

2015 INCOME AND DEDUCTION FINDER

THIS INCOME AND DEDUCTION FINDER IS REQUIRED, and requires **your signature on the final page**. Each question is designed to assist in preparing a complete and accurate tax return and will help to prevent the omission of income and valuable deductions. Be sure to read each question thoroughly and completely before answering. If you don't understand a question or are unsure about your answer, put a question mark (?) in the margin. This will alert your tax preparer to discuss the question with you.

Some sections may not apply to you. If you come to one of those sections, please check the box next to the heading for that section and go to the next section. This will tell us that the section was not overlooked by accident.

Tax Organizer: It is not mandatory that you complete the SlackTax, Inc. **Tax Organizer**. We offer it as a tool to assist you in preparing for your tax interview. Our organizer is customized to reflect the information that was used to prepare your prior year tax returns and includes space for you to document the current year tax information. The SlackTax organizer will be sent only upon request. If you would like to use the SlackTax organizer, please contact our office and we will be happy to send it to you at no additional charge.

Some of our clients prefer to use their own organization systems and we have no objection to that, as long as your documents are organized. There may be an additional charge for reviewing your "shoebox filing system."

Please be aware that each question that you answer **"YES"** in this Income & Deduction Finder will require the documentation listed, and/or further explanation or discussion related to that question. **Please enclose all documentation requested and complete the contact information below so that we can contact you to discuss any required additional documentation.** Your tax returns cannot be completed without it.

_____ Yes, I want to use the **printed** Tax Organizer provided by SlackTax, Inc. Continue to send it to me.

_____ No, do not send me the SlackTax, Inc. Tax Organizer. I prefer to use my own organizational system.

If you should desire additional forms for a friend or family member, you will find all of our tax packet forms as well as other important information on our website: www.slacktax.com. Click on the "RESOURCES" tab, then "SLACKTAX FORMS". All required SlackTax Forms are indicated by an asterisk (*).

**** NEW FOR 2015****

Due to the increasing amount of identity theft involving fraudulent income tax returns, all e-filed returns will require Driver's License information for both the taxpayer and spouse. I will need a LEGIBLE copy of your Driver's License with your other tax documents.

Please note: I will need a copy of the new forms you receive regarding your health insurance coverage BEFORE I can complete your tax return.

CONTACT INFORMATION: If we find that we are missing information necessary to complete your tax returns or if we have questions during the preparation of your tax returns, would you prefer that we contact you by:

email _____ or phone _____ best time to call _____
(please print legibly)



Personal Information (This Section Must Be Completed)

Yes No

___ ___ If it becomes necessary, do you authorize your preparer to discuss any unresolved issues regarding your current year tax return with the IRS? A yes answer allows us to call IRS regarding filing issues without a Power of Attorney (POA). However, anything that requires negotiation or written correspondence will still require a valid POA. **(We strongly suggest a “yes” answer to this question. You will not be charged for this type of communication without first being contacted by us to obtain your permission to pursue an issue).**

___ ___ Did your address or any relevant phone numbers change during the year?

New Address _____ Phone # _____

___ ___ Do **you** want to allocate \$3 to the **Presidential Election Campaign** Fund?

___ ___ Does **your spouse** want to allocate \$3 to the Presidential Election Campaign Fund?

___ ___ Indicate any of the following that occurred in your **immediate family** during the tax year.

___ **Births?**

___ **Adoptions?**

___ **Deaths?** Date of each occurrence _____

___ **Marriages?**

___ **Divorces?**

___ **Separations?**

___ ___ Were you or your spouse at least 70 ½ by December 31st of last year?
If so, do you have retirement accounts that you need to take your **REQUIRED MINIMUM DISTRIBUTION?**

___ ___ Are you or your spouse legally blind?

___ ___ Could **you** be claimed as a dependent on another person’s tax return for the tax year?

Extension of Time To File (If This Does Not Apply To You, Check The Circle & Go To The Next Section)

___ ___ Do you anticipate that you will need to file an **Extension?** Let us know by April 1st. **Any balance due must be paid by April 15th, or there will be interest and penalties.**

We can NOT file a request for an extension of time to file unless we can make a reasonable estimate of your tax liability and you have signed a written request for us to file for the extension of time to file.

Please contact us for our new extension fact sheet & questionnaire. (also available on our website)

Dependents (If This Does Not Apply To You, Check The Circle & Go To The Next Section)

Yes No

The definition of a dependent was changed in 2005 and now includes "Qualifying Child" and "Qualifying Relative." Both of these titles can be somewhat misleading and the tests for each category can be very complex and confusing.

