

## Tax Organizer Questionnaire

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Kindly review and complete this important questionnaire to the best of your knowledge before you send us your tax information. Also, don't forget to send all requested supporting documentation with your tax information kit to us.

**Note:**

To help prevent delays in processing your return, this is the most important form we need your cooperation to complete. We would like to thank you in advance for your efforts in completing this form. **At the end of this questionnaire is a section that you can make notes, additional comments or ask us more questions, so don't be afraid to expand in this area.**

**New Clients:**

Provide copies of last year's tax returns, any governmental notices received as well as any open or closed correspondence regarding that tax year.

**Existing Clients:**

Did you receive any correspondence or notices from any government taxing agencies?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, include all correspondence received not previously provided to us.

**Client Preference for Tax Return Copy:**

Email: \_\_\_\_\_ Email address: \_\_\_\_\_

It will be password protected.

Paper copy: \_\_\_\_\_

**Client Preference for Tax Return Results:**

Email: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Call if refund is under a certain amount \$ \_\_\_\_\_ or balance due is over a certain amount \$ \_\_\_\_\_

**Please update our tax organizer for the following:**

1. Did you get married, separated or divorced? If so, indicate which one \_\_\_\_\_
2. Update your occupations and address.
3. Update expected filing status. We will provide guidance in special situations, etc.
4. Pay special attention to the dependent area on the organizer. Provide as much details as possible. We might follow-up with questions.
  - a. Did you have any births, deaths, custody changes, or other dependent changes?
  - b. If you are the non-custodial parent and are claiming a dependent child, provide Form 8332 signed by the custodial parent. Let us know if you need our help preparing this form.
  - c. In certain situations before 2009, a divorce decree or separation agreement will work. Provide this to us.
5. Did you receive EIP 3 and/or Plus-Up Payments? Yes: \_\_\_\_\_ No: \_\_\_\_\_ How much did you receive? \_\_\_\_\_  
If you did not receive the full payment, you may be entitled to the Recovery Rebate Credit. It must be reconciled on the 2021 tax return. Please provide us with a copy of Notice 1444-C or Letter 6475. You can also retrieve this information by creating an account at [IRS.gov/account](https://www.irs.gov/account). **Please reference our memo on this subject matter.**
6. Did you receive the Advanced Child Tax Credit in 2021? Yes: \_\_\_\_\_ No: \_\_\_\_\_ How much did you receive in each month? \_\_\_\_\_ How many months did you receive payments? 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_  
We will need the IRS Letter 6419 to reconcile the credit on your 2021 tax return. You can also retrieve this information by creating an account at: [IRS.gov/account](https://www.irs.gov/account). **Please reference our memo on this subject matter.**

