s.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you start (), purchase (), or acquire () an interest in a Partnership, S-Corporation or Trust during 2018? If yes, you will receive a Form K-1 from the entity for this and subsequent years. Please make sure you provide us with a copy of both the Federal and State K-1s, as your return cannot be finalized without them. Also, please provide the purchase date and purchase amount (or capital contributed).	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you sell any interest you have in a Partnership, C-Corporation, S-Corporation or Limited Liability Company (LLC) in 2018? If yes, please bring all relevant documents, including your basis in the company.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you inherit any stocks or property? If yes, please provide the value(s) at date of death.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

F **STOCK OPTIONS & EMPLOYEE STOCK PURCHASE PLANS** – If none, check box.

Please note that stock option exercises are very complicated tax transactions. It is important to have all the relevant documents from which to enter these on your tax return. We cannot complete your return without these documents, and not having them when you come in will cause delay in our preparation and may increase necessary communication with you and possibly substantially increase the preparation cost.

Have you exercised any of your stock options or Restricted Stock Units (RSUs) in 2018? If yes, please bring a copy of an exercise report for each exercise. You will probably have to ask your employer for this. We will not be able to complete your return without it.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Have you made an early exercise election ((83b) election) during 2018? If yes, please bring a copy of that election. This is very important!	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Do you participate in an employers' Employee Stock Purchase Plan (ESPP)? An ESPP is a plan whereby an employee can buy the stock at a 15% discount. The purchase of the stock usually occurs via a deduction from your paycheck. We will need to know your exercise price and the Fair Market Value of the stock on the date of exercise.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

G **Sale or Trade of Stocks, Bonds, Mutual Funds, Commodities, Investment Real Estate and Other Assets-** If you did not sell anything, check box on left.

Did you have any stocks that became worthless in 2018? If so, we will need to know details.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you buy or sell any stocks, bonds or other items through a broker? Please provide all 1099-B forms and year-end summary statements provided by brokers and be sure to provide information on purchase dates and amounts. If stocks have split since purchase, provide split dates and amounts. If you have several stock transactions, you can ask your broker for a "Tax Report" for the year (this is in addition to the 1099-B).	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

Did you have any other purchases or sales of other investment property or collectibles such as coins, stamps, artwork or gems, not shown on 1099 forms or other year-end statements provided to us? Examples include income related to "puts" and "calls", futures contracts, commodities and regulated stock options. If so provide dates sold, purchase amounts paid, and net realized on sale.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you trade any like-kind property for another? If yes, please provide all details and documents.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

H **Business Income & Expenses (including Farms)** If none, check box on left.

Business mileage for 2018 = 54.5

Did you start, [], purchase [] or operate [] a business or farm during 2018? If yes, we will need a complete list of income and expenses related to that business. Each business must be listed separately. If you started a business in 2018, please provide the exact date.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you receive any 1099s or 1099-Ks ? If so, please make sure we have these.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you purchase any business assets (furniture, equipment, vehicles, real estate, etc.)? If so, provide descriptions, dates acquired, and amounts paid for those assets. If there is a related escrow settlement document or bill of sale, we will need to see it.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you dispose of any business assets (furniture, equipment, vehicles, real estate, etc.)? If yes, please provide the date sold, sales price, and any commissions paid for each item. If there is a related escrow settlement document or bill of sale, we will need to see it.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you convert any personal assets to business use? If yes, please provide date of conversion and the lower of original cost or current fair market value (FMV).	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
If any of the above items were cars or trucks, we will need to see purchase or lease contracts or bills of sale.			
You will also need to provide for each business vehicle the total miles driven for any purpose, and of those miles, the business miles driven. We need this information regardless of which auto expense method you use.			
Did you use any part of your home exclusively for business purposes? If yes, provide details for square feet used for business, total square feet of the home, expenses related to the business portion, and general expenses for the interior of the home such as utilities, insurance and maintenance.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
If you have self-employment income, did you also pay for medical insurance or long-term care insurance on a policy issued to the business or individual (not through an employer) ? Please provide amounts.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you provide any health care insurance for any employee? If so, we will need to know how much you paid, for how many employees, and your total gross wages paid to covered employees.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you pay wages to any child of yours, under the age of 18, during 2018? If so, have you reported that child's wages on your payroll tax returns and W2s?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you keep appropriate records for that child's work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you sell your business? If so, please provide all documents and details.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Were you required to file Forms 1099?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
If yes, did your bookkeeper file the Forms 1099? These are due January 31, 2019. Please be aware there will be penalties if filed late.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
If no, would you like us to obtain Form W-9 and prepare the Forms 1099 and Form 1096 for you?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

