

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:

Table with 7 columns: First Name, M.I., Last Name, SSN/TIN, DOB, Occupation/Profession, Relationship to taxpayer. Multiple rows for data entry.

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? Yes No N/A

Did your marital status change during the year? If yes, explain: Yes No N/A

Did your address change from last year? If just moved to NC, provide the date: _____ Prior state _____ Yes No N/A

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. Yes No N/A

May the IRS discuss your tax return with your preparer? Yes No N/A

Dependent Information

Were there any changes in dependents from the prior year? If yes, explain: Yes No N/A

Do you have any children under age 19 or full-time student under age 24 with unearned income in excess of \$1,150? Yes No N/A

Do you have any children under age 19 or a full-time student under age 24 with earned income in excess of \$12,950? Yes No N/A

Do you have dependents who must file a tax return? Yes No N/A

Did you provide over half the support for any other person(s) other than your dependent children during the year? Yes No N/A

Did you pay for childcare while you worked, looked for work, or while a full-time student? Yes No N/A

Did you pay any expenses related to the adoption of child during the year? Yes No N/A

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 _____ Yes No N/A

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. Yes No N/A

Retirement Information

Are you an active participant in a pension or retirement plan?	Yes	No	N/A
Did you receive any Social Security benefits during the year?	Yes	No	N/A
Did you make withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	Yes	No	N/A
Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	Yes	No	N/A
Did you make contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	Yes	No	N/A

Education Information

Did you, your spouse, or your dependents attend a post-secondary school during the year?	Yes	No	N/A
Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? If yes, attach any Form(s) 1098-T and receipts for qualified tuition and related expenses	Yes	No	N/A
Did anyone in your family receive a scholarship of any kind during the year?	Yes	No	N/A
If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?	Yes	No	N/A
Did you make any withdrawals from an education savings or 529 Plan account?	Yes	No	N/A
Did you make any contributions to an education savings or 529 Plan account?	Yes	No	N/A
Did you pay any student loan interest this year?	Yes	No	N/A
Did you cash any Series EE or I U.S. Savings bonds issued after 1989?	Yes	No	N/A

Purchases, Sales and Debt Information

Did you start a new business or purchase rental property during the year?	Yes	No	N/A
Did you sell, exchange, or purchase any assets used in your trade or business?	Yes	No	N/A
Did you acquire a new or additional interest in a partnership or S corporation?	Yes	No	N/A
Did you sell, exchange, or purchase any real estate during the year?	Yes	No	N/A
Did you purchase or sell a principal residence during the year?	Yes	No	N/A
Did you foreclose or abandon a principal residence or real property during the year?	Yes	No	N/A
Did you acquire or dispose of any stock during the year?	Yes	No	N/A
Did you take out a home equity loan this year?	Yes	No	N/A
Did you refinance a principal residence or second home this year?	Yes	No	N/A
Did you sell an existing business, rental, or other property this year?	Yes	No	N/A
Did you lend money with the understanding of repayment and this year it became totally uncollectable?	Yes	No	N/A
Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)?	Yes	No	N/A
Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle this year?	Yes	No	N/A
Did you receive any unemployment benefits during the year?	Yes	No	N/A
Did you receive any disability income during the year?	Yes	No	N/A
Did you receive tip income not reported to your employer this year?	Yes	No	N/A

Did any of your life insurance policies mature, or did you surrender any policies?	Yes	No	N/A
Did you receive any awards, prizes, hobby income, gambling or lottery winnings?	Yes	No	N/A
Do you expect a large fluctuation in income, deductions, or withholding next year?	Yes	No	N/A

Health Care Information

Did you make any contributions to a Health savings account (HSA) or Archer MSA?	Yes	No	N/A
Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA this year? If so, enter the amount \$ _____	Yes	No	N/A
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?	Yes	No	N/A
Did you make any contributions to an ABLE (Achieving a Better Life Experience) account? If yes, attach any Form(s) 5498-QA you received.	Yes	No	N/A
Did you receive any withdrawals from an ABLE account? If yes, attach any Form(s) 1099-QA you received.	Yes	No	N/A
If you are a business owner, did you pay health insurance premiums for your employees this year?	Yes	No	N/A

Itemized Deduction Information

Did you incur a casualty or theft loss or any condemnation awards during the year?	Yes	No	N/A
Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?	Yes	No	N/A
Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? If yes, please provide evidence such as a receipt from the organization, record of payment, to substantiate all contributions made.	Yes	No	N/A
Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C or other written acknowledgement from the donee organization.	Yes	No	N/A
Did you pay real estate taxes for your primary home and/or second home?	Yes	No	N/A
Did you pay any mortgage interest on existing home loan? If yes, attach any Form(s) 1098 you received.	Yes	No	N/A
Did you incur interest expenses associated with any investment accounts you held?	Yes	No	N/A
Did you have an expense account or allowance during the year?	Yes	No	N/A
Did you use your car on the job for other than commuting?	Yes	No	N/A
Did you work out of town for part of the year?	Yes	No	N/A
Did you have any expenses related to seeking a new job during the year?	Yes	No	N/A
Did you make any major purchases during the year (cars, boats, etc.)?	Yes	No	N/A
Did you make any out-of-state purchases for which the seller did not collect state sales or use tax?	Yes	No	N/A

Miscellaneous Information

Did you make gifts of more than \$16,000 to any individual? Amounts _____ Yes No N/A

Did you utilize an area of your home for business purposes? Yes No N/A

Did you engage in any bartering transactions? Yes No N/A

Did you retire or change jobs this year? Yes No N/A

Did you incur moving costs because of a job change? Yes No N/A

Did you pay any individual as a household employee during the year? Yes No N/A

Did you make energy efficient improvements to your main home this year? Yes No N/A

Did you receive a distribution from or were you a grantor or transferor for a foreign trust? Yes No N/A

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? Yes No N/A

Do you have any foreign financial accounts foreign financial assets or hold interest in a foreign entity? Yes No N/A

Did you receive correspondence from the State or the IRS or any other tax authority? Please provide notices. Yes No N/A
If yes explain:

Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due? Yes No N/A

Do you want to designate \$3 to the Presidential Election Campaign Fund? Yes No N/A

Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? Yes No N/A

Did you receive any payments from the IRS? Amount \$ _____ Yes No N/A

Did you receive Advance Child Tax Credit Payments? Amount \$ _____ (please provide the IRS notice) Yes No N/A

Did you buy or sell any cryptocurrency? Yes No N/A

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.denischatcher.com/tax-payments/>.

Please provide the below information for use for your tax preparation. You may upload this information to our online portal at denishatcher.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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