Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TY2013**

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Taxpayer,

The goal of this questionnaire is to help me understanding your tax situation better so I can file your tax return accurately and expeditiously.

* Bring a copy of your 2013 Tax Return (or the last tax return you have) if I didn’t prepare it for you.
* List all your full-time and part-time occupations
* Make copies of all W-2s and tax forms, if possible

**Section 1 – About Yourself**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Primary Taxpayer | Spouse | PREPARER’SNOTES |
| Name of the primary tax payer if filing jointly with spouse. |  | N/A |  |
| Has IRS validated you as identity theft victim and you received CPO1A letter? | [ ]  Yes [ ]  NoIf yes, please provide your Identity Protection PIN | [ ]  Yes [ ]  NoIf yes, please provide your Identity Protection PIN |  |
| Date of Birth (MM/DD/YY) |  |  |  |
| Occupation |  |  |  |
| Were you a member of clergy who filed Form 4361? | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |
| Are you a U.S. citizen or Permanent Resident (i.e. Green Card holder?) | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |
| Which U.S. state were you a resident of as of Dec 31, 2013? |  |  |  |
| Were you a resident of the abovementioned U.S. state for the entire year of 2013? | You[ ]  Yes [ ]  No | Spouse[ ]  Yes [ ]  No |  |
| Do you want to contribute $3 to Presidential Election Campaign? “Yes” will not change your tax and reduce your refund. | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |
| Your current address |  |  |
| Were you legally married as of 12/31/2013? | [ ]  Yes [ ]  No |  |
| If you were legally married as of 12/31/2013, were you separated from your spouse? | [ ]  Yes, I was separated for \_\_\_\_ months in 2013. [ ]  No, I was not separated  |  |
| Is someone else claiming you as dependent for 2013? | [ ]  Yes, someone is claiming me as dependent. Who? \_\_\_\_\_\_\_\_\_\_\_Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  No, no one is claiming me. |  |
| Was there anyone living with you in 2013 beside your spouse, if any?  | [ ]  Yes, someone lived with me in 2013 Please provide the following information for each person in the boxes below.* Name
* Date of Birth
* Marital Status
* Is this person a US citizen, US resident alien (permanent resident)?
* Is this person a full-time student if s/he is 19 or older?
* SSN
* Relationship
* Did this person live with you more than 6 months in the year?
* Did the person provide more than half of his or her own support for the year?
* Did you provide more than half of the person's total support for the year?
* Was this person’s gross income for the year less than $3,800

[ ]  No, I/ We lived alone all year in 2013 |  |
|

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | DOB (mm/dd/yy) | Married? (Y/N) | US Citizen/ Resident? (Y/N) | Full time student? (Y/N) | SSN | Relationship to you | No. of months living with you in USA | Provided >50% Support? (Y/N) | Earned >$3,800? (Y/N) |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Do not include spouse as dependent. Attach additional sheet if you have more than 3 dependents. |