I <input type="checkbox"/> RENTAL INCOME & EXPENSES If none, check box on the left.			
Please provide full details of all repairs and improvements. Most repairs may be considered improvements and we will need to depreciate them over specified time periods. We will need purchase dates for all work done.			
Did you purchase a property () or, convert one from personal use (), that was used as a rental in 2018? If so, we will need a list of your income and expenses, as well as the escrow statement from when this property was purchased (even if before 2018 unless you are a returning client.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Periods of time in which a rental is taken off the market for repairs and/or remodeling are considered non-rental time. Expenses must be allocated between rental and non-rental periods. Please provide this information.			
Did you make improvements to a rental property in 2018? If so, provide description, approximate date and amount for each improvement. Improvements include original landscaping, patios, room remodels, etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you travel to your rental property in 2018 to manage, make repairs or improvements? If so, we need to know round-trip miles (total), any air travel expenses and the number of days spent for this purpose. Days are broken down into quarter days (6 hours) beginning at 12:01 a.m.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you purchase any assets used primarily for rental property such as a lawnmower, furniture, appliance, etc.? If so, provide description, approximate date and amount for each improvement.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
***Information must be provided for each rental separately, including a room in your home. The organizer provides a great place to put this information for returning clients. Please request a customized organizer from us, and we will be happy to provide it.			
Did you refinance your rental property in 2018? We must have the closing statement for the loan and an explanation of use of any "cash out."	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
ALL CLIENTS WHO HAVE RENTAL INCOME & EXPENSES WILL BE REQUIRED TO COMPLETE A SCHEDULE E ORGANIZER WORKSHEET. (Please be sure to request this document if it has not arrived in your tax packet.)			

J DEDUCTIBLE LOSSES AND ADJUSTMENTS TO INCOME – EVERYONE MUST COMPLETE			
Did any non-relative owe you money which became uncollectible in 2018? If so, how much?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you, or do you plan to contribute to any of the following retirement plans for tax year 2018? [] 401K [] solo 401K [] 403b, TSA [] 457 [] SIMPLE Pension Plan [] SEP [] KEOGH [] Traditional IRA [] Roth IRA Please provide paperwork.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you and/or your spouse rollover any retirement funds?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you and /or your spouse convert any IRA funds to a Roth IRA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Prior to becoming a client, have you made any non-deductible contributions to an IRA, Roth IRA or other retirement plan? Please provide total amounts per year as these contributions must be accounted for separately, so they will not be taxed when distributed. If you've given this to us before, never mind!	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you have any combat zone pay in 2018?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you pay or receive any alimony, spousal support, or family support? If you paid, we will need the name and social security number of the person you paid. (If we have this information from a previous year you will not need to provide this again.) If this is the year of a court order requiring such payments, or if you are a new client, we will need a copy of the marital settlement agreement and court order. If you received alimony, we will need to report it as taxable income. Note: Alimony is not child support.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you pay interest on student loans? If so, please provide the document given to you by your lender.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you pay for any college or trade school education expenses for yourself or a dependent you are entitled to claim as an exemption? Allowed expenses include tuition and required fees and equipment paid directly to the institution as a condition of enrollment, as well as books.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

K **ITEMIZED DEDUCTIONS** – If you do not itemize, check the box on the left. The new Standard Deductions are:
 \$12,000 – Single
 \$24,000 – Married Filing Jointly
 \$18,000 – Head of Household

If you're not sure, please bring your documents so we can determine if you have enough to itemize.

