

Portfolio Tax and Accounting LLC 2022 CLIENT TAX QUESTIONNAIRE

(Please Print)

TAXPAYER INFORMATION											
Taxpayer Last Name:		First:	Middle:	Suffix:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss	Marital Status:				
					<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	Single <input type="checkbox"/> Married <input type="checkbox"/> Div <input type="checkbox"/> Sep <input type="checkbox"/> Widow <input type="checkbox"/>				
Social Security #(No Dashes):		Date of Birth:	Age:	Occupation:		Home Phone:		Cell Phone:			
Email Address:				Preferred Method of Contact:							
				Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/>							
Street Address:							Apt. #:				
City:		State:			Zip Code:						
Did your marital status change during the year?				<input type="checkbox"/> Y	<input type="checkbox"/> N	Did your address change during the year?				<input type="checkbox"/> Y	<input type="checkbox"/> N

SPOUSE INFORMATION						
Spouse Last Name:		First:	Middle:	Suffix:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss
					<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.
Social Security #(No Dashes):		Date of Birth:	Age:	Occupation:		Cell Phone:

DEPENDENTS (CHILDREN AND OTHERS)						
Name (Last, First)	Relationship	Date of Birth mm/dd/yyyy	Social Security Number	Months Lived With You	Full-Time Student	Did You Provide More Than Half of the Support?
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

• Do you provide a home for or help support anyone else, not listed above?	<input type="checkbox"/> Y	<input type="checkbox"/> N
• Were there any births, deaths, marriages, divorces or adoptions in your immediate family in 2021 or 2022? <i>(If yes, list details in "Other Information" Section on page 3)</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
• Could you be claimed as a dependent on another person's tax return for 2021?	<input type="checkbox"/> Y	<input type="checkbox"/> N
• If requested by the IRS, do you have documentation (i.e. receipts, records) to substantiate your eligibility for the Child Tax Credit, Earned Income Tax Credit and/or Head of Household Filing Status?	<input type="checkbox"/> Y	<input type="checkbox"/> N

INCOME INFORMATION		
• Did you receive any income from employment as an employee or independent contractor? <i>(If yes, attach Form W-2 and/or 1099-NEC)</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
• Did you receive any Unemployment Compensation in 2021? <i>(If yes, attach 1099-G)</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
• Did you receive any Social Security benefits during 2021? <i>(If yes, attach Form SSA-1099)</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
• Did you sell any Stocks/Investments in 2021? <i>(If yes, attach 1099-B)</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
• Did you receive Interest Income from a savings account or dividends from mutual funds/investments? <i>(If yes, attach Form 1099-INT and/or 1099-DIV)</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
• Did you have any gambling winnings or losses, including lottery, bingo and raffles? <i>(If yes, attach W2-G)</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
• Did you receive, sell, exchange or dispose any virtual currency?	<input type="checkbox"/> Y	<input type="checkbox"/> N

RETIREMENT INFORMATION

• Did you or your spouse receive payments/distributions from a retirement plan such as a pension, 401K, IRA) in 2021 or plan to in 2022? (If yes, attach Form 1099-R)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you receive a distribution from a retirement plan in order to pay medical bills, for higher education expenses or to purchase a home in 2021? (If yes, list reason: _____)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you make any contributions to a retirement plan such as a pension, 401K, IRA, SEP, SIMPLE in 2021?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• In 2020, did you take a Covid related distribution from a 401K plan, IRA or other qualified plan and was the inclusion of distribution on your 2020 Tax Return deferred over a 3-year period?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N

HEALTH INFORMATION

• Did you purchase health insurance from the Healthcare.gov Marketplace in 2021? (If yes, attach Form 1095-A)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you or your spouse participate in a Health Savings Account (HSA) or other Medical Savings Account in 2021? (If yes, attach Form 1099-SA and Form 5498-SA)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you/ spouse/dependent incur a substantial amount of unreimbursed medical expenses in 2021?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N

HOUSING INFORMATION

• Do you own a home? (If yes, attach Form 1098 – Mortgage Interest and 2021 Property Tax Statement)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you rent during 2021? If yes and total household income is less than \$60,000, answer the following:	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
a. Name and address of Landlord:				
b. Monthly rent paid in 2021:				
c. Number of months rented:				
d. Is Heat included in your rent payment?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you sell and/or purchase a home in 2021 or 2022? (If yes, attach Closing Disclosure & 1099-S)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you receive rent from real estate or other property? (If yes, attach support for income and expenses)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Was your principal home or rental property foreclosed on in 2021 or 2022? (If yes, attach 1099A or 1099C)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you make any energy efficient improvements to your home in 2021? (If yes, list amount \$_____)				

