Salina Tax Service, Inc.
Taxes and Accounting
"1040 Reasons to Call"

Documentation Questionnaire

The documentation questionnaire is needed **before** we are able to start your tax return. Please check the appropriate box and include all necessary details and documentation.

Personal Information:	**Yes**	**No**	**Comment**
Did your marital status change during the year? If divorced, put date it was final.			
Did your home address change from last year?			
Can you be claimed as a dependent by another taxpayer?			
Did you change any bank accounts that have been used to direct deposit (direct debit) funds from (or to) the IRS or other taxing authority during the tax year?			
Did you or anyone in your family have health insurance through the marketplace? **If yes, you will need to provide a 1095-A.**			

Dependent's Name and **Social Security Number**	**Birth Date**	**College Student?**	**Months lived in home**	**Investments & Income**	**Filed a tax return?**	**Relationship to taxpayer**

Dependent Information: Birth Certificates and Proof of Residency is required for children under age 18.
Please fill out the information below for any dependents you are claiming on this tax return:

	Yes	**No**	**Comment**
Did you pay for childcare while you worked or looked-for work?			
Did you pay any expenses related to the adoption of a child during the year?			
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? **If yes, please write when the divorce was final. Form 8332 is required if divorced after 2008.**			
Purchase, Sales, and Debit Information	**Yes**	**No**	**Comment**
Did you sell, exchange, or purchase any real estate during the year?			
Did you purchase or sell a principle residence during the year?			
Did you foreclose or abandon a principle residence or real estate property during the year?			
Did you acquire (buy) or dispose (sell) any stock during the year?			

Did you take out a home equity loan this year?			
Did you refinance a principal residence or second home this year?			
Did you incur any non-business bad debts this year?			
Did you have any debts canceled or forgiven this year? (i.e. credit card)			
Did you purchase a new plug-in or electric motor energy efficient vehicle this year?			
Did you pay any student loan interest this year? **(Form 1098-E is required)**			
Income Information	**Yes**	**No**	**Comment**
Did you receive any income from property sold prior to this year? (i.e. contract or installment sale)			
Did you make any withdrawals out of an **IRA, Roth, Keogh, SIMPLE, SEP, 401K, or other qualified retirement plan**? Please list which plan it was.			
Did you make any contributions to an **IRA, Roth, Keogh, SIMPLE, SEP, 401K, or other qualified retirement plan**? Please list which plan it was.			
Did you make any withdrawals from an education savings or 529 Plan account? **Form 1099-Q is required**			
Did you make any contributions to an education savings or 529 Plan account?			
Did you receive any distributions from a **Health Savings Account (HSA) -1099-SA is required, Archer MSA, or Medicare Advantage MSA**? Please list which you received distributions from.			
Did you make any contributions to a **Health Savings Account (HSA) or Archer MSA**? (not payroll contributions)			
Did you receive any Social Security or Social Security Disability benefits during the year? **(Form 1099-SSA is required)**			
Did you receive any unemployment/workshare during the year? **(Form 1099-G is required)**			
Did you receive any disability income during the year? (i.e. third-party sick pay)			
Did you receive tip income not reported to your employer this year?			
Did any of your life insurance policies mature, or did you surrender any policies?			
Did you cash any Series EE or I U.S. Savings Bonds issued after 1989?			
Are you actively contributing to a pension or retirement plan?			
Did you retire or change jobs during the year?			
Did you incur moving costs because of military duty?			
Did you have any other income?			
Did you invest in Bitcoin, Ethereum, Lite Coin, or any other cryptocurrency?			

Itemized Deduction Information (if you itemize)	**Yes**	**No**	**Comment**
Did you pay out-of-pocket medical expenses (co-pays, prescription drugs, etc.)? **More than 7.5% of income.**			
Did you pay health care premiums/nursing home for yourself or your family (nursing home insurance, long term care, etc.)?			
Did you pay any COBRA health care coverage continuation premiums?			
Do you have evidence to substantiate charitable contributions?			
Did you make any noncash charitable contributions (clothes, furniture, etc.)?			
Did you donate a vehicle or boat during the year? **If yes, attach Form 1098-C.**			
How much wood could a woodchuck chuck if a woodchuck could chuck wood?			
Did you make any major purchases during the year (cars, boats, etc.)?			
Did you pay state and local real estate property taxes this year? **If yes, please attach a supporting statement.**			
Business/Self-Employed/Rental	**Yes**	**No**	**Comment**
Are you a business owner and have paid health insurance premiums for your employees this year?			
Did you utilize an area of your home for business purposes?			
Did you engage in any bartering transactions?			
Did you start a new business during the year?			
Did you purchase rental property during the year?			
Did you acquire a new or additional interest in a Partnership or S Corporation?			
Did you sell an existing business, rental, or other property this year?			
Do you have a vehicle used for your business? **(mileage log required)**			
Foreign Income	**Yes**	**No**	**Comment**
Were you a grantor or transferor for a foreign trust, have an interest in or signature or other authority over a bank account, securities account, or other financial account in a foreign country?			
Did you have any foreign income or pay any foreign taxes during the year?			
Do you have any interest in or signature/authority over a foreign account in a foreign country? If yes, please specify country. ***Form TD F 90-22.1 must be filed if the taxpayer had an account or accounts which had a value or accumulative value at any time during the year exceeding $10,000. Failure to disclose such an account and file Form TD F 90-22.1 can subject the taxpayer to fines as large as $500,000.***			

Miscellaneous Information	Yes	No	Comment
Did you make gifts of more than $15,000 to any individual?			
Did you pay any college or Vo-tech educational expenses during the year for you, your spouse, or dependents? **Form 1098-T and Account Transaction Summary Required.**			
Do you plan on filling out FAFSA for this next year? **(We will provide you a FAFSA worksheet)**			
Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend in the coming year?			
Did you pay any individual as a household employee during the year?			
Did you make any energy related improvements to your home?			
Did you make any out-of-state purchases (by telephone, internet, mail, in person) that the seller did not collect state sales tax or use tax?			
Did you receive correspondence from the State or Internal Revenue Service? If yes, explain.			
Do you want to designate $3 to the Presidential Election Campaign Fund?			
Is there any other information we need to know that was not included in this questionnaire?			
Do you plan to travel between March 15 and April 15, 2020? **List dates.**			
What is your preferred method of contact? Phone call, text message, email, etc.			

IRC 6662(d) assesses an accuracy penalty of 20% when the taxpayer substantially understates their income by the greater or 10% or $5,000. However, in the case of unreported foreign account income the penalty is 40%.

Last Minute Tax Changes – Retroactive back to 2018			
Do you think you are eligible for any of the tax credits listed below since 2018?	**Yes**	**No**	**Comment**
Education Credit – Tuition & Fees Deduction			
Energy Credit – Energy Improvements			
PMI – Mortgage Insurance Premiums			
Personal Residence Debt Cancelled			

_____ _____

Taxpayer Signature Date

_____ _____

Spouse Signature Date