Denise A. Hatcher
ACCOUNTING & TAX SERVICE, LLC

TAX ORGANIZER for Individual Tax Return

Tax Year **2022**

Client Contact Information: **If we have prepared a tax return for you in past, please check ____**

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 or your spouse 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. 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? If yes, explain: Y____ N____

Do you have any children under age 19 or full-time student under age 24 with unearned income in excess of $1,150? Y____ N____

Do you have any children under age 19 or a full-time student under age 24 with earned income in excess of $12,950? 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? Date of divorce ________________ 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: Taxpayer $____________ Spouse $__________

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 organization, record of payment, to substantiate all contributions made.

Did you donate a vehicle or boat during the year? Y____ N____
If yes, attach Form 1098-C or other written acknowledgement from the donee organization.

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 $16,000 to any individual? Amounts___________________________________ 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 m 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 or any other tax authority? Please provide notices. 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 any payments from the IRS? Amount $___________________ Y____ N____

Did you receive Advance Child Tax Credit Payments? Amount $_____________ (please provide the IRS notice) Y____ N____

Did you buy or sell any cryptocurrency? 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 FEDERAL estimated payments for this tax year? ____Amounts & Dates__________________________________

____

Did you make any STATE 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________ or Apply to next year's estimated taxes ________

For Direct Deposit: Bank Name:____ Acct type: Checking_____ Savings______

Routing #____Account #____

Balance Due: Any tax amount due to federal or state tax authorities can be made via check or online by the taxpayer. All tax liability is due on the original tax due date of **April 15th.** It is the responsibility of the taxpayer to make timely payments for all tax liabilities. Mailing addresses and online links for federal and state tax payments are available at http://www.denisehatcher.com/tax-payments/.

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 (If you received Form 1095A, this is required form to be entered on the tax return. A return cannot be submitted for e-filing without this form, if applicable).

____ 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)

____ Any other applicable tax-related form that is necessary to complete an accurate tax return.

_____ Signed Engagement Letter from DAH Acct & Tax Svc, LLC.

It is the responsibility of the taxpayer(s) to provide all relevant information for us to prepare a timely and accurate tax return.

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**
______________________	__________	______________________	__________

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