CHILD AND DEPENDENT CARE

• Did you receive dependent care benefits from your employer in 2021?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you pay any child/dependent care expenses in 2021 for a child under 13 years old or costs to care for a handicapped individual? If yes, complete the following:	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Name of Child Care Provider:	Provider EIN/Social Security Number:			
Provider Address	Amount Paid to Provider			
\$				

EDUCATION

• Did you, your spouse or a dependent incur any tuition, fees or book expenses that were required to attend college, university or vocational school in 2021? (If yes, attach 1098-T and support for expenses)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you, your spouse or a dependent receive scholarships or grants for higher education in 2021?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you, your spouse or dependent receive a distribution from a 529 Plan or Education Savings Plan in 2021? (If yes, attach Form 1099-Q.)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you make any contributions to a 529 Plan or Education Savings Plan in 2021? (Attach support)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you pay any Student Loan Interest in 2021? (If yes, attach Form 1098-E)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N

ITEMIZED DEDUCTIONS

Note: The IRS allows taxpayers to reduce their income by taking the higher of the Standard Deduction or Itemized Deductions. For 2021, the standard deduction is \$12,550 for Single Filers, \$18,800 for HOH and \$25,100 for Married Filers.				
• Did you make charitable contributions in 2021? You may deduct up to \$300 or \$600 (joint) in cash donations if you do not itemize. (If yes, attach receipts or acknowledgements from charity, cancelled check or other proof)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you use your vehicle to provide volunteer services to a charity?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• Did you pay state taxes on new vehicle purchased or monthly lease in 2021?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
• List your vehicle registration fees. \$ _____				
• Did you owe State or Local taxes when you filed your 2020 Income Tax Return? If yes, please list amount paid in 2021: \$ _____	<input type="checkbox"/>	Y	<input type="checkbox"/>	N

MISCELLANEOUS QUESTIONS		
<ul style="list-style-type: none"> In March 2021, the government issued an Economic Stimulus payment of \$1,400 per taxpayer and eligible dependents. If you did not receive the full amount, you may be eligible to claim the amount as a credit on your 2021 tax return. Refer to IRS Notice 1444-C or your tax account info at www.irs.gov/Account for the amount of the stimulus payment you and your family received in 2021. 	\$	
<ul style="list-style-type: none"> Did you receive Advance Child Tax Credit payments during 2021? If yes, you should have received an IRS Letter 6419. If you cannot locate your letter, visit www.irs.gov/CTCportal or call 800-908-4187 to obtain total of payments received. List total of amounts received in 2021 or attach Letter 6419. 	\$	
<ul style="list-style-type: none"> Due to Covid-19, did you work from home in 2021? If your employer is located in a city or state outside of your home location, you may qualify for a refund of city or state taxes paid. Please list dates you worked from home in "Other Information" Section below. 	<input type="checkbox"/> Y <input type="checkbox"/> N	

BUSINESS INFORMATION			
Note: Complete this section if you received a 1099-NEC, 1099-MISC, 1099-K or own a small business.			
• Date you started your business:	/ /		
• Did you materially participate in this business in 2021?	<input type="checkbox"/> Y	<input type="checkbox"/> N	
• Did you pay estimated taxes in 2021?	<input type="checkbox"/> Y	<input type="checkbox"/> N	
• Do you have records to support your business expenses? If yes, please attach receipts,	<input type="checkbox"/> Y	<input type="checkbox"/> N	
• Did you use your vehicle for your business?	<input type="checkbox"/> Y	<input type="checkbox"/> N	
• Do you have written evidence to support your vehicle expenses? Please list the following:	<input type="checkbox"/> Y	<input type="checkbox"/> N	
Business Miles Driven in 2021	Commuting Miles Driven in 2021	Other Miles Driven in 2021	

FILING QUESTIONS				
• Did you receive or request a six-digit Identity Protection PIN number from the IRS?				<input type="checkbox"/> Y <input type="checkbox"/> N
• The IRS is able to deposit refunds directly into up to (3) taxpayer's accounts. If you receive a refund, would you like a direct deposit?				<input type="checkbox"/> Y <input type="checkbox"/> N
• If yes, please provide the following information:				
Name of Bank	Bank Routing Number	Bank Account Number	Type of Account	
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Select type of Tax Return Copy for your personal files:		<input type="checkbox"/> Electronic Copy	<input type="checkbox"/> Paper Copy with Folder	
How did you hear about SFG LLC?				
Credit Card Info if paying return with card	Card #:	Exp:	CVV:	

[illegible]



Dependent Due Diligence Organizer

Only complete relevant questions if claiming or planning to claim dependents. The organizer is needed **before** we are able to start your tax return. Please check the appropriate box and include all necessary details and documentation.

