

Contact Information:

Taxpayer Name: _____ Spouse: _____

Current Address: _____ County _____

Phone #'s: _____ E-mail: _____

Please provide the following for each person on the tax return (returning clients only provide new information):

First Name	M.I.	Last Name	SSN/TIN	DOB	Occupation/Profession	Relationship to taxpayer
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Questionnaire

Please circle the appropriate answer and provide all necessary details and documentation.

Personal Information

Can you be claimed as a dependent by another taxpayer? Y___ N___

Did your marital status change during the year? If yes, explain: _____ Y___ N___

Did your address change from last year? If just moved to NC, provide the date: _____ Prior state _____ Y___ N___

Did you receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach/provide the IRS letter. Y___ N___

May the IRS discuss your tax return with your preparer? Y___ N___

Dependent Information

Were there any changes in dependents from the prior year? Y___ N___
 If yes, explain: _____

Do you have any children under age 19 or full-time student under age 24 with unearned income in excess of \$1,100? Y___ N___

Do you have any children under age 19 or a full-time student under age 24 with earned income in excess of \$12,550? Y___ N___

Do you have dependents who must file a tax return? Y___ N___

Did you provide over half the support for any other person(s) other than your dependent children during the year? Y___ N___

Did you pay for childcare while you worked, looked for work, or while a full-time student? Y___ N___

Did you pay any expenses related to the adoption of child during the year? Y___ N___

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? Y___ N___

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.

Y___ N___

Retirement Information

Are you an active participant in a pension or retirement plan?

Y___ N___

Did you receive any Social Security benefits during the year?

Y___ N___

Did you make withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?

Y___ N___

Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?

Y___ N___

Did you make contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?

Y___ N___

Education Information

Did you, your spouse, or your dependents attend a post-secondary school during the year?

Y___ N___

Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent?

Y___ N___

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?

Y___ N___

If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?

Y___ N___

Did you make any withdrawals from an education savings or 529 Plan account?

Y___ N___

Did you make any contributions to an education savings or 529 Plan account?

Y___ N___

Did you pay any student loan interest this year?

Y___ N___

Did you cash any Series EE or I U.S. Savings bonds issued after 1989?

Y___ N___

Purchases, Sales and Debt Information

Did you start a new business or purchase rental property during the year?

Y___ N___

Did you sell, exchange, or purchase any assets used in your trade or business?

Y___ N___

Did you acquire a new or additional interest in a partnership or S corporation?

Y___ N___

Did you sell, exchange, or purchase any real estate during the year?

Y___ N___

Did you purchase or sell a principal residence during the year?

Y___ N___

Did you foreclose or abandon a principal residence or real property during the year?

Y___ N___

Did you acquire or dispose of any stock during the year?

Y___ N___

Did you take out a home equity loan this year?

Y___ N___

Did you refinance a principal residence or second home this year?

Y___ N___

Did you sell an existing business, rental, or other property this year?

Y___ N___

Did you lend money with the understanding of repayment and this year it became totally uncollectable?

Y___ N___

Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)?

Y___ N___

Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?

Y___ N___

Did you receive any unemployment benefits during the year?

Y___ N___

Did you receive any disability income during the year? Y___ N___

Did you receive tip income not reported to your employer this year? Y___ N___

Did any of your life insurance policies mature, or did you surrender any policies? Y___ N___

Did you receive any awards, prizes, hobby income, gambling or lottery winnings? Y___ N___

Do you expect a large fluctuation in income, deductions, or withholding next year? Y___ N___

Health Care Information

Did you make any contributions to a Health savings account (HSA) or Archer MSA? Y___ N___

Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA this year?
If so, enter the amount \$_____ Y___ N___

Health Savings Account coverage type: Self only_____ or Family _____

Balance in your Health Savings Account at the end of the tax year: \$_____

Did you pay long-term care premiums for yourself or your family? Y___ N___

Did you make any contributions to an ABLE (Achieving a Better Life Experience) account?
If yes, attach any Form(s) 5498-QA you received. Y___ N___

Did you receive any withdrawals from an ABLE account? If yes, attach any Form(s) 1099-QA you received. Y___ N___

If you are a business owner, did you pay health insurance premiums for your employees this year? Y___ N___

Itemized Deduction Information

Did you incur a casualty or theft loss or any condemnation awards during the year? Y___ N___

Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)? Y___ N___

Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? Y___ N___
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 acknowledgement from the donee organization. Y___ N___

Did you pay real estate taxes for your primary home and/or second home? Y___ N___

Did you pay any mortgage interest on existing home loan? If yes, attach any Form(s)1098 you received. Y___ N___

Did you incur interest expenses associated with any investment accounts you held? Y___ N___

Did you have an expense account or allowance during the year? Y___ N___

Did you use your car on the job for other than commuting? Y___ N___

Did you work out of town for part of the year? Y___ N___

Did you have any expenses related to seeking a new job during the year? Y___ N___

Did you make any major purchases during the year (cars, boats, etc.)? Y___ N___

Did you make any out-of-state purchases for which the seller did not collect state sales or use tax? Y___ N___

Miscellaneous Information

- Did you make gifts of more than \$14,000 to any individual? Y___ N___
- Did you utilize an area of your home for business purposes? Y___ N___
- Did you engage in any bartering transactions? Y___ N___
- Did you retire or change jobs this year? Y___ N___
- Did you incur moving costs because of a job change? Y___ N___
- Did you pay any individual as a household employee during the year? Y___ N___
- Did you make energy efficient improvements to your main home this year? Y___ N___
- Did you receive a distribution from or were you a grantor or transferor for a foreign trust? Y___ N___
- 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? Y___ N___
- Do you have any foreign financial accounts foreign financial assets or hold interest in a foreign entity? Y___ N___
- Did you receive correspondence from the State or the IRS? Y___ N___
- If yes explain:
- Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due? Y___ N___
- Do you want to designate \$3 to the Presidential Election Campaign Fund? Y___ N___
- Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? Y___ N___
- Did you receive the Economic Impact Payment #3 (aka stimulus payment) Amount \$ _____ Y___ N___
- Did you receive Advance Child Tax Credit Payments? Amount \$ _____ (please provide the IRS notice) Y___ N___

Refunds & Payments

- Do you anticipate a tax refund? _____ or a tax payment? _____
- Did you apply any overpayment from last year's taxes to your estimated taxes for this tax year? _____
- Did you make any estimated payments for this tax year? _____ Amounts & Dates _____

Refund: Direct deposit of your federal/state tax refund is available. If there is a refund for your federal or state return, do you want to receive a Check in the mail ___ or Direct Deposit ___ Apply to next year's estimated taxes. _____

For Direct Deposit: Bank Name: _____ Acct type: Checking ___ Savings _____

Routing # _____ Account # _____

Balance Due: If there is an amount due with your federal or state return and you want the amount drafted from your account, please initial here _____ Please indicate payment date _____ Other options: Check ___ Direct Pay _____

Please provide the below information for use for your tax preparation. You may upload this information to our online portal at denisehatcher.com/client-portal or drop the documents by our office.

- A copy of your income tax return from last year, if not prepared by this office.
- Forms W-2 for wages, salaries, and tips
- All Forms 1099 for interest, dividends, retirement, miscellaneous income, Social Security, state or local refunds, gambling winnings, etc.
- All property tax bills.
- Brokerage statements showing investment transactions for stocks, bonds, etc.
- Schedule K-1 form partnerships, S corporations, estates, and trusts.
- Statements for educational expenses, deductions or distributions, including any Forms 1098-T, 1098-F, or 1099-Q.
- Health Coverage Form 1095-A / Form 1095-B / Form 1095-C
- Statements supporting deductions for mortgage interest, taxes, and charitable contributions (any Form 1098-C).
- Copies of closing statements regarding the sale or purchase of real property.
- Legal papers for adoption, divorce, or separation involving custody of your dependent children.
- Any tax notices sent to you by the IRS or other taxing authority.
- A copy of your current driver's license or state ID (only if you have not provided this to us already)

Please provide any additional information that will assist in preparing your tax return:

I/we have provided complete and accurate information and understand this information will be used to prepare the current year tax return.

Taxpayer	Date	Spouse	Date
_____	_____	_____	_____

Denise A Hatcher Accounting & Tax Service, LLC
Office: 704-761-TAXS
Fax: 980- 206-0635
132 Joe Knox Avenue, Suite 104
 Mooresville, NC 28117
www.denisehatcher.com
denise@denisehatcher.com