___ ___ Do you have **dependents** (your child(ren), stepchild(ren), sibling or stepsibling)?

How are they related to you? _____

Did they live in your home for the entire year? _____

How much income did they earn in 2015? _____

Did you furnish more than 50% of their support? _____

Could they have been claimed as a dependent of someone else? _____

___ ___ Do you have a child or children under the age of 24 who are full time students?

___ ___ Are you supporting **someone other than your child, stepchild, sibling or stepsibling**? If yes, please answer questions above.

___ ___ Did you have any dependents on last year's tax return who you no longer support, or who did not live with you, in your household, for more than half (1/2) of the year?

If yes, name(s) _____

___ ___ Are you a **divorced or legally separated parent** with a dependent child(ren) and sharing custody with your ex-spouse?

How many nights did your child(ren) spend at your house last year? _____

If the child does not live with you more than 1/2 of the year, you will need a signed Form 8332 from your ex-spouse to be able to claim a dependent exemption and child tax credit.

___ ___ Did you care for any **foster children** more than half the year? If yes, you must provide a Social Security number for each child.

___ ___ Did you care for them for the **entire year**?

___ ___ Are any of your dependents **not citizens or residents of the U.S., Canada, or Mexico**?

___ ___ Did your children under age 19 (or 24 if a full time student) receive interest and dividend income in excess of \$2,100, or have other investment income, wages, or sales of investments including stocks and mutual funds?

___ ___ Do you have any **dependent children** that are filing their own tax returns? If yes, be sure they do not claim themselves! We prefer to do their returns for them to insure that they are claimed only once.



Income Items (This Section Must Be Completed)

Many of the income items listed in this section will be reported to you on **Form 1099**. Please provide all 1099s that you receive. Income items not associated with a 1099 will be reported on different forms. **Please be sure that any item you have checked "Yes" has amounts noted, is listed on your customized tax organizer, or provide an explanation for us in written form as part of your Tax Organizer or other system!**

Yes No

___ ___ Did you receive any **interest** or **dividends** last year? If yes, please provide all **1099-INT** and **1099-DIV** forms.

___ ___ Did you receive **Form 1099-B** from a Brokerage account? You may not receive these forms by the end of January or you may receive an amended form after you have received the original form. Please be aware that late receipt of the form or an amended form could affect your tax return. If you have received late or amended forms in the past please let us know. We can delay the filing of your return to make sure we have all the correct information.

___ ___ Did you cash in any Series EE or other **savings bonds**? If so, provide the amount, date purchased and date sold. The redeeming bank may issue a Form 1099. Please provide any documentation you receive regarding this transaction.

___ ___ Did you receive any **tax-free** income (insurance proceeds, interest from municipal bonds, etc.)?

___ ___ Did you have any **gambling** income or **lottery** winnings? Provide amounts of income and expenses incurred to generate that income. Provide **Form W-2G**'s. You are permitted to deduct expenses only to the extent of gambling income.

___ ___ Did you receive any distributions from a **retirement plan** or **IRA**? If so, provide all **1099-R**.

___ ___ Did you transfer your **Required Minimum Distribution** directly to a charitable organization?

___ ___ Did you **roll over** any retirement plan to an IRA, **within 60 days of distribution last year**? If so, provide **Form 1099-R**. We will also need to see documentation that shows the rollover was completed within 60 days of the distribution.

___ ___ Did you **convert** any of your IRAs to a **Roth IRA last year**? If so, provide **1099-R**.

___ ___ Did you take any distributions from a **college 529 plan** or other **college savings plan**? These funds are tax-free only if they are used for qualified educational expenses. Please provide a list of expenses (tuition & fees, books, supplies and equipment) and dates paid for all applicable expenses.

___ ___ Did you receive any **disability income** other than SDI? If so, provide amounts received and information as to who paid premiums on the policy.

___ ___ Did you receive any **unemployment income** last year? If yes, please provide the **Form 1099**'s.

___ ___ Did you receive any proceeds from **lawsuits** last year? Please provide complete details of the allocation of the settlement.

___ ___ If yes, did you pay legal or other **fees** in conjunction with the lawsuit?

___ ___ Did you receive any **Social Security income** last year? If yes, please provide the **Form 1099-SSA**'s.

___ ___ Did you **receive** any **inheritances** or **gifts** totaling more than \$14,000?

___ ___ Did you receive a distribution from, transfer to, or were you the grantor of, or transferor to an **irrevocable trust**?

___ ___ Did you have any **debts cancelled or forgiven** other than through personal bankruptcy? If so, provide any Form 1099-C's you may have received and/or amounts, dates, and circumstances.