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**General Questions:**

1. Yes \_\_\_ No \_\_\_ Did you pay for any child and dependent child care expenses?  
Even if your employer reimbursed you under a DCB (Dependent Care Benefit) plan, this information is required to be reported. Eligibility is dependent child under age 13, or cost of caring for a handicapped individual, so you could attend school or look for a job?  
**See our tax organizer section in this area.**
2. Yes \_\_\_ No \_\_\_ Did you incur any expenses this year or prior years associated with the adoption of a child?  
When the adoption becomes final is very important. Provide all supporting documentation.  
**See our tax organizer notes section to provide details.**
3. Yes \_\_\_ No \_\_\_ Do you have income from a foreign investment such as interest from a foreign bank account?  
**See our foreign account compliance memo.**
4. Yes \_\_\_ No \_\_\_ Do you have \$10,000 or more in a foreign account such as foreign bank or investment account? **See our foreign account compliance memo.**
5. Yes \_\_\_ No \_\_\_ Did you make federal and/or state estimated payments? **See our tax organizer section in this area.**
6. Yes \_\_\_ No \_\_\_ Do you expect a substantial change in income or deductions next year? **If yes, schedule an appointment with us for tax planning after April 15th.**
7. Yes \_\_\_ No \_\_\_ If you are due a refund, would you like the refund electronically deposited into your bank account? If so, fill out our **Direct Deposit Verification Statement** available at our office or on our website.
8. Yes \_\_\_ No \_\_\_ If you have a balance due, do you need an installment agreement to pay the taxes?  
If yes, we will provide steps to proceed.
9. Yes \_\_\_ No \_\_\_ Did you purchase any items acquired out-of-state, online, or by mail-order from an out-of-state retailer that didn't include or collect state sales taxes from you? This is called UT (use tax). The IL rate is 6.25% of purchases. If yes, indicate the total amount of general merchandise purchased during the year \$ \_\_\_\_\_.  
If yes, and no receipts were kept we can calculate using the safe harbor method. Please authorize with an "x" \_\_\_\_\_. If no, say none \_\_\_\_\_.
10. Yes \_\_\_ No \_\_\_ Did you file bankruptcy during the year?
11. Yes \_\_\_ No \_\_\_ Was it finalized during the year? Provide BK papers.
12. Yes \_\_\_ No \_\_\_ Was any debt settled during the year? (Most common: personal credit card debt).  
Provide Form(s) 1099-C.
13. Yes \_\_\_ No \_\_\_ Did you suffer a casualty loss, such as a flood, fire, or stolen property which was not covered by insurance? After insurance reimbursements, casualty or a theft loss must exceed 10% of your adjusted gross income. **If yes, provide details for our analysis.**
14. Yes \_\_\_ No \_\_\_ Did you have a loss from a "Ponzi" or similar scheme? **If yes, provide details for our analysis.**
15. Yes \_\_\_ No \_\_\_ Did you buy or refinance your residence or any real estate? Provide ALTA / HUD-1 / RESPA settlement statement and refinance paperwork. It is very important to make sure you received all Form 1098s during the year for all your loans outstanding during the year.

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- 16. Yes \_\_\_ No \_\_\_ If you made a COVID Retirement distribution during 2020, did you repay or rollover any portion during 2021?
17. Yes \_\_\_ No \_\_\_ If you were self-employed during 2021, you might be entitled to Sick or Family Leave Credit.

Residential Energy Efficient Property Credit:

Note: This is still available for property placed in service during the year. The credit is equal to 26% of cost of the following property:

- \* Solar energy systems (water heating and electricity).
\* Fuel cells.
\* Small wind energy systems.
\* Geothermal heat pumps or Biomass Fuel.

- 18. Yes \_\_\_ No \_\_\_ Did you make any of these improvements?
19. Yes \_\_\_ No \_\_\_ Did you make any energy efficient home improvements to your primary residence?

Higher Education Expenses:

- 20. Yes \_\_\_ No \_\_\_ Did you incur any educational expenses on behalf of yourself, your spouse or dependent?
Reminder: Use a separate one for each student. Provide all Form's 1098-T, BURSAR's reports from each school and any (QTP) qualified tuition program distribution form's 1099-Q.

Important: Coordination of education credits and exclusions coupled with (QTP) distribution are extremely complex. If your child is working and you potentially can qualify for education credits, it is extremely important you allow us to prepare your child's return.

Illinois Education Credit:

IL allows a maximum credit up to \$750 per year. You must spend more than \$250 before credit is allowed.

See our tax organizer section.

\* Note, for the credit we need: The school name and city. Grade K-12 only (home school counts).

Tuition/books/lab fees only.

Student 1: School Name: \_\_\_\_\_ City: \_\_\_\_\_
Student 2: School Name: \_\_\_\_\_ City: \_\_\_\_\_
Student 3: School Name: \_\_\_\_\_ City: \_\_\_\_\_

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### Income Section

Do you have any of the following:

**Questions:**

1. Wages?
2. Non-employee compensation?
3. Interest income?
4. Dividend income?
5. Capital gain distributions?
6. Social security benefits?
7. Railroad retirement benefits?
8. Did either you or your spouse attain the age of 72 during the year?
  - a. Are you taking required minimum distributions?
  - b. If not, are you taking two required minimum distributions next year?
9. Retirement income distributions or early withdrawals?
  - a. From IRA's, 401k's, or other retirement plans?
  - b. From annuities?
  - c. From pension plans?
  - d. Any rollovers?
  - e. Any Roth conversions?
10. State income tax refunds?
11. Sale of securities?
12. Unemployment compensation?
13. Gambling income/lottery winnings?
14. Bartering income?
15. Taxable disability income?
16. Cancellation of debt income?
17. HSA (Health Savings Account) distributions?
18. Economic Impact Payments?

