2012 Tax Questionnaire

INSTRUCTIONS:

It is extremely important that you thoroughly complete this questionnaire and return it to us as it is designed to identify potential tax savings and to create a complete and accurate tax return. Recently the IRS has increased its audit activity so it is even more imperative that we receive accurate information.

Submit the **completed** and **signed** 2012 Tax Questionnaire along with any additional tax information one of the following three ways:

- Upload your information electronically through our secure system, Sharefile. If you do not already have a link, please e-mail cassy@KevinShawCPA.com.
- Fax to 970-223-6509
- Mail/Deliver to 1044 West Drake Road, Suite 201, Fort Collins, CO 80526.

CONTACT INFORMATION (Please complete even if you have provided us the same information in the past):

TAXPAYER NAME: ______________________ SPOUSE NAME: ______________________
E-MAIL: ______________________ E-MAIL: ______________________
PRIMARY PHONE: ______________________ PRIMARY PHONE: ______________________
ADDRESS: ____
CITY/STATE/ZIP: ____

PLEASE COMPLETE THE FOLLOWING DATE OF BIRTH AND DEPENDENT INFORMATION ONLY IF YOU ARE A NEW CLIENT OR ADDED NEW DEPENDENTS IN 2012.

TAXPAYER DATE OF BIRTH: ________________ SPOUSE DATE OF BIRTH: ________________

DEPENDENTS:
Name: ______________________ DOB: ______________ SS#: ______________
Name: ______________________ DOB: ______________ SS#: ______________
Name: ______________________ DOB: ______________ SS#: ______________
Name: ______________________ DOB: ______________ SS#: ______________

Please indicate your preferred method of contact (email, phone, etc.): ______________________

Please provide the e-mail address for your paperless bill: ______________________

_____ Check here to OPT OUT of paperless billing

Please indicate how you would like to receive your tax return:
_____ **Secure Website** (if you choose this option, you can access, print or e-mail your tax return any time in the future.)
_____ **Printed Copy**

Please answer each question. If a question is not answered, we will assume it is not applicable to your current situation. If you are unsure, please note your questions in the comments.

		YES	NO	COMMENTS
1	Did you include your prior year tax return? **(New clients only)**			
2	Do you have a filing deadline with FAFSA or other regulatory agencies that requires us to accelerate the completion of the tax return? If yes, please indicate deadline date.			
3	Did you receive any notices from the IRS or the State during the past year regarding your taxes that you have not already given us? If so, include a copy if you have not yet provided it to us.			
4	Did you get married or divorced during 2012?			
5	Do you need to add or remove any dependents? If so, provide details.			
6	For any dependent between the ages of 19 and 24 in 2012, were they a full-time student (more than 1/2 time) for a part of at least 5 months during the year?			
7	Was the custody of any of your dependents shared with someone other than your current spouse? If so, indicate the amount of time during 2012 each of these dependents lived with you.			
8	Do you have dependents that must file a tax return? Generally, if any dependent received W-2's totaling $5,950 or more in income, **or** had any federal or state withholding, **or** had unearned income (interest, dividends, or capital gains) in excess of $950, **or** any self-employment income, provide this documentation and we will determine whether they need to file.			
8a	-If a dependent's return is necessary, do you want us to file the return?			
9	Did anyone attend college during 2012? If so, please complete the **Education Addendum** at the end of this questionnaire.			
10	Did you pay for child care so both you and your spouse could be employed or self-employed? If so, please complete the **Child Care Addendum** at the end of this questionnaire.			
11	Did you include all W-2's?			
12	Did you have any interest or dividend income? If so, include all 1099-INT's, 1099-DIV's, and 1099-Combined's.			
13	Did you buy or sell any stocks, bonds or mutual funds (do not include any activity within a 401k, IRA's, or any other tax protected account as this is not taxable income)? If so, include all 1099-B's and 1099-Combined's. Also, we will need to determine cost basis for the investments sold, so we will need purchase dates and purchase price for all sales if not provided on the broker statement, as well as other adjustments to basis (stock splits, historical dividends, etc).			
14	Did you receive any retirement plan (401k, IRA, etc) or annuity distributions? If so, include all 1099-R's. We will need to determine whether the full amount of these distributions are taxable, so please indicate if any of the funds distributed were originally contributed post-tax (ex: non-deductible IRA or Traditional IRA which you did not deduct when the contribution was made).			
15	Did you own any rental property? If so, please complete the **Rental Property Addendum** at the end of this questionnaire.			