Income Items – continued

Yes No

___ ___ Did you receive any **alimony**, spousal support, or family support (not child support)?
How much? \$_____ If your ex-spouse claims a deduction for alimony, the IRS is matching that deduction to the amount you claim as income.

___ ___ Did you have a **short sale, foreclosure**, deed in lieu of foreclosure or mortgage workout on your home. Provide copies of the 1099-C or 1099-A. Any of these transactions could indicate that you have taxable income. However, you could be exempt from the taxable income if you were insolvent at the time of the transaction. Please provide a complete list of all your assets and debts at the time of the transaction. We may be able to qualify you for an exemption to the taxable income. These transactions are extremely complex and we may suggest an extension of time to file your return. This will allow us an ample amount of time to make sure your return is completed to your best advantage.

___ ___ Did you **sell** your **Personal Residence** last year? *If yes, we will need **all of the following**:*

Form 1099-S Proceeds From Real Estate Transactions

Final Escrow/Settlement Statement from Sale (Form HUD-1)

Final Escrow/Settlement Statement from Original Purchase (Form HUD-1)

List of **all major improvements and cost of improvements** you have made to the property

___ ___ Did you own your home for at least 5 years?

___ ___ Did you live in your home for at least 2 of the last 5 years?

___ ___ Have you claimed a capital gain exclusion on the sale of your home in the last 2 years?

___ ___ Was the property used as a rental during the last 5 years?

___ ___ Did you have an interest in a **Partnership, S-Corporation, Limited Liability Company (LLC), or Trust** last year? If "Yes," please provide the **K-1** form.

** If you are planning to have SlackTax, Inc. prepare the tax return for this entity, it is important that you **contact our office** as soon as possible. S-Corporation and C-Corporation returns are due on March 15, 2016. Since these filing due dates are right in the middle of our personal income season, we must receive your company Letter of Engagement, Corporate/Partnership/LLC Questionnaire, and your business QuickBooks file or approved financial statements by February 1, 2016. If this is not possible, we will recommend requesting an Extension of Time to File. If you need assistance with your QuickBooks file, you can contact Victoria Dotson with LT Bookkeeping at 714-755-1013.

___ ___ Did you receive any **foreign income**, such as rents, interest, dividends, or capital gains income from assets which are **not in the United States**? Please note that US Citizens and Resident Aliens are **required to report worldwide income!**

___ ___ Did you have an interest in, a signature or other authority over a financial account such as a bank account, securities account or other financial account in a foreign country? Additional reporting requirements may be required if you have more than \$10,000 in a foreign bank account, securities account, other financial account or own property in a foreign country. Please provide us with complete details. Penalties are substantial for non reporting.

___ ___ Did you have any foreign assets, financial accounts, stocks, securities, contracts or real estate held in the name of a foreign entity, such as a corporation, partnership, trust or estate which total value exceeded \$50,000 on 12/31/15 or \$75,000 at any time during the year?

___ ___ Did you live abroad during any part of last year? If yes, please provide **dates**.

___ ___ Did you have any **Bitcoin** transactions? The IRS does not consider Bitcoin to be a virtual currency. Transactions can be taxed in a variety of ways. Bitcoin activities are well documented and the IRS is watching and will be assessing penalties for non reporting of Bitcoin transactions.

Sale Of Stocks, Bonds, Mutual Funds, Commodities, Investment Real Estate, And Other Assets

(If This Does Not Apply to You, Check the Circle & Go to the Next Section)

Yes No

___ ___ Did you **sell** any **stocks, bonds or other investment property**? Provide all **1099-B forms** and year-end summary statements provided by brokers and be sure to provide information on purchase dates, purchase amounts and number of shares. The IRS requires detailed information to be provided on your tax returns on the stocks, bonds, etc that you sold. Therefore, please note that we charge a fee for each regular stock transaction. If we are required to communicate with your broker, the fees may be higher due to the additional time required.

___ ___ Did you have any other purchases or sales of **other investment property not shown on 1099 forms** or other year-end statements provided to us? Examples include income related to "*puts*" and "*calls*", *futures contracts*, *commodities*, and *regulated stock options*.

___ ___ Did you sell any collectibles such as works of art, gems, stamps or coins?

___ ___ Did you have any stocks that became worthless last year? Provide documentation to substantiate their **worthless** value.

Stock Options & Employee Stock Purchase Plans

(If This Does Not Apply to You, Check the Circle & Go to the Next Section)

If you receive stock options your employers may issue documents that contain important information that will be required when you sell your stock. Please keep these documents.

Yes No

___ ___ Did you receive **grants of stock options** last year or in any prior year? If yes, were these ISO's or NQ's? _____.