	Yes	No	Required Forms to Include:	How many forms did you receive?
			Form(s) W-2	
			Form(s) 1099-NEC	
			Form(s) 1099-Int	
			Form(s) 1099-Div	
			Form(s) 1099-Div	
			Form(s) SSA-1099	
			Form(s) RRB-1099-R	
			Notes:	
			Notes:	
			Notes:	
			Form(s) 1099-R	
			Form(s) 1099-G	
			Form(s) 1099-B	
			Form(s) 1099-G	
			Form(s) W2-G	
			Form(s) 1099-B	
			Form(s) 1099-Misc or W-2	
			Form(s) 1099-C	
			Form(s) 1099-SA	
			Form(s) 1444-C	



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**Other Deductions Section:**

1. Yes \_\_\_ No \_\_\_ Do you want to make an IRA contribution?  
If yes, Traditional IRA \_\_\_ or Roth IRA \_\_\_
2. Yes \_\_\_ No \_\_\_ Do you want the maximum contribution allowed?  
If not, what amount do you want to contribute?  
Taxpayer \$ \_\_\_\_\_ Spouse \$ \_\_\_\_\_  
If you already contributed to either a Traditional IRA \_\_\_ or Roth IRA \_\_\_  
provide documentation and the amount contributed.  
Taxpayer \$ \_\_\_\_\_ Spouse \$ \_\_\_\_\_

**Note:** Rules are complex in this area as it relates to deductibility, contribution limits and income limits.  
If you are interested in making a contribution and would like us to provide an analysis, check  
Yes \_\_\_ or No \_\_\_.

**Important:** All IRA's must be deposited by April 15 **even if you file an extension.**

3. Yes \_\_\_ No \_\_\_ Do you participate in a HSA (health savings account plan)?  
Employer provided: Yes \_\_\_ or No \_\_\_  
Self-employed: Yes \_\_\_ or No \_\_\_  
Was a contribution made to the HSA?  
By you: Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_  
By employer: Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_  
If you didn't maximize the contribution and would like us to provide an analysis, check  
Yes \_\_\_ or No \_\_\_  
**Note: Provide Form 5498-SA.**
4. Yes \_\_\_ No \_\_\_ Are you self employed? If yes, do you pay for health/dental/or long-term care insurance  
premiums?  
If yes, provide the amount: Health \$ \_\_\_\_\_  
Dental \$ \_\_\_\_\_  
LTC \$ \_\_\_\_\_
5. Yes \_\_\_ No \_\_\_ If you are self-employed, do you have a retirement plan?  
If yes, what type: Sep \_\_\_ Simple \_\_\_  
Solo 401(k) \_\_\_ 401(k) \_\_\_ or another qualified plan \_\_\_  
Provide the details.  
**Note:** There are different deposit due dates and we can provide details.
6. Yes \_\_\_ No \_\_\_ Are you a member of the Armed Forces on active duty? Yes \_\_\_ No \_\_\_  
Did you move because of a permanent change of station? Yes \_\_\_ No \_\_\_  
Provide all details and documentation related to your moving expenses as well as  
the date you moved \_\_\_\_\_ and date your family moved \_\_\_\_\_.
7. Yes \_\_\_ No \_\_\_ Do you pay student loan interest on a higher education loan? Yes \_\_\_ No \_\_\_  
If yes, provide your Form 1098-E. **Note: 1098-E not needed for 2021- See Note Below.**  
**Note: From March 13, 2020 to May 1, 2022: Student Loan payments were suspended.**  
**Interest Rates were reduced to 0%. The Government stopped collections on defaulted**  
**loans. Also, payments were refunded if you notified the lender.**

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8. Yes \_\_\_ No \_\_\_ Do you pay alimony or unallocated support? Provide your divorce decree.

Recipient Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Amount Paid:\$ \_\_\_\_\_

**Itemized / Personal Deductions Section:**

Important: Many states itemize deductions. **See our tax organizer for a comprehensive list.**

Pay special attention to the deduction categories which are the following:  
are the following:

- Medical and dental expenses
- Taxes
- Interest
- Gifts to charity
- Casualty and theft losses - **(Repealed, unless attributable to a presidentially declared disaster).**
- Miscellaneous deductions - **(Repealed for Federal).**

**Notes:**

The list we provided is not all inclusive, but provides most deductions allowed by most taxpayers. There are many other deductions and, based on your specific circumstances, we will help guide you through what you are entitled to write-off. All supporting documentation is important, especially in the areas of charitable contributions.