Please answer each question. If a question is not answered, we will assume it is not applicable to your current situation. If you are unsure, please note your questions in the comments.

		YES	NO	COMMENTS
16	Did you own a business that does not file a separate tax return or were you self-employed? If so:			
16a	-Include all income and expense details, or provide us with a copy of your books.			
16b	-We have a separate **Business Tax Questionnaire** that may be beneficial in identifying other tax related issues. We encourage you to complete the Business Tax Questionnaire as well. Contact Cassy or visit www.KevinShawCPA.com for a Business Tax Questionnaire form.			
16c	-If you used your vehicle in this business, please complete the **Business Vehicle Addendum** at the end of this questionnaire (if you do not complete the separate Business Tax Questionnaire).			
16d	-If you had a **qualified** home office used in this business, please complete the **Home Office Addendum** at the end of this questionnaire (if you do not complete the separate Business Tax Questionnaire).			
16e	-Did you make any payments that would require you to file 1099 Form(s)?			
16f	-If so, did you file the required 1099 Form(s) (1099-MISC, 1099-INT, etc.)?			
17	Did you dispose of any vehicles during the year that you used for business purposes in the past? If yes, please provide details including sale/disposal date and sale amount.			
18	Did you receive any disability payments? Include any documentation or details.			
19	Did you pay or receive any alimony in 2012 (do NOT include child support)? If so, how much? Please specify if you **paid** or **received** the alimony.			
20	Did you receive any unemployment compensation? If so, include Form 1099-G.			
21	Did you receive any social security benefits? If so, include all 1099-SSA's.			
22	Did you make payments for health insurance that were **not** through an employer **pre-tax** group plan? If yes, provide total premium payments, including those for dental, vision, Medigap, and COBRA coverage.			
23	Did you pay premiums for a long-term care insurance policy? If so, how much for each person covered?			
24	Did you contribute to a Health Savings Account (HSA)? (Do not include contributions made by your employer on your behalf.) If so, include Form 5498-SA or provide the contribution amount. Also, if you intend to make additional 2012 contributions before 4/15/13, what additional amounts will you fund?			
24a	- If you did make HSA contributions, was the health insurance policy an individual or a family plan?			
25	Did you withdraw money from an HSA? If so, include all 1099-SA's.			
25a	- Were all funds withdrawn used for qualified medical expenses?			

Please answer each question. If a question is not answered, we will assume it is not applicable to your current situation. If you are unsure, please note your questions in the comments.

		YES	NO	COMMENTS
26	Did you incur any out of pocket medical costs (not paid for by insurance or HSA withdrawals)? If so, provide at least an estimate of the total amount paid in 2012. Medical costs are limited as to deductibility, so we can determine from your estimate if we think the medical costs are in excess of IRS limits. If it appears that medical costs can be deductible, we will request more specific information.			
27	Did you incur any mileage on your vehicle for medical purposes? If so, how many?			
28	Did you pay any student loan interest? If so, include all 1098-E's.			
29	Did you make any contributions to a Traditional IRA? If so, include Form 5498 or provide the contribution amount.			
29a	- Do you want to make a contribution prior to filing the 2012 tax return (can be made until 4/15/13 for 2011 tax year)?			
30	Did you make contributions to a Roth IRA? If so, include Form 5498 or provide the contribution amount.			
30a	- Do you want to make a contribution prior to filing the 2012 tax return (can be made until 4/15/13 for 2012 tax year)?			
31	Did you make contributions to any **Colorado** 529 tuition savings plan? If so, provide amount contributed. Please note that only 5 specific 529 plans qualify for the **Colorado** deduction. Please check with your advisor to determine if your contributions qualify.			
32	Did you work in grades K-12 in any of the following roles: teacher, counselor, aide, or principal? If so, how much did you pay out of pocket for classroom expenses in 2012 that were not reimbursed?			
33	Did you buy any real estate in 2012, including a principal residence? If so, include the settlement statement.			
34	Did you sell any real estate in 2012, including a principal residence? If so, include the settlement statement and any additional selling costs not on the settlement statement. Also provide original purchase date and cost, if we would not have this from prior years. For any rental property or residence that was used partially for business, also provide amounts of capital improvements made since purchase.			
35	Did you refinance any real estate in 2012? If so, include the settlement statement.			
36	Did you incur mortgage interest on your principal residence, second home, or rental? If so, include all 1098 Mortgage Interest statements.			
37	Do you have a first mortgage on your primary residence with a principal balance greater than $1 million or a home equity loan with a balance greater than $100,000?			
38	Do you pay mortgage insurance? If so, and if your mortgage was taken out in 2007 or later, provide the amount paid in 2012. **Note this is insurance on your mortgage required by your lender, which is not the same as homeowner's insurance.**			

