

GENERAL INFORMATION

Office Use Only:

CLIENT # _____ PARTNER'S NAME _____

NAME: _____
(last) (first) (middle)

SPOUSE'S
NAME: _____
(last) (first) (middle)

RESIDENTIAL
ADDRESS: _____ APT# _____

CITY &
STATE: _____ ZIP _____

HOME PHONE#: (_____) _____ - _____

E-MAIL ADDRESS _____

TAXPAYER

SPOUSE

OFFICE
PHONE#: (_____) _____ - _____

OFFICE
PHONE#: (_____) _____ - _____

S.S. # _____ - _____ - _____

S.S. # _____ - _____ - _____

BIRTHDATE: _____

BIRTHDATE: _____

OCCUPATION: _____

OCCUPATION: _____

	<u>DEPENDENT'S NAME</u>	<u>DATE OF BIRTH</u>	<u>S.S. #</u>	<u>RELATIONSHIP</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

HOW WERE YOU REFERRED TO OUR COMPANY? _____

**PLEASE MARK ONLY THE FOLLOWING QUESTIONS THAT APPLY TO YOU.
CHANGES TO TAX LAWS ARE IN BOLD.**

SOURCES OF INCOME:

- A. Do you have all W-2's from places you were employed? _____
 - 1. Unemployment Compensation? Sick Pay? _____
 - 2. Military Combat Pay? _____

- B. Do you have a statement for each account in which you have received interest? _____
 - 1. Did you cash in U.S. Savings Bonds? What was it used for? _____
 - 2. Interest received from insurance policies? _____
 - 3. Do you receive any tax-free interest income? _____

- C. Do you have a statement for each account in which you have received dividends? _____

- D. Retired? Bring all 1099's from pension and social security benefits. _____

- E. Sale of stock? Bring your records of both purchase and sale. Twelve-month holding period for long term gains. **Cost basis reporting, please provide full documentation.** _____

- F. Have you taken a distribution from any retirement account? **Turning 72 in 2020?** Ask about minimum IRA distributions. Educational and First Home Buying cost are excludable. _____

- G. Income from miscellaneous source.
 - 1. Alimony? _____
 - 2. Commissions? _____
 - 3. Lump sum distribution from pension/profit sharing/savings and investment plan? _____
 - 4. Did you receive any other monies? _____

- H. Have you had any debt cancelled? **Foreclosure? Short Sale?** _____

- I. Rollover IRA to Roth IRA? **New 2019 rules** _____

- J. Did you review your statement of earnings from Social Security? You can go online and review. _____

- K. Did you use or transact using any cyber currency (bitcoin) _____

ADJUSTMENTS TO INCOME:

- A. Are you divorced? Do you make alimony or separation payment? Bring divorce papers with you. Recipient's last name and social security number. _____

Name _____ S.S. # _____ - _____ - _____

B. Cashed in a certificate of deposit early? _____

C. Are you or your spouse covered by a retirement plan at work?
If so, what kind? _____

D. Individual retirement account? **Limits-\$6,000 under 50 and \$7,000 over 50 (IRA)*** Deposit must be made by **April 15, 2020.** _____

If so, how much went into each account:

Husband _____

Wife _____

E. If you are unable to deduct your IRA contribution, would you still like to contribute to a Roth IRA? _____

F. Did you or your employer establish a Health Savings Account?
Please provide statements _____

G. Educational IRA for your children. _____

H. Education Expenses Deduction (form 1098-T) _____

I. Deduction for Army Reserve, Performing Artist and Legal Fee's for discrimination law suits. _____

J. Moving Expenses? Applies to Military Only!!!! _____

DEDUCTIONS FROM INCOME:

A. Did you have any medical expenses? Were you reimbursed for the expenses? Long term care expenses? long term care insurance? home improvements for medical reasons? **Medical Mileage is 20 cents in 2019. 65 or older? Have you registered for Medicare? Insurance from exchange 1095A?** _____

B. Make any estimated tax payments and/or prior year tax payments to the Federal, State or City governments? Bring cancelled checks. _____

C. Any interest expense? _____

1. In the event you have not received a statement, call and get information, and ask for a statement to be mailed! _____

2. Student Loan Interest, loans could be in student's name to avoid income limitations. _____

3. Interest related to investments (Margin interest). _____

D. Any charitable contributions?

1. **All contributions must be documented.**

2. Cash contributions? (List of who & amount) _____

3. Non-cash contributions? (Need valuation receipt, inventory, pictures) _____

4. Did you incur any charitable travel expenses? Volunteer expenses? Charitable mileage rate is 14 cents in 2019. _____

- 5. State political contribution. _____
- 6. **Consider donating appreciated stock.** _____
- 7. **IRA RMD** _____