**Section 2 – Income**

|  |  |  |
| --- | --- | --- |
|  |  | PREPARER’SNOTES |
| Did you have any Foreign Earned Income in 2013? Do not count interest, capital gain from foreign stocks. | [ ]  Yes [ ]  No |  |
| Did you have any bank account in the USA? | [ ]  Yes [ ]  No Bring all 1099-INT* Bring a voided check if you want direct deposit
 |  |
| Did you have any foreign bank account? | [ ]  Yes [ ]  No |  |
| Did you receive dividends from stock? | [ ]  Yes [ ]  NoBring all 1099-DIV |  |
| If you have children, did they receive any investment income? | [ ]  Yes [ ]  No Bring all 1099s |  |
| Did you receive alimony (NOT child support) in 2013? |  [ ]  Yes [ ]  No Bring documentation that shows how much alimony you have received in 2013 |  |
| Did you pay alimony (NOT child support) in 2013? | [ ]  Yes [ ]  No Make sure you have the name and SSN of the recipient. |  |
| Did you receive any combat pay in 2013? | [ ]  Yes [ ]  No  |  |
| Did you run your own business in 2013, or did you receive 1099-MISC?Feel free to use <http://www.NoPainMuchGain.com/spreadsheet.xls> to keep track of revenue and expenses to avoid $100/hr organization fee. | [ ]  Yes [ ]  No Bring documentation of revenue, amount and type of expense.Bring documentation of how much you paid for health insurance premium in 2013 for yourself, spouse and dependents. |  |
| Did you buy or sell any property such as stock, bonds and mutual funds in 2013? | [ ]  Yes [ ]  No Bring all 1099-BKnow when did you buy those properties and the purchase prices |  |
| Did you lose more than $3,000 in any one year in stocks, bonds and mutual funds in the past few years? | [ ]  Yes/ Not Sure [ ]  No Bring Schedule D from previous tax returns |  |
| Did you sell your home in 2013? Feel free to use <http://www.NoPainMuchGain.com/rental.xls> to keep track of revenue and expenses to avoid $100/hr organization fee. | [ ]  Yes [ ]  NoBring 1099-S, if any* Know when did you buy your home and at what price
* Check the escrow paper from the title company to see if you have paid any prorated real estate tax
* Was the home a rental property? [ ]  **Yes** [ ]  **No**
* **Was the home purchased with First Time Homebuyer Credit?** [ ]  **Yes** [ ]  **No**
 |  |
| Was your home foreclosed by the bank in 2013? | [ ]  Yes [ ]  NoBring 1099-A or 1099-C issued by the bank* Your cost of the home including remodeling and upgrade.
 |  |
| Did you receive rental income in 2013, whether the rental unit has permit or not? | [ ]  Yes [ ]  NoKnow how much was your annual rental incomeKnow how big is your home and how big is your rentalKnow how much you paid to maintain the house, such as property tax, home insurance...etc.Find out from your property tax statement on the assessed value of the home excluding land valueFind out when (mm/yy) you bought the rental property and how many months was it available for rent. |  |
| Did you receive unemployment compensation in 2013? | [ ]  Yes [ ]  No Bring all your 1099-G |  |
| Did you withdraw money from your 401k, 403b or IRA accounts in 2013? | [ ]  Yes [ ]  NoBring all your 1099-R |  |
| Did you receive Social Security in 2013? | [ ]  Yes [ ]  NoBring your Form SSA-1099, or RRB-1099 or SSA-1042S, or RRB-1042S |  |
| Did you win any lottery, raffle and gambling? Did you receive compensation for jury duty? | [ ]  Yes [ ]  NoBring 1099-G, if you have any |  |
| Did you receive any inheritance or gift from outside of the USA? | [ ]  Yes [ ]  No |  |

**Section 3 – Adjustment to Income**

|  |  |  |  |
| --- | --- | --- | --- |
|  | You | Spouse | PREPARER’SNOTES |
| Did you contribute to Heathcare Savings Account (HSA) for High Deductible Health Plan (HDHP) in 2013 Or are you planning to contribute before 4/15/2014?**Note: Not to be confused with Flexible Spending Account (FSA).** | [ ]  Yes [ ]  No  | [ ]  Yes [ ]  No |  |
| Did you contribute to any IRA, SEP and/or SIMPLE in 2013? Or are you planning to do so before 4/15/2014? | [ ]  Yes [ ]  NoWhich, When and How much? | [ ]  Yes [ ]  NoWhich, When and How much? |  |
| Did you pay any student loan interest in 2013? | [ ]  Yes [ ]  NoBring 1098-T | [ ]  Yes [ ]  No Bring 1098-T |  |
| Did you, your spouse or dependent pay any post-secondary tuition or job-improving training in 2013? | [ ]  Yes [ ]  NoBring any 1099-T. Know how much for each recipient if you did not receive 1099-T |  |
| Did you relocate in 2013 for job reason? | [ ]  Yes [ ]  No |  |

**Section 4 – Possible Deduction**

|  |  |  |
| --- | --- | --- |
|  |  | PREPARER’SNOTES |
| Did you pay any State tax in 2013 for TY2012 and prior? | [ ]  Yes [ ]  No How much? |  |
| Did you pay any out-of-pocket medical expense, such as health insurance, doctor offices co-pay, dental work, prescription glasses (contacts), prescription medication, prescribed birth control pills…etc.? | [ ]  Yes [ ]  No How much and what were they for?How many miles were driven on your car to obtain medical services? |  |
| Did you pay any mortgage interest in 2013?Tip: Find out how much CA DMV Vehicle License Fee at <https://www.dmv.ca.gov/FeeCalculatorWeb/vlfForm.do>  | [ ]  Yes [ ]  No* Know how much you paid for property taxes AND DMV Vehicle License Fee
* Bring all 1098s including those from home equity
* Identify each 1098s with property address, original loan amount and type (i.e. home or equity line of credit)
 |  |
| Did you refinance your home in 2013? | [ ]  Yes [ ]  NoPlease provide the Escrow closing statement that list all the costs you paid to purchase your home |  |
| Did you donate any cash (stocks, mutual funds …etc) and mileages to any charity, such as religious organization and any non-profit organization (such as KQED radio, UNICEF and Goodwill...etc.), AND you have kept the record (such as a canceled check, a bank copy of a canceled check, or a bank statement containing the name of the charity, the date, and the amount) or a written communication from the charity? | [ ]  Yes [ ]  NoHow much, in what form and who was/were the recipient(s)?How many miles were driven on your car to perform volunteer work? |  |
| If you donated money to charity, did you give cash instead of check? | [ ]  Yes, I gave cash. [ ]  No,I did not give cash. |  |
| Did you donate vehicle, boat and aircraft to any religious or non-profit organization? | [ ]  Yes [ ]  No |  |
| Were you involved with discrimination suit, or with a lawsuit related to doing or keeping your job? | [ ]  Yes [ ]  No |  |
| Did you suffer any loss from casualty or theft? | [ ]  Yes [ ]  NoHow much and what are they for? |  |
| Did you incur any unreimbursed employee expense? | [ ]  Yes [ ]  NoHow much and what are they for? |  |
| Did you subscribe to any professional service for your investment (such as magazine and research service)? | [ ]  Yes [ ]  NoHow much and what are they for? |  |