Please answer each question. If a question is not answered, we will assume it is not applicable to your current situation. If you are unsure, please note your questions in the comments.

		YES	NO	COMMENTS
39	Did you receive a First-Time Homebuyer credit on your 2008 tax return? If so, part of that credit may need to be repaid in the current year and future years. **If we do not already have a copy of your 2008 tax return, please include a copy of the 2008 tax return.** Also include Notice CP03A that you should have received from the IRS regarding repayment of the credit.			
40	If you received a First-Time Homebuyer credit in 2008, 2009, or 2010, it is possible that you may be subject to some recapture of that credit (separate from the recapture noted above in #46). If you sold your home or converted your entire home to rental or business use within 36 months of purchasing your home, you may have to repay a portion of your homebuyer credit. If this situation exists, please provide us with a copy of your tax return on which you claimed the First-Time Homebuyer credit (if not previously provided), and the details of the subsequent sale or conversion of your home.			
41	Did you pay property taxes on any real estate? If so, provide amount paid in 2012, or include tax statement from County Assessor.			
42	Did you purchase a vehicle, boat or any other large item, other than real estate? If so, include the purchase statement or indicate the amount of sales tax you paid.			
43	Did you include your auto registrations? **Please note the deductible portion is not equal to the total registration expense that you paid.** Please provide us with the actual registration form (probably in your auto's glove box) or the tax paid amount only.			
44	Did you make any charitable contributions by cash, check, or credit card? If so, provide us with a summary of these contributions. Please note, even though you are not required to give us the detailed receipts the IRS requires that you maintain in your records a timely written acknowledgment from the charitable organization that states the amount you paid and whether the charitable organization provided any goods/services in exchange for the contribution (including an estimate of the value of the goods/services).			
45	Did you make any noncash charitable contributions (property, clothing, etc)? Provide us with receipts or a list showing each contribution date, charity name & address, total dollar amount, and description of the donated items.			
46	Did you incur any mileage on your vehicle for charitable purposes? If so, how much?			
47	Did you incur any unreimbursed expenses for your W-2 job (not an independent contractor position)? If so, complete the **Unreimbursed Job Expenses Addendum** at the end of this questionnaire.			
48	Did you have any foreign income, foreign bank accounts, other foreign assets, or other foreign financial activity at any time during the year?			
49	Did you make any estimated tax payments to IRS or State for 2012? If so, list dates and amounts paid.			
50	Do you want the IRS to contribute $3 per taxpayer to the Presidential Campaign Fund? This does not affect your tax liability and does not go to a specific candidate.			
51	Do you want to review your tax return before we E-file?			

Please answer each question. If a question is not answered, we will assume it is not applicable to your current situation. If you are unsure, please note your questions in the comments.

		YES	NO	COMMENTS
52	**How would you like to receive your refund, if applicable?**			
	- Direct Deposit (quickest method)			
	- Mailed check			
	- Applied to 2013 estimated taxes (important if you make estimated tax payments)			
	- Ha, Ha! What refund?			
53	If direct deposit, provide the following **(even if we already have it)**			
	- Bank Routing Number:			
	- Bank Account Number:			
	- Bank Name:			
	- Is the bank account a _____checking or _____savings account?			
	- Is the bank account a _____personal or _____business account?			
54	If you owe money, would you like to have it automatically withdrawn from your bank account? If so, provide the details above.			
55	Will you be 70 ½ or older in 2013 or have you inherited an IRA? If yes to either of these, have you calculated your required minimum distributions for your retirement accounts? Please let us know if you need assistance with this.			