E. Did you have casualty must be a federally declared disaster. _____

F. Expenses related to your job. Only in limited circumstances _____

OTHER INFORMATION:

A. Did your marital status change during 2019? _____

B. Any new additions to the family? _____

- 1. Any dependents claimed in prior year which are not dependents this year? _____
- 2. Do you have a child in college or did you return to school? _____
- 3. Planning a college education? Ask about prepaid tuition plans, scholarships, 529's to help with tuition cost. _____
- 4. Do you provide support for anyone who you may be claimed as a dependent? Please go over **all** members of your household. Are you being claimed as a dependent by another person? _____

C. Are you 65 or over? _____

- 1. Are you disabled or blind? _____
- 2. If 65 or over, or disabled, you may qualify for Homestead Exemption or reduced utility bills. _____

D. Did you sell, buy or finance a home in the last three years? _____

- 1. Bring all related escrow settlement statements and improvements. _____

E. Do you have income from partnership or any other business venture? (Whether profitable or not) Bring K-1's or let us know if they are coming. _____

F. Self employed? Own your own business? _____

- 1. Cancelled check and bank statements for December 2018 to January 2020. Both personal and business must be presented! (All 14 months) _____
- 2. Sell a car/truck or business equipment? If so, names, dates, cost, sales price and all paperwork. _____
- 3. To be able to deduct auto expenses, you must maintain a log book on a daily basis. _____
- 4. Did you buy any business property in 2019? _____
- 5. Do you have a Keogh Account or SEP? Do you need one? _____
- 6. Do you have an office in your home? Need sq. ft. _____
- 7. Did you pay for health insurance premiums for yourself, your spouse and your dependents? Employee Health Care Credit _____
- 8. Were you eligible to participate in any subsidized health plan maintained by your spouse's employer? _____
- 9. Did you go on vacation? If so, was it connected with your business or profession in any way? _____

- G. Are you properly income-splitting with your children through business, savings accounts, etc.? _____
- H. Have you received tax notices from any of the tax agencies during 2019? If so, let us review them. _____
- I. Do you own rental property? (Bring all related paperwork) _____
- J. Have you been audited in the last three years? _____
- K. Do you have copies of your prior returns? (2016-2018) _____
- L. Do your children have savings accounts or any other type of interest-bearing investments? If so, bring in their 1099 statement and expenses paid to maintain these accounts. _____
- M. Do your children have any earned income? If so, bring in their W-2's or 1099 statements. Did you open their Roth IRA? _____
- N. Did you incur child care expenses so you and your spouse could work? If so, bring in cancelled checks and list the following information for who you paid: _____

Name _____

Address _____

S.S.# or _____

I.D.# _____

***Note: Without the above information, the credit will not be allowed.**

- O. Did your employer provide dependent care benefits? (DCB)? _____
- P. Adoption Expenses? _____
- Q. Do you employ anyone in your home? _____

ANYTHING ELSE YOU FEEL IS A DEDUCTION?

If so, please bring receipts and documentation. _____

***REMINDER: ALL DEDUCTIONS MUST BE SUBSTANTIATED WITH RECEIPTS AND/OR OTHER DOCUMENTATION.**

****INCOME TAX FEES MUST BE PAID BEFORE COMPLETED RETURNS WILL BE RELEASED. WE WILL INFORM YOU OF THE TAX PREPARATION FEE BEFORE YOU COME IN TO PICK UP YOUR RETURNS.**

*****AT THE END OF 2019 A NEW TAX LAW WAS PASSED. BELOW ARE SOME OF THE 2020 CHANGES**

Please consult with your tax advisor regarding how these matters can impact you.

- 1. Mileage rate for 2019 is 58 cents per mile.**
- 2. The individual healthcare mandate is repealed.**
- 3. Inherited IRA distribution rules have changed**
- 4. New 401k limit \$19,500.00, \$25,500.00 if over 50.**
- 5. RMD's begin at 72 instead of 70 1/2 .**

It is more important than ever to consider a tax planning appointment during the year (May – December). We at Culkar, Stachowicz & Co. want to provide the best service possible. To successfully do that, planning during the year is essential.

Thank you for your trust.

Culkar, Stachowicz & Co. CPA's