

Thank you for allowing us to assist you with your tax matters. This questionnaire is designed to assist you in preparing your personal and business income tax returns. While not all encompassing, the format is straightforward: read each question and circle yes or no. If the answer is yes, then look to complete the detail portion of each question. If necessary attach the supporting documents in the same order as the questions, or write them on the back of the sheet. Tax laws change on a routine basis, so don't be surprised if something is not included here, but that you know might affect your current year tax return. There is a section on the last page to add other questions or comments. Also, let us know if you see something that would improve this form.

NOW LET'S GET STARTED!

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| 1. Have you included your prior year tax returns and documents for us to review? | YES | NO |
| 2. Do we have you & your dependents complete names, SS #'s, & birthdays? | YES | NO |
| 3. Have you supported anyone else this past year that may or may not have lived with you in your home for all or a portion of the year? | YES | NO |
| 4. Do we have your current address and phone numbers? | YES | NO |
| 5. Do we have your current occupation titles? | YES | NO |
| 6. Do you want to donate to the Presidential Election Campaign Fund? | YES | NO |
| 7. Have you been a resident of Arizona all year? | YES | NO |
| 8. Do you pay or receive alimony (not relevant starting after 1/1/2018)? | YES | NO |
| 9. Have you supplied us with all copies of relevant W-2's? | YES | NO |
| 10. Have you supplied us with information regarding interest and dividend income (Forms 1099-int, div, or brokerage)? | YES | NO |
| 11. Have you supplied us with all information regarding capital gains/losses on mutual fund sales, stock sales, and all other types of investments? | YES | NO |
| 12. Did you itemize last year and receive a refund back from the state? | YES | NO |
| 13. Did you get or pay back any unemployment compensation or other income? | YES | NO |
| 14. Did you receive any pension or social security income? | YES | NO |
| 15. Did you receive any other income? E.g. rental, royalties, trusts, partnerships, S Corps, farm, self-employment, gambling, prizes, reimbursement of previously deducted bad debts, casualty/theft losses, jury duty, foreign earned income, child's investment income, tip income, previously deducted medical expenses, etc.? | YES | NO |
| 16. Did you take money from a retirement account? | YES | NO |
| 17. Have you or will you contribute to an IRA or Roth IRA for the current tax year? | YES | NO |
| 18. Have you converted a traditional IRA to a Roth IRA within the last year? | YES | NO |
| 19. Did you pay any student loan interest in the current tax year? | YES | NO |
| 20. Did you pay directly or indirectly for the cost of college education?
If so, how much in tuition, books, fees, and other expenses did you pay? | YES | NO |
| 21. Did you receive an expense statement from the institution of higher learning? | YES | NO |
| 22. Did you contribute to a HSA, or HDHP? | YES | NO |
| 23. Did you make contributions to a SIMPLE or SEP Plan? | YES | NO |
| 24. Did you pay any self-employed health insurance premiums? | YES | NO |
| 25. Did you incur any premature withdrawal penalties from a certificate of deposit? | YES | NO |
| 26. If self-employed have you given us all information regarding income/expenses? | YES | NO |
| 27. For Schedule A itemized deduction purposes, please answer the following: | | |
| Have you listed all of your medical expenses? | YES | NO |
| Do you pay long term care insurance premiums? | YES | NO |
| Have you determined your miles driven for medical purposes? | YES | NO |
| Have you listed all your car tax, sales tax, and real estate taxes paid? | YES | NO |
| Have you listed all interest paid information on your mortgage(s)? | YES | NO |
| Have your refinanced or bought a house and paid MIP Insurance? | YES | NO |
| Have you listed all of your cash and check charity contributions? | YES | NO |

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| Have you listed all of your charity items donated to charities? | YES | NO |
| Did you include a detailed breakdown of the items donated, when and to who donated, their address, the original cost of the items donated, the value of the items donated on the date of the donation, and how you determined their value? | YES | NO |
| Did you suffer a casualty or theft loss that was in a federally declared disaster area? | YES | NO |
| Did you incur any non-business bad debts where you loaned money or items to someone with the realistic expectation that they would pay you back and they didn't. Now it is impossible to collect the money or items from them? | YES | NO |
| 28. Did you pay for day care expenses for your young children or other dependents? | YES | NO |
| If so do you have the day care provider's address and tax ID number? | YES | NO |
| 29. Do you hold a Qualified Mortgage Credit Certificate? | YES | NO |
| 30. Did you abandon, have foreclosed, or do a short sale on your primary residence or an investment property? | YES | NO |
| 31. Have you had any secured on non-secured debt cancelled? | YES | NO |
| 32. Are you entitled to a low-income housing credit? | YES | NO |
| 33. Did you buy or install any residential energy oriented items? | YES | NO |
| 34. Did you start a pension plan for your small business? | YES | NO |
| 35. Did you pay any foreign taxes or have any foreign income? | YES | NO |
| 36. Are you aware or entitled to any other credits not mentioned? | YES | NO |
| 37. Did you make estimated federal or state tax payments? | YES | NO |
| 38. Did you contribute to any state education credit programs? | YES | NO |
| 39. Do you want us to calculate estimated payments for the new tax year? | YES | NO |
| 40. Do you want any of your refund(s) to be used for estimated tax payments? | YES | NO |
| 41. Do you want to make any charitable contributions with your state refund? | YES | NO |
| 42. Do you anticipate a significant change in income this year? | YES | NO |
| 43. If you want to have a direct deposit of your federal and state refunds, please list your primary financial institution, their routing number, and your account number. If you do not know these numbers, please include a voided check. | | |
| 44. Do you NOT want to file electronically? | YES | NO |
| 45. Did you sell, give back, or convert to investment use a primary personal residence in which you received a first time home buyer credit? | YES | NO |
| 46. Would you like your tax return delivered to you via secured PDF? | YES | NO |
| 47. Are you buying health insurance via the Federally Facilitated Marketplace? | YES | NO |
| 48. If so, did you have the insurance for all 12 months of the year? | YES | NO |
| 49. Do you have any dependents that do not have health insurance? | YES | NO |
| 50. If yes, we will need to know how much income they earned. | | |
| 51. Are you aware that WE LOVE REFERRALS and that we give a 10% discount to the referred party? (We also send a crisp \$10 bill to you!) | YES | NO |

Other notes and comments:

Under penalty of perjury I (We) declare that this tax organizer has been completed to the best of my (our) belief and knowledge and that all questions have been answered honestly and truthfully.

Signature _____ Date _____

Signature _____ Date _____