**Section 5 – Credits**

|  |  |  |
| --- | --- | --- |
| Did you pay for any childcare expense, including pre-schools and K but excluding 1st grade or higher? | [ ]  Yes [ ]  NoHow much did you pay for each childTry your best to obtain the name, address and Taxpayer Identification Number for each child’s care provider or a W-10 from each provider, unless provider is a tax-exempt organization. |  |
| Did you adopt or in process of adopting a child or children in 2013? | [ ]  Yes [ ]  No |  |
| Did you make energy efficiency improvement to your home in 2013, such as adding insulation, energy efficient exterior windows and energy-efficient heating and air conditioning systems? | [ ]  Yes [ ]  No  |  |
| Did you purchase any energy efficiency residential alternative energy equipment, such as solar hot water heaters, geothermal heat pumps and wind turbines in 2013? | [ ]  Yes [ ]  No |  |
| Did you purchase a qualified plug-in electric drive motor vehicle in 2013? | [ ]  Yes [ ]  NoPlease state the Year/ Make/ Model of the vehicle. |  |

**Section 6 – Other Federal/ StateTaxes**

|  |  |  |
| --- | --- | --- |
| Did you make any purchase from out-of-state or Internet sellers in 2013, where:1. The seller(s) did not collect state sales tax, AND
2. You used, stored, gave away or consumed the item in your state, AND
3. Your state is not Alaska, Delaware, Montana, New Hampshire and Oregon?
 | [ ]  Yes [ ]  NoYou may owe [Use Tax](http://www.ftb.ca.gov/current/usetax.html) for your State. I will contact you for more information. |  |
| Did you pay more than $1,800 salary to household employee(s) in 2013? | [ ]  Yes [ ]  No |  |
| Would you like to make voluntary contribution to any charitable fund offered by your state, if offered?  | [ ]  Yes [ ]  No |  |
| Did you make any Estimated Tax Payment (Federal and/or State) in 2013? | [ ]  Yes [ ]  NoWhen and how much did you pay? |  |

**Section 7 – Conclusion**

|  |  |  |
| --- | --- | --- |
| Would you want to file the Federal and State return electronically (i.e. e-File)? E-file eliminates the needs to mail in paper returns with attachments and you will receive your refund faster, if any. | [ ]  Yes [ ]  No  |  |
| If you have refund, do you want the IRS/ State to direct deposit your bank account? |  [ ]  Yes Bank Routing# is:Checking Account# is: |  [ ]  No I know it is going to take longer but I still want to receive refund checks in the mail. |  |
| If you owe tax, do you want to the IRS/State to debit your bank account? |  [ ] Yes Bank Routing# is:Checking Account# is: | [ ]  No I prefer to mail the check(s) in. |  |
| If you owe federal tax, do you need to arrange Installment Agreement? |  [ ] Yes, I’d be interested in Installment Agreement if I owe Federal more than $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| How did you learn about my tax service? | [ ]  I am a returning client[ ] Craigslists[ ] Yelp[ ]  Friends/ Relatives. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Others. Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| What is the most important factor that helps you decide to use my tax service over others? |  |  |

**Please use the space below to provide any information, if any, that you believe is significant but I haven’t asked you. Use additional paper if necessary.**

|  |
| --- |
|  |

**\*\*\*\*\* Please complete and return this Questionnaire with the Disclosure and Agreement form \*\*\*\*\***