LML Tax & Accounting Services, LLC

Client Information & Update Questionnaire

***** Please complete and return with tax documents! *****

#1 – Please fill out only <u>CHANGES</u>:

Address? __ NO __ YES ____________________

Phone #? __ NO __ YES ____________________

E-Mail? __ NO __ YES ____________________

Marital Status? __ NO __ Yes, married __ Yes, divorced __ Yes, separated

Spouse Information: Name ____________________

SS# ____________ Date of Birth ____________

New Dependents? __ NO __ YES

Name ____________________

SS# ____________ Date of Birth ____________

Name ____________________

SS# ____________ Date of Birth ____________

#2 – Electronic Copy of Tax Return __ or Paper Copy __

#3 – College Students? __ No __ Yes, please provide Form 1098-T

#4 – All Home Equity Debts or LOC's? __ No __ Yes

If yes, was it used to buy, build or improve home? __ No __ Yes

#5 – Crypto Currency Activity? __ No __ Yes

If yes, please provide a summary of: date of purchase and sale, purchase price and sales price

#6 – Stimulus Payment (check or debit card) – You should have received a Notice 1444 showing the amount of the check, but many people have misplaced this letter, so we are asking you to provide us with the amount below.

__ I received and have attached a copy of Form 1444

__ I do not have a copy of Form 1444, but I did receive a stimulus check in the amount of:

Round 1: $ ____________ and Round 2: $ ____________

__ I did not receive a stimulus check

#7 – COVID19 Retirement plan distribution? __ No __ Yes

#8 – PA State Unemployment? __ No __ Yes

If yes, you need to log into your account to retrieve your Form UC-1099G

TAX TIME! Documents and hints

- ✓ **Save all mail that says "Important Tax Documents Enclosed"**
- ✓ **New direct deposit information, if bank account has changed**
- ✓ **W-2 and 1099-NEC forms for income**
- ✓ **Form SSA-1099 if you receive social security**
- ✓ **Form UC-1099G if you received PA Unemployment** (you need to log into your account to get this)
- ✓ **Form 1099-R if you took any retirement plan distributions**
- ✓ **Record of any other income (jury duty, gambling, alimony, etc)**
- ✓ **Small business – summary of income and expenses**
- ✓ **Rental property – summary of income and expenses**
- ✓ **List of charitable contributions – organization and amount** (I do not need receipts, but if you want to keep all your tax documents together, please provide summary clipped to receipts)
- ✓ **Form 1098-INT for mortgage interest**
- ✓ **Total amount of real estate taxes, if not escrowed**
- ✓ **Child and dependent care expenses** (including the providers name, address and EIN or SS#)
- ✓ **Health insurance forms**
- ✓ **Records of any contributions made to IRA/SEP/SIMPLE, other retirement accounts, 529 plans or education savings accounts**
- ✓ **Student loan interest**
- ✓ **Estimated tax payments – list date paid and amount**
- ✓ **Closing statements for any real estate purchased or sold**
- ✓ **Local tax return – include any tax forms or postcards received from your local government**

NEW CLIENTS – please provide copies of driver's license and spouse (if applicable)

Have all your tax documents gathered? There are several ways to get your tax information to me…

- **Secure e-mail**
- **Drop-in Office Hours (no need to schedule, starting February 1, 2021)**
  - **Monday 9 am – 2 pm**
  - **Wednesday 9 am – 6 pm**
  - **Thursday 9 am – 2 pm**
- **Meetings – email or call to schedule in person or virtual**
- **24/7 Secure Drop-box on Shed**
- **Hand-off when you see me or Jeremy**

If you have a friend or business associate that could use our services, we would appreciate the referral. We are grateful for past referrals.

Thanks!!

Lydia M Lesser, CPA