All Taxpayer with Dependents

- Are you Married?
 ☐ Yes ☐ No
- Have you ever been disallowed the Earned Income Tax Credit, the Additional Child Tax Credit, or the Child Tax Credit?
 ☐ Yes ☐ No
- If so, when?

- Did you live in the United States all year?
 ☐ Yes ☐ No
- If you are a single parent, where is the other parents of your child/children?

- What is the name of the other parent(s)

- Why is the other parent not claiming the child?

- Explain why the dependents have a different last name than the taxpayer

- If you are divorced or separated, when did you last live in the same home?

- Who is the residential parent of your child/children?

- How long did the child live in your home during the tax year? (in months)

- How long did your child/children live in the other parent's home during the tax year? (in months)

- How much income did the other parent provide during the tax year?

- Do you have a signed Form 8332 granting the right to claim the child/children from the residential parent?
 ☐ Yes ☐ No
- Did anyone else live in the home that provides financial support for your child/children?
 ☐ Yes ☐ No
- If yes, what is their name and how much do they pay?

- Do you have full custody of your child/children?
 ☐ Yes ☐ No
- Is this your biological dependent?
 ☐ Yes ☐ No

- How old were you when your oldest child that is listed on your tax return was born?

- If you were under the age of 18, explain circumstances and who/how the child was cared for until the taxpayer was old enough to support and care for their own child?

- Can you or could anyone else be eligible to claim this dependent on their tax return?
_ Yes _ No
- Is your dependent married?
_ Yes _ No
- If you live alone, who babysits while you work? (For children 12 and under)

- Did you receive any type of supplemental, nontaxable income such as child support, welfare benefits, social security, etc?
_ Yes _ No
- If so, how much and what kind?

Not your Biological Child

- If this is not your biological child, what is your relationship to this dependent?

- Did the dependent live in your home for more than 6 months?
_ Yes _ No
- Do you have custody?
_ Yes _ No
- If so, through what court or agency?

- Who are the biological parents?

- Where do the biological parents live?

- What are the circumstances leading to the dependents being placed in your home?

- Do you receive any financial aid for the child/children such as WIC, Medicaid, SNAP? If so, which ones?

- Are you listed as the guardian for the dependent(s) on school records, medical records, daycare records, or place of worship?
_ Yes _ No

College Credits

- Name of the student(s)

- Name of the college attended

- Did all students attend at least half time?
 ☐ Yes ☐ No
- Are they seeking a degree?
 ☐ Yes ☐ No
- Did this student receive a tuition statement from the school?
 ☐ Yes ☐ No
- How much money was spent on other books or materials in relation to college?

- Did the student/students work during school?
 ☐ Yes ☐ No
- If so, how much did they earn?

- How many tax years have you claimed the American Opportunity Tax Credit?

- Was the student ever convicted with drug related felonies?
 ☐ Yes ☐ No

Disabled Dependents at Any Age

- If your child is over the age of 18 and disabled, what is the nature of the disability?

- Has the child been declared disabled by a physician?
 ☐ Yes ☐ No
- If so, can you provide documentation if asked by the IRS?
 ☐ Yes ☐ No
- Does this dependent receive social security/disability benefits?
 ☐ Yes ☐ No
- If so, how much do they receive?

- Are you listed as the Social Security Representative payee for this dependent?
 ☐ Yes ☐ No
- Is this dependent expected to recover in the next year?
 ☐ Yes ☐ No
- If this is not your biological child, why is this child living with you?

- Where are the biological parents of your disabled dependents?

- Who cares for your disabled dependent while you are away or working?

- Can you, the taxpayer, provide school/medical/daycare/place of worship/birth certificates upon request from the government?
_ Yes _ No

Filing Status

- What filing status do you usually file on your taxes?
_ Single _ Married Filing Joint _ Married filing Separate _ Head of Household
- Are there other people living in the home not reported on the tax return? If so, what are their name and how much do they earn?

- Is/Are these people listed above related to your dependents? What is their relationship to the dependents?

- Why is the above named relative not claiming the dependents on their tax return?

Head of Household

- What is your total monthly income including wages, child support and other nontaxable income?

- How much did you pay in property taxes? (monthly)

- How much did you pay for rent? (monthly)

- How much did you pay in mortgage interest? (monthly)

- How much did you pay for utilities? (monthly)

- How much did you pay for upkeep and repairs? (monthly)

- How much did you pay for renters or property insurance? (monthly)

- How much were your food costs? (monthly)

- How much were your other household expenses? (monthly)

- Were there any of the expenses listed above that you did not pay half of the total cost for?
_ Yes _ No
- If so, which ones?