Note - Medical Expenses are deductible to the extent they exceed 7.5% of your adjusted gross income if you itemize. Almost every medical expense, including medical insurance, long-term care insurance, and Medicare insurance, counseling, etc., counts. Do not include non-prescription medications, vitamins or supplies.

Did you pay any significant amounts of medical expenses (over 7.5% of total income)? Don't forget doctors, dentists, home care by medical practitioner, psychiatrists, psychologists, chiropractors, home improvements for medical care, but only to the extent they increase the value of your home, marriage and family counseling, etc. Also include medical travel (airfare, hotels, etc.) at actual cost or miles driven if driving. Medical mileage for 2018 = .18	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Were you on a "Physician Prescribed" Weight Loss Program?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Did you pay any city, county or state property tax in 2018? Please provide a record of payments made. Tax paid on any real estate is deductible. Limited to 10,000 or 5,000 if Married Filing Separately.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Did you pay sales tax on big-ticket items like cars or boats? If so, we'll need to see the purchase document.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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California RESIDENTS ONLY: Don't forget your car/boat/RV license fees. You must bring in the statement from the department or the DMV. Only the VLF (Vehicle License Fee) is deductible, not the part that is registration, personalized plates, etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Note - Interest Paid: Personal interest (credit cards, unless used exclusively for business, etc.) is never deductible (well, almost never). Mortgage, investment and business interest is.

Bring all your 1098s and make sure the property is identified on the face (write on it; that's ok).

Did you purchase or refinance your principal residence or second home? Please provide final escrow, settlement or closing statements for each and a list of what you did with any cash-outs from the loan. (Improvements, bought a car, invested, paid off credit cards, etc.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Do you own a second home, such as a motor home or boat or timeshare? If so, we need interest paid on loans and property taxes paid on timeshares. Note: A boat must have cooking, sleeping, and toilet facilities in order to qualify as a second home for interest expense deduction purposes.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Did you pay any interest on margin debt? If so, please bring supporting documents. This should be on your 1099 form supplied by your broker.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Did you pay interest on any loans or credit card debt where the amount borrowed was used to purchase or sustain investments? Examples of this would include purchase of land or using loan proceeds to invest in the stock market, mutual funds, or CDs. If so, give us amounts and use for each item.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Note - Contributions: The law states if you have no receipt, we cannot take the deduction. **We CANNOT deduct any contribution for which you do not have proof.** Contributions by check or credit card must be provable by cancelled check or line item on credit card statements. If you gave over \$250 at one time, or more than \$250 to any one organization, a **qualified** contribution letter by the organization is required.

Did you use your car for charitable work? If yes, we will need to know how many miles were driven for that purpose. You get to deduct a whopping 14 cents per mile.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Did you have volunteer expenses? For example, did you buy supplies for your church activity or travel on its behalf? If you traveled on behalf of a "non-profit, tax-exempt organization" you need a letter from them that says you did.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Did you donate a vehicle to a charitable organization? We must have a copy of that letter, as well the 1098-C the organization issued to you. Without these documents, we will not be able to deduct the car on your tax return.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Note - Non-Cash Contributions: You know those things you give to Goodwill, Salvation Army, etc. and assign values that defy imagination? You must write down the detailed list of the stuff you gave, the value at the time of donation, the condition (new, good, lousy) and attach it to the receipt. If it's "lousy" it's not deductible.

Did you donate non-cash items? If so, we need the receipts. Make sure to include the name of the organization(s) and their address(es). You must now also provide to us a detailed list of everything you donated.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Under the new law you can no longer deduct your unreimbursed employee business expenses. You will need to have your employer reimburse you. Also, you can no longer deduct investment fees, licenses, dues, or job search expenses. Yeah, we think it stinks, too.			