**Questions:** 1) Do your total **non-cash donations** exceed \$500?

If not, what is the amount \$ \_\_\_\_\_

If yes, what is the amount \$ \_\_\_\_\_

Provide documentation.

2) What are your total cash, check or credit card donations?

Amount \$ \_\_\_\_\_

Do you have documentation? Yes \_\_\_ No \_\_\_

Refer to our **Charitable Contribution Memo.**

**Important: Cash donations are only allowed with a receipt. The IRS will disallow immediately without documentation.**

9. Yes \_\_\_ No \_\_\_ Did you buy a new or used vehicle this year? If yes, please provide purchase paperwork.

10. Yes \_\_\_ No \_\_\_ Are you making payments on a recreational vehicle or boat that has basic living accommodations? If yes, provide interest statement and amount.

**Gift Section - General Facts:**

- The annual gift exclusion for 2021 is \$15,000. This amount will increase to \$16,000 in 2022.
- The donor is generally responsible for paying the gift tax.
- A gift is any transfer to an individual, either directly or indirectly, where full consideration (measured in money or money's worth) is not received in return.
- You can't deduct the value of gifts you make (other than gifts that are deductible charitable contributions).

1. Yes \_\_\_ No \_\_\_ Did you make a gift to any donee that exceeded the annual exclusion of \$15,000 in 2021? If so, we might be required to file a gift tax return, so provide details and we will advise.

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**Gains and Losses Section:**

1. Yes \_\_\_ No \_\_\_ Did you sell securities, stocks, bonds, buy or sell put and/or call options? If so, provide tax statements as mentioned under the income section of this questionnaire. The tax forms are complicated and the coding is complex. We will do this work in the most efficient way possible according to the IRS guidelines.
2. Yes \_\_\_ No \_\_\_ Did you have any financial transactions that dealt with Virtual Currency (Crypto)? This is a hot topic at the IRS for taxpayers not reporting Virtual Currency transactions. There are various transactions that may result in a taxable income. Please see the IRS website, search Virtual Currency for frequently asked questions. We will need gain/loss statements, and additional information regarding transactions. **See our memo on VC**
3. Yes \_\_\_ No \_\_\_ Did you exercise any employer stock this year like: NQ options, ISO options, ESPP transactions, or have any RSU's vest and/or sold? If so, include all exercise statements statements and employer supplied documentation to help establish the tax basis. Forms could be your W-2, year-end paycheck stubs, brokerage statements, as well as exercise or sale advices that account for the transactions
4. Yes \_\_\_ No \_\_\_ Do you own any securities or hold any non-business bad debts that became worthless during the year? If so, provide details and we will advise.
5. Yes \_\_\_ No \_\_\_ Did you sell any real estate investment property, rental property or a personal residence (either your primary or second home)?  
If yes, check which one: Investment Property: \_\_\_\_\_  
Rental Property: \_\_\_\_\_  
Primary Home: \_\_\_\_\_  
Second Home: \_\_\_\_\_
6. Yes \_\_\_ No \_\_\_ Was it a traditional sale?  
If you sold your home, we need all closing documents, HUD-1/RESPA for the purchase of your new home and the purchase and sale of your old home. For your old residence, home improvement details might be needed, so call or email us if you have any questions.
7. Yes \_\_\_ No \_\_\_ Was it a short sale transaction?
8. Yes \_\_\_ No \_\_\_ Was it a foreclosure, deed in lieu or other abandonment?  
If it was a short sale, foreclosure, or even a loan modification, provide the following:
  - \* All HUD-1/RESPA settlement statements on the buy & sale.
  - \* Legal agreements from lenders.
  - \* All lender statements relating to the mortgages on the property - we need the loan balances.
  - \* Form 1098s.
  - \* Form's 1099-A and/or 1099-C.
  - \* This is complex, so we will follow up with a meeting or phone conference to discuss potential outcomes.

