

# EPCO Tax & Accounting Returning Client Intake Sheet

*Please provide us with any updates that took place in 2024*

*We will require a copy of your Social Security Cards and Driver's License before e-filing.*

## **Taxpayer (Taxpayer #1/Husband)**

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

Birth Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Best time to call: \_\_\_\_\_

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

Did you have any children this year? *Y or N*

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

Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Relationship: \_\_\_\_\_

Can dependent be claimed by anyone else?

*Y or N* : Who? \_\_\_\_\_

Did the child you are claiming as a dependent reside with you at least 183 Nights of 2024 (more than half the year)?  
*Y or N*

Did you provide at least 50% of their living expenses? *Y or N*

Any other NEW dependents:

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

Social Security #: \_\_\_\_\_

# of months lived with Tax Payer: \_\_\_\_\_

Relationship: \_\_\_\_\_

Did your bank account change in 2024?

New Routing #: \_\_\_\_\_

New Account #: \_\_\_\_\_

## **Taxpayer (Taxpayer #2/Wife)**

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

Birth Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Best time to call: \_\_\_\_\_

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

Refund: Direct Deposit or Paper Check

Form of Tax Return copy: Digital Return or Paper Return

**Business Name:** \_\_\_\_\_

## ***Bring Documents required:***

Balance sheet/Income statement/Trial balance/Payroll summary/Mileage Log

Equipment Purchased: *Y or N* (Provide Receipts)

Equipment Sold: *Y or N* (Provide Dates and Amounts)

Change of Address? *Y or N*

City \_\_\_\_\_ Zip \_\_\_\_\_

Change of Business Bank Accounts in 2024?  
*Y or N*

New Routing #: \_\_\_\_\_

New Account #: \_\_\_\_\_

# EPCO Tax & Accounting Client Check Sheet

---

*We will require a copy of your Social Security Cards and Driver's License before e-filing.*

## **Checklist:**

Did you Rent or Own?

### **Own: (Provide 1098 Mortgage Statement)**

Was your mortgage used to buy or improve your home? *Y or N*

Did you make Energy Efficient household improvements in 2024? **(Provide Receipts)**

*Y or N*

List what: \_\_\_\_\_

Did you refinance a home this year? *Y or N*

### **Rent:**

Landlord's Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Rent/Month: \_\_\_\_\_

How many months lived there in 2024? \_\_\_\_\_

### **Childcare Expenses: (Provide Childcare letter)**

Provider's Name: \_\_\_\_\_

Address: \_\_\_\_\_

TID#: \_\_\_\_\_

Did child attend college? **(Provide Form 1098T)**

*Y or N*

Expenses: *Y or N* **(Provide documentation)**

Did student claim themselves on a return?

*Y or N*

Did child attend a private school / homeschool?

*Y or N*

## **Income:**

Any foreign accounts over \$10K? *Y or N*

Do you have investments? **(Provide Broker Statements/1099R):** Retirement / Pension / Other

Do you have 529 plans? *Y or N* **(Provide 529 Statement)**

Did you do any virtual currency trading? *Y or N*

Did you receive a **1099 K**? *Y or N*

What activity was it generated from?

\_\_\_\_\_

Did you have any cancellation of debt during 2024? **(Provide 1099C)** *Y or N*

\_\_\_\_\_

## **Rental Property:**

Monthly income: \_\_\_\_\_

Did you have expenses: *Y or N* **(Provide documents)**

# of days rented \_\_\_\_\_

# of days available for rent \_\_\_\_\_

# of days under repair \_\_\_\_\_

# of days of personal use \_\_\_\_\_

Like us on Facebook.com/EPCOAccounting to keep up to date

or visit [www.epcotax.com](http://www.epcotax.com)

Offices in Fort Wayne and Huntington