The information above, and in the addendums below, for preparation of my (our) tax return is complete and correct to the best of my (our) knowledge and belief. I (we) have adequate records to support the above information.

Signature ________________________ Date ____________

Submitting this completed questionnaire electronically constitutes my (our) signature(s).

Signature ________________________ Date ____________

Addendums to Tax Questionnaire

The following Addendums only need to be completed if you answered "yes" to the corresponding questions above. If the information requested in the Addendums applicable to you are already included in the documents you are providing, please note "see document" in the space provided rather than providing the information again here.

Education Addendum (please complete if anyone attended college during 2012 and include any Form 1098-T you received)**:**	
Who were the education expenses for (taxpayer, spouse, dependent – indicate which one)?	
Was the student at least a half-time student?	
Was the student a graduate student?	
Has the student been convicted of a Federal or State felony class drug offense for possession or distribution?	
Did the student receive scholarships or grants? If so, please indicate amounts received **(if not provided on Form 1098-T)**.	
Did the student receive any distributions from a qualified tuition program (529 plan, Coverdell, etc.)? If so, please indicate the amounts received **(if not provided on Form 1099-Q)**.	
Amounts **PAID** in 2012 (paid means cash, check, credit card or funds borrowed that will need to be repaid; it does not mean scholarships). Please note that Box 2 on Form 1098-T reflects amounts billed during the year, not paid during the year:	
-Tuition & Fees **PAID**	
-Required Course Materials (Books and Supplies) **PAID**	

Child Care Addendum (please complete if you paid for child care so both you and your spouse could work)**:**	
Name of child care provider	
Address of child care provider	
Tax Identification Number of child care provider (social security number or federal identification number)	
Name of Dependent(s) child care was for	
Amounts paid to child care provider (if total was for more than one dependent, split out how much was for each dependent)	

Unreimbursed Job Expenses Addendum (please complete if you incurred expenses for your job and you were not reimbursed for these expenses):	
Did you use a qualified home office for this job? If so, please fill out the **Home Office Addendum** below.	
If you use your vehicle for your job (not including commuting), please fill out the **Business Vehicle Addendum** below.	
2012 Total Employer Reimbursements for Vehicle Use ($ amount, not miles)	
2012 Total Unreimbursed Travel	
2012 Total Unreimbursed Meals & Entertainment Expense	
2012 Total Unreimbursed Cell Phone Expense	
2012 Total Unreimbursed Supplies	
2012 Total Unreimbursed Dues	
2012 Other unreimbursed job expenses:	

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You do not need to duplicate information here if you complete the 2012 Business Tax Questionnaire.

Business Vehicle Addendum - The IRS is beginning to enforce more stringently their requirements for detailed mileage records that support business use of vehicles. It is the responsibility of the business owner to have these records available upon the request of the IRS. **You cannot use estimates of mileage or business use. Because of IRS preparer penalties we are unable to estimate or calculate mileage for you.** While we do not require that you provide us with these detailed records, it is imperative that you have them. **If you have more than two vehicles used for business, please copy this page and complete for additional vehicles.** Please summarize your actual business vehicle use below:	
- Vehicle 1:	
Year, Make, Model	
Total Business Miles for January 1, 2012 – December 31, 2012	
Total 2012 Miles (Business and Personal Combined)	
If you use the standard mileage rate on a vehicle, you can skip this item for that vehicle. **If not already in your books**, list additional 2012 expenses (licenses, gas, oil, lease payments, insurance, registration fees, repairs, tires, etc.). If information does not fit in the space provided, please submit separately.	
- Vehicle 2:	
Year, Make, Model	
Total Business Miles for January 1, 2012 – December 31, 2012	
Total 2012 Miles (Business and Personal Combined)	
If you use the standard mileage rate on a vehicle, you can skip this item for that vehicle. **If not already in your books**, list additional 2012 expenses (licenses, gas, oil, lease payments, insurance, registration fees, repairs, tires, etc.). If information does not fit in the space provided, please submit separately.	