L **MOVING EXPENSES & GAMBLING EXPENSES** - If none, check box on left.

Note - Moving Expense: Only deductible if you are a member of the armed forces on active duty who moves pursuant to a military order.

Did you incur moving expenses pursuant to a military order ? If so, bring information related to the cost of moving your household goods and autos, and the cost of traveling to your new location. Nothing else is deductible. Please provide the exact date of your move. _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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Note - Gambling Expense: Gambling expense is deductible only to the extent of gambling income. This includes money put in the slot machine, poker stakes, roulette, etc. and your cost of getting there (bus, airplane), but not your food. You must have some proof, so make sure you're prepared. The IRS wins nearly every time they audit this item because of lack of proof.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
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M **USE OF VEHICLE DEDUCTIONS** - Everyone should read; then skip if not relevant to you.

During 2018, did you purchase a vehicle? Please provide a copy of the purchase documents.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Have you maintained a log, diary or calendar for each vehicle that you used in business for which you are taking a deduction? Guessing the mileage is not allowed. We will not require you to show us your log, diary or calendar, but if you are audited the IRS will require this information. The IRS is still locked into the last century and likes to see pen/pencil entries on a log.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you sell a vehicle that you previously used in business related expenses? If you did, we will need to know what you sold it for, what you bought it for and how many miles you deducted. If we've been doing your return since you bought that car, no problem. We always recommend you give away a vehicle so used to a charitable organization or family member to avoid this problem unless it is worth more than you care to donate.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

N **TAX CREDITS – EVERYONE MUST READ AND COMPLETE**

Did you or your employer pay child care expenses, including before and after school, during 2018? If so, bring information related to day care providers: amounts paid, names, addresses, telephone numbers, Social Security and Taxpayer ID numbers. (This includes amounts reimbursed by your employer under cafeteria or other plans.) Please note that you cannot deduct private school tuition for K-12.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you pay tuition and/or pay for books, supplies and/or equipment for your dependent college student in 2018? Please provide the 1098-T for each qualified student.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you pay for the installation of energy-efficient property in your home, business or rental in 2018? If so, we need copies of receipts, contracts, etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you pay any income taxes to foreign governments during 2018? Please provide records of any amounts and dates paid in US denominations, as well as the gross income so earned.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Is your mortgage certified under a "Qualified Mortgage Credit Certificate" program? If you don't know, it probably isn't.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
If you are a California resident, did you pay rent in 2018? If so, for how many months? _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE
Did you buy an all-electric vehicle? If so, please bring purchase document.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNSURE

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January 2018

RE: 2018 FORM 1040 DUE 4/15/2019 - TAX PREPARATION ENGAGEMENT LETTER

Print your name & sign on page 2 and return to our office.

We are pleased to confirm our understanding of the arrangements to prepare your income tax return. This letter will confirm the terms of our engagement with you and the nature and extent of the services we will provide.

The Internal Revenue Service imposes penalties on taxpayers, and on us as return preparers, for failure to observe due care in reporting for income tax returns. To ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare tax returns to confirm the following arrangements.

We will prepare your Federal Form 1040 – 2018 Individual Tax Return and any State returns, as needed.

We will prepare these returns using the information you provide to us. Our work will not include any procedures to discover falsifications or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax return.

If applicable, we will prepare 2019 estimated tax vouchers based upon your income and withholding for 2018. You agree to contact us if you experience a significant change in your income or withholding during 2019, so we can determine if your vouchers need to be adjusted for the year.

