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Wendy Erdenbrack, CPA
Intake/Interview Questionnaire

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Tax Year 2019

You will need: Tax information such as forms W-2, 1099, 1098, 1095
Driver's Licenses for you and your spouse

Part 1 – Your Personal Information (if you are filing a joint return, enter the primary taxpayers name first)

Your SSN Your last name M.I. First name Daytime telephone

Spouse's SSN Spouse's last name M.I. First name Daytime telephone

Mailing address Apt # City State Zip Code Municipality/ School District

Have you moved in the last 12 months? Yes No If yes, date that you moved? _____

Email Address: _____

Your Date of Birth Your job title Your driver license information

License number:

State:

Did the IRS issue you an identity Protection PIN: Yes

Issue date:

If, yes please provide here:

Expiration date:

Spouse Date of Birth Spouse job title

Spouse's driver license information

License number:

State:

Did the IRS issue your spouse an identity Protection PIN: Yes

Issue date:

If, yes please provide here:

Expiration date:

Part II – Marital Status and Household Information

As of December 31, 2019, what was your marital status?

Single, not married

Married

a.) If yes, did you get married in 2019? Yes No

b.) Did you live with your spouse during any part of the last 6 months of 2019? Yes No

Divorced Date of final decree: _____

Legally Separated Date of separate maintenance decree: _____

Widowed Date of spouse's death: _____

List the names below of: **Everyone** who lived with you last year (other than your spouse) or **Anyone** you supported but did not live with you last year – THIS IS WHO YOU ARE CLAIMING AS A DEPENDENT ON YOUR TAX RETURN

Name (first, last)	Date of Birth	Social Security Number	Relationship to you	# of months in your home in 2019	Full-time College Student in 2019 (yes/no)	Did you provide more than 50% of their support in 2019? Y/N

The tax return will be setup for efling, unless you opt out. **Would you like to efile?** Yes No

If receiving a refund, do you want your refund directly deposited into your bank account? Yes No

Name of bank of financial institution: _____

Routing Number: _____

Account Number: _____

Checking Savings

How did you hear about us?

Part III – Check appropriate box for each question and provide details either on this sheet or a separate sheet

Yes No

Did you purchase a taxable item on the internet or out of state and not pay sales tax? Please provide the gross amount of purchase: _____.

Did you withdraw money from an IRA? Please provide 1099-R(s) and the year end balance of your IRA accounts, if a portion is non-taxable due to non-deductible contributions in prior years (Form 8606).

Did you pay any federal, state, or local quarterly estimates? If yes, please provide amounts paid:

	Federal	State	Local
1 st Q			
2 nd Q			
3 rd Q			
4 th Q			
Total			

Everyone

Deductions for (provide totals):
 Real Estate Taxes _____ Mortgage Interest _____
 Charity _____.

Deduction for medical expenses? Other Out of Pocket _____.
 Health, Vision, Dental, LT Care Premiums _____ Mileage _____.

Did you pay or receive alimony or separate maintenance payments from agreements entered into prior to 1/1/2019? If yes, provide the recipient's Name, SSN and amount: _____.

Did you have any foreign financial bank accounts?

At any time during 2019, did you sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? (Bitcoin?)

Have you purchased and installed energy-efficient home items? (Such as windows, furnace, insulation, etc.). If yes provide details.

Did you refinance your home and pay origination or refinance points?
 If yes, please enter the number of years for the loan: _____ and provide a copy of the HUD-1

Did you pay student loan interest? If yes provide 1098-E.

Did a lender cancel any of your debt in 2019? (i.e. credit card or mortgage?)(Attach any Forms 1099-A or 1099-C).

Retired

Are you eligible for a property tax rebate (typically over the age of 65)? If yes, please provide a receipted copy of your spring and fall real estate taxes.

Are you eligible for a rent rebate (typically over the age of 65)? If yes, who is your landlord _____?
 and what is your monthly rent _____?

Self employed expenses or unreimbursed employee expenses? If yes, provide a detailed breakdown of expenses (State and Local).

Working

Do you have a Health Savings Account (HSA)? If yes, please provide from 5498-SA, 1099-SA, and any personal contributions to the account (not employer contributions): _____.

Did you have health insurance through the Healthcare Marketplace (healthcare.gov) or receive any advance premium credit? If yes, please provide us with your 1095 A.

Do you live or work in York City?

Did you contribute to a retirement account **NOT** through work? If yes, the amount contributed: _____.
 IRA 401(K) Roth IRA

Dependents

Child or dependent care expenses such as daycare? If yes, please provide a **statement** from the provider with the provider's name, identification number, and amount paid.

Is anyone in your family in college? If yes, provide 1098-T statement.

Are any of your dependents claiming themselves on their tax return? If yes, who? _____.

Intake/Interview Questionnaire

Tax Credits

Part IV – Tax Credits

Yes No If you have a dependent under age 17, please answer the following questions for Child Tax Credit:

- Did the child live with you for more than half of 2019?
- Is the child your son or daughter?
- Is your dependent a U.S. citizen, national or resident of the U.S.?
- Can anyone else claim the child as their dependent?
- Have you permitted someone else to claim this child for 2019? If someone else permitted you to claim the child, please attach form 8332.
- Did the child provide over half of his or her own support?
- Can you be claimed as a dependent on someone else federal tax return?

Yes No If you or a dependent attended college in 2019, please answer the following questions:

- Please provided us with a copy of your 1098-T? We require a copy of this form.
- Did you or the dependent student pay any qualified educational expenses?
- Were any of the educational expenses shown on the 1098-T reimbursed to you through a scholarship, grant, VA benefit or employer assistance? If yes, how much: _____.
- If the student withdrew from classes, did they receive a refund of educational expenses?
- Has the student or parents claimed the American Opportunity Tax Credit in a prior tax year? If yes, how many years: _____.

Yes No Head of Household – Not Married and claiming a dependent

- Are you claiming head of household? If yes, please check the following:
- Never Married Divorced/Separated
- Widowed Married, but lived apart for last 6 months of the year
- If **separated or divorced**, do you have documentation to support claiming HOH (divorce decree or separation agreement)? Yes No
- If, **married but living apart for the last 6 months of the year**, check the box next to any of the following to verify maintaining more than half the cost of your home (you do not need to provide us with these documents)?
- Lease agreement Letter from social services
- Utility bills Other (write in): _____.

Yes No Earned Income Tax Credit (EITC - Income Limit approx. \$55,000)

- Do you receive any non-taxable support or income? If yes, please check the following:
- Family support Housing assistance Other (write in): _____.
- Food stamps Childcare assistance
- Are you self-employed? If yes, answer the following questions:
- Do you maintain separate bank accounts (personal & business)? Yes No
- Do you have any 1099-Misc forms to support your income? Yes No
- Do you have documentation to show that your child lived with you for more than half the year (school records, medical records, or daycare record)? **(Please circle at least one)**
- Were either you or your spouse a nonresident alien for any part of the year?
- Was your primary residence in the United States for more than half the year?

Yes No All Must Answer

- Were any of these credits disallowed or reduced in a prior year?**

Taxpayer Signature: _____

Date: _____