

# Annual Client Recap



- | Yes                   | No                    | <b><u>PERSONAL INFORMATION</u></b>                                      |
|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | Did your marital status or address/phone change during the year?        |
| <input type="radio"/> | <input type="radio"/> | Can you be claimed as a dependent by another taxpayer?                  |
| <input type="radio"/> | <input type="radio"/> | Did you change any bank accounts that have been used to direct deposit? |

- | <b><u>DEPENDENT INFORMATION</u></b> |                       |   |
|-------------------------------------|-----------------------|---|
| <input type="radio"/>               | <input type="radio"/> | Were there any changes in dependents from the prior year?       |
| <input type="radio"/>               | <input type="radio"/> | Did you pay for child care while you worked or looked for work? |

- | <b><u>HEALTH INSURANCE</u></b> |                       |   |
|--------------------------------|-----------------------|---|
| <input type="radio"/>          | <input type="radio"/> | Did you buy Health Insurance on the Marketplace?                |
| <input type="radio"/>          | <input type="radio"/> | Did you buy direct from insurance company or get from Employer? |
| <input type="radio"/>          | <input type="radio"/> | Did you Receive Tax Subsidies for Health Insurance.             |
| <input type="radio"/>          | <input type="radio"/> | Are you looking for Health Insurance Change in 2016?            |
| <input type="radio"/>          | <input type="radio"/> | Did you apply and receive an Exemption Certificate Number?      |

- | <b><u>PURCHASES. SALES AND DEBT INFORMATION</u></b> |                       |   |
|---|-----------------------|---|
| <input type="radio"/>                               | <input type="radio"/> | Did you start a new business or purchase rental property during the year?       |
| <input type="radio"/>                               | <input type="radio"/> | Did you acquire a new or additional interest in a partnership or S corporation? |
| <input type="radio"/>                               | <input type="radio"/> | Did you sell, exchange, or purchase any real estate during the year?            |
| <input type="radio"/>                               | <input type="radio"/> | Did you acquire or dispose of any stock during the year?                        |
| <input type="radio"/>                               | <input type="radio"/> | Did you take out a home equity loan this year?                                  |
| <input type="radio"/>                               | <input type="radio"/> | Did you refinance a principal residence or second home this year?               |
| <input type="radio"/>                               | <input type="radio"/> | Did you sell an existing business, rental, or other property this year?         |
| <input type="radio"/>                               | <input type="radio"/> | Did you pay any student loan interest this year?                                |
| <input type="radio"/>                               | <input type="radio"/> | Did you have any debts canceled or forgiven this year?                          |

- | <b><u>INCOME INFORMATION</u></b> |                       |   |
|----------------------------------|-----------------------|---|
| <input type="radio"/>            | <input type="radio"/> | Did you receive any unemployment benefits?  |
| <input type="radio"/>            | <input type="radio"/> | Did you have any foreign bank accounts, foreign income/foreign taxes during the year? |
| <input type="radio"/>            | <input type="radio"/> | Did you receive any income from property sold prior to this year?                     |
| <input type="radio"/>            | <input type="radio"/> | Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?  |
| <input type="radio"/>            | <input type="radio"/> | Did you make any withdrawals from or contributions to an IRA, SIMPLE, SEP account     |
| <input type="radio"/>            | <input type="radio"/> | Did you received Social Security Benefits?  |
| <input type="radio"/>            | <input type="radio"/> | Did you make any withdrawals from an education savings or 529 Plan?                   |
| <input type="radio"/>            | <input type="radio"/> | Did you receive any distributions from a health savings account?                      |
| <input type="radio"/>            | <input type="radio"/> | Did you receive any disability income during the year?                                |
| <input type="radio"/>            | <input type="radio"/> | Did any of your life insurance policies mature or did you surrender any policies?     |
| <input type="radio"/>            | <input type="radio"/> | Did you cash any Series EE or I U.S. Savings bonds issued after 1989?                 |

- | <b><u>ITEMIZED DEDUCTION INFORMATION</u></b> |                       |   |
|--|-----------------------|---|
| <input type="radio"/>                        | <input type="radio"/> | Did you make payments on COBRA for health insurance?                    |
| <input type="radio"/>                        | <input type="radio"/> | Did you incur a casualty or theft loss during the year?                 |
| <input type="radio"/>                        | <input type="radio"/> | Do you have make cash or non-cash charitable contribution?              |
| <input type="radio"/>                        | <input type="radio"/> | Did you have an expense account or allowance during the year?           |
| <input type="radio"/>                        | <input type="radio"/> | Did you use your car on the job, for other than commuting?              |
| <input type="radio"/>                        | <input type="radio"/> | Did you have any educational expenses?                                  |
| <input type="radio"/>                        | <input type="radio"/> | Did you have any expenses related to seeking a new job during the year? |

Turn over, continued on back →

- Did you make any major purchases during the year (cars, boats, etc.)?
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**MISCELLANEOUS INFORMATION**

- Did you receive correspondence from the State or the IRS?
- Did you pay state and local real estate property taxes this year?
- Did you pay personal property (Auto Taxes) taxes this year?
- Did you make gifts of more than \$14,000 to any individual?
- Did you make any contributions to an education savings or 529 Plan?
- Did you pay long-term health care premiums for yourself and family?
- Did you engage in any bartering transactions?
- Are you covered by a pension or retirement plan?
- Did you retire or change jobs this year?
- Did you incur moving costs because of a job change? More than 50 miles?
- Did you make energy efficient improvements to your main home this year?

**PLEASE BRING THE FOLLOWING INFORMATION TO YOUR APPOINTMENT:**

- Completed Client Questionnaire – signed
- All W-2's
- 1095-A, 1095-B, or 1095-C OR Exemption Certificate Number
- All 1099 forms received confirming income from interest, dividends, retirement, social security, disability, unemployment, etc.
- Form 5498 IRA Contribution Information
- Form 1098 - Year-end statement of mortgage interest/Real Estate Taxes
- Copies of all LLC, Partnership or S-Corporation K-1's
- If you bought, sold or refinanced real estate, then a closing HUD statement for each transaction.
- If you sold any stock or shares of mutual funds, ask for a digital spreadsheet of transactions, we can charge you less if transactions are available like this.
- If you are claiming auto mileage as a deduction for business, rental properties or un-reimbursed employee expenses, we need to know: total miles, commuting miles & business miles driven.
- All legal documents for formation, sale or purchase of a business during the year.
- All legal documents for divorce decrees.
- All income information for children if you want us to prepare their required returns.

**Remember if you have Health Insurance other than Medicaid/Tricare Then you will be issued: 1095 (A-Marketplace, B-Insurance Co or C-Employer).**

Notes:

Name (print) \_\_\_\_\_

Email Address \_\_\_\_\_ @ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Taxpayer DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Spouse DOB \_\_\_\_/\_\_\_\_/\_\_\_\_