Client Responsibility

It is your responsibility to provide us with all the information required for preparing complete and accurate returns. We've enclosed a Questionnaire to help you gather the information required for a complete return. If you use the Questionnaire, it will help you avoid overlooking important information and contribute to the efficient preparation of your returns. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. You should retain all the documents, canceled checks, and other data that support your reported income and deductions. These documents may be necessary to prove the accuracy and completeness of the returns to a taxing authority. Please call if you have questions regarding these requirements. After your tax return has been prepared, we will return all original records you supplied. **You have the final responsibility for your income tax returns and you should review them carefully before you sign them.**

Your returns may be selected for audit by a taxing authority for cause or by random selection. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement. Fees and expenses for defending the returns will be invoiced separately.

Due Date

The timeliness of your cooperation is essential to our ability to complete your return. We must have sufficient information from which to prepare your return within a reasonable period prior to the filing deadline of Monday, April 15, 2019. Accordingly, if we do not receive all information from you in a timely manner, it may be necessary for us to file an extension of your filing date. If we do not hear from you prior to the deadline, it is our policy to extend your return to provide you with the additional time you may need. You understand that extensions do not give you an extension of time to pay the tax that may be owed. If we deem it necessary or you request it, we will complete an estimation of the amount due based on the documents currently provided and/or prior year findings.

Circular 230 Notice: To ensure compliance with requirements imposed by the IRS, we inform you that any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing, or recommending to another party any transaction or matter addressed herein.

Mail: P.O. Box 846 Physical: 19301 8th Ave. NE, Suite D Poulsbo, WA 98370
(360) 779-3506 fax (360) 779-3860 toll free 1-(866)-273-4889

Fees and Payment Terms

Our fees are based upon the amount of time required to prepare your tax return. The time involved with the preparation of your return depends on the complexity of work, and the availability, quality and completeness of your records. **Your invoice will be enclosed with your copy of the return and paperwork. The invoice is due and payable upon receipt of your completed tax return, unless previous arrangements have been made and an installment plan signed.** An interest charge of 1.0% per month may be added to all accounts not paid within thirty (30) days. If we are forced to send an account to collections, you agree to reimburse us for our costs of collection, including court and attorneys' fees. We reserve the right to suspend our services or to withdraw from this engagement in the event an invoice is deemed delinquent or unpaid. If we elect to terminate our services for non-responsiveness, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed the return. You will be obligated to compensate us through the date of termination. Any tax planning done outside of the preparation of your return may also be subject to separate invoicing.

Record Retention

Your records are the primary records to support your income and deductions. They comprise the backup and support for your financial reports and tax returns. We destroy client files and work papers after six (6) years. Catastrophic events or physical deterioration may result in our records being unavailable; therefore, our records and files are not a substitute for yours. You should keep the original records in secure storage.

Privacy Notice

As your tax preparation firm, we collect information provided by you from your tax organizer, worksheets, documents, and discussions. We develop information as part of your tax preparation engagement. We keep all information about you and your engagement confidential and we will not disclose any information about you unless we have your approval or are required by law. This applies even if you are no longer a client. We are committed to the safekeeping of your confidential information and we maintain physical, electronic, and procedural safeguards to protect your information. We assure you that we do not use tax processing services, either foreign or domestic to prepare your return. All returns are processed by our office staff. In addition, certain states have issued a new requirement that we must have written permission to send you any return(s) by mail. In signing this letter, you hereby grant us permission to send your return(s) to you by mail if you request us to do so by phone, e-mail or in person.

We and the IRS also require written and signed notification and approval by you if someone other than yourself is receiving a copy or will be picking up your return. This includes any relatives, even if we do their returns as well, (exception: minor children's return may be picked up by their parents). An IRS approved form will be provided for your signature should you wish to have your return sent to or with a third party.

Your Approval

If the above is in accordance with your understanding of the terms and conditions of this engagement, **please sign and return the original letter with your tax information.** A copy has been provided for your files. Please call us if you have questions or would like to discuss the contents of this engagement letter.

Sincerely,

DAVIS FINANCIAL

Read and accepted by: **PLEASE PRINT YOUR NAME(S) AND SIGN BELOW**

Taxpayer: Print & Sign

Date

Taxpayer: Print & Sign

Date