Home Office Addendum - If the business owner has a **qualified** home office, please complete the following (include the total amount of each expense; we will calculate the home office portion):	
2012 Mortgage Interest	
2012 Property Taxes	
2012 Utility Costs (Electric, Gas, Water, Sewer, Trash)	
2012 Property Insurance Costs	
2012 Maintenance Expenses	
2012 Repairs	
2012 HOA Fees	
2012 Capital Improvements and/or appliances (include description, date, and amount)	
2012 Other Home Office expenses:	
If we have not deducted a home office for you in the past or if you have changed home office square footage please provide the following:	
-Date home office first used.	
-Square footage of the space used solely for business.	
-Total finished square footage of the home, not including unfinished basements and garages.	
-If this is a new home office, purchase price of home plus cost of major improvements.	

Addendums to Tax Questionnaire

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Rental Property Addendum (please complete if you owned rental property (not reported on a separate business tax return) during the year. Also please include any 1099's & 1098's received and any settlement statements for purchases/refinances/sales that occurred in 2012). If you have more than one rental property, please separately provide the information below for each rental property:	
2012 Total Rent Received	
2012 Advertising	
2012 Cleaning & Maintenance Expenses	
2012 Total Property Insurance Costs	
2012 Management Fees	
2012 Total Mortgage Interest	
2012 Repairs	
2012 Property Taxes	
2012 Total Utility Costs (Electric, Gas, Water, Sewer, Trash)	
2012 HOA Fees	
2012 Security Deposits Received (if not included in rent received amount)	
2012 Security Deposits Returned	
2012 Other expenses:	
2012 Capital Improvements and/or appliances (include description, date, and amount)	
Please provide the following information:	
-Total number of personal use days	
-Total number of days rented	
-Total number of days vacant	
Did you incur any mileage on your vehicle for operating your rental property? If so, please fill out the **Business Vehicle Addendum** above.	
Did you use a qualified home office for operating your rental property? If so, please fill out the **Home Office Addendum** above.	

SHAW & ASSOCIATES
CPAs & FINANCIAL ADVISORS

SHAW & ASSOCIATES PROVIDES A FULL RANGE OF SERVICES TO OUR CLIENTS. PLEASE INDICATE BELOW IF YOU NEED ASSISTANCE IN ANY AREAS IN THE COMING YEAR. THIS IS OPTIONAL AND NOT REQUIRED FOR THE PREPARATION OF YOUR TAX RETURN.

	YES	NO	COMMENTS
TAX SERVICES:			
Tax Planning and Consultation –Minimize tax liability and make the most of available tax deductions throughout the year.			
IRS Representation –Assistance with IRS, and State Tax Notices. Settle past IRS debt, often at a lower negotiated amount.			
Estate, Trust, or Gift Tax Returns			
FINANCIAL SERVICES:			
Personal Retirement Plans – IRAs, SEP IRAs, Roth IRAs, 401(k)			
Investment Review and Analysis – Develop strategies to accomplish long-term goals, address volatility and any other concerns you might have.			
Insurance Review			
College Planning			
Estate Planning			
Gift Planning			
General Consulting: Budgeting, Mortgage Refinance, Will Preparation, Overall Financial Planning, Other (if other, please specify).			

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ACCOUNTING & BOOKKEEPING SERVICES	YES	NO	COMMENTS
Business Consulting – Profitability Analysis, Business Growth Management			
Financial Statement Preparation			
Assistance Obtaining Business Financing, Loan Presentation Preparation			
Training – QuickBooks, Payroll, or other Bookkeeping Training			
As a QuickBooks ProAdvisor, we can offer you a discount on your software. Would you like to purchase QuickBooks or upgrade your version?			
Payroll Assistance – Quarterly payroll tax filings or ongoing payroll assistance			
W-2 Preparation or 1099 Preparation (please specify in comments)			
Sales Tax Filing			
QuickBooks File Review/Clean Up			
Other – please specify in comments			