___ ___ Did you **exercise** any of your stock options last year? **If yes please provide a copy of an exercise report for each exercise. You will probably have to ask your employer for this. We will not be able to complete your return without it.**

___ ___ Did you make an early exercise election ((83b) election) last year? **If yes, please provide a copy of that election. This is very important!**

___ ___ Have you **sold**, gifted, or donated any **stock** that was acquired as an exercised stock option? If yes, please provide a copy of the original exercise report, W-2 reconciliation (if any), and the 1099-B from the stockbroker that handled the sale transaction. We will also need to know the exact date of grant for each transaction. This information is also crucial.

___ ___ Do you participate in an employer's **Employee Stock Purchase Plan (ESPP)**? An ESPP is a plan whereby an employee can buy the stock at a 15% discount. The purchase of the stock usually occurs via a deduction from your paycheck.

___ ___ Have you **sold**, gifted or transferred any stock acquired through an **ESPP**? **If yes, please provide a copy of an ESPP history (you will get this from your employer), a W-2 reconciliation (if any), and a copy of the 1099-B from the stock broker that handled the sale transaction.** We will also need to know what date you first got into this plan.



Deductible Losses & Adjustments to Income (This Section Must Be Completed)

Yes No

___ ___ Did you have **property that was stolen, damaged or destroyed** last year due an accident, storm, flood, fire, etc? If so, please provide information related to original cost, improvements and loss of value as a result. If the loss involved non-business real or investment property, the loss after subtracting any insurance proceeds will not be deductible unless it exceeds 10% of your adjusted gross income.

___ ___ Did you have an insurance contract such as a **variable annuity** which you cashed in at a loss? Provide purchase information and redemption information.

___ ___ Did any **non-relative owe you money** which became uncollectible last year? (This does not include business accounts receivable for cash basis businesses.)

Please provide us with the following:

- Copy of the promissory note,
- Payment records that show when payments stopped,
- Records of court or collection actions
- Chapter 7 Bankruptcy discharge information

___ ___ Did you, or do you, plan to contribute to any of the following retirement plans? Please check the type of account. Since each account is reported differently on the return, it is important that we know what type you have made a contribution to:

401K, solo 401K, 403b-TSA, 457, SIMPLE, SEP, KEOGH, IRA, Roth IRA, Please specify _____

Amount of Contribution - Taxpayer \$ _____ Spouse \$ _____

___ ___ Prior to having your tax return prepared by *SlackTax, Inc.*, have you made any **non-deductible** contributions to an **IRA or other retirement plan**? Please provide total amounts. These contributions must be accounted for separately, to insure that they will not be taxed when distributed.

___ ___ Did you have any **early withdrawal penalties** assessed by a bank or savings & loan?

___ ___ Did you **pay** any **alimony**, or spousal support (not child support)?

Name of person you paid _____ Social Security Number _____
(if we have this information from a previous year you will not need to provide this again).

___ ___ Did you have any job related expenses as a **teacher, instructor, counselor, principal, or aide**? This deduction applies to kindergarten through grade 12 employees who worked at least 900 hours during the school year.

___ ___ Did you pay for any **college or trade school education expenses** for yourself or a dependent for whom you are entitled to claim an exemption? Allowed expenses may include tuition fees, course related books, supplies and required equipment paid directly to the institution as a condition of enrollment. For 2015 there are two (2) potential credits and a deduction. Your tax preparer will help you determine which credit/deduction you qualify for (income limitations apply) and which provides you with the greater tax benefit. **You MUST have a Form 1098-T to qualify for the credits or deduction.**

___ ___ Did you contribute to a **Health Savings Account (HSA)**? This account is only available to taxpayers with a high deductible health insurance plan. It allows tax deductible contributions to be set aside to pay for insurance co-pays and medical expenses not covered by insurance. Please provide Form 5498-A.

___ ___ Did you **pay interest** on a **higher education loan**? This deduction may be limited based upon your gross income.

Itemized Deductions (If This Does Not Apply to You, Check the Circle & Go to Next Section)
Yes No

___ ___ Did you pay any significant amounts of **medical expenses** - over 10% (7.5% if you are over 65 years of age) of total income? The 10% threshold was new for 2013.

___ ___ Did you pay any premiums for **Long-Term Care Insurance**?

Husband \$ _____ Wife \$ _____

___ ___ Did you pay any **auto registration** fees to a state motor vehicle department last year? Please provide the DMV form sent to you rather than just the amount paid in the year, as some of the regular fees paid are **not deductible**. If you don't have the original DMV form you can find the tax deductible amount at <https://mv.dmv.ca.gov/FeeCalculatorWeb/vlfForm.do>

___ ___ Did you pay any city, county, or state **property tax** last year? Provide a record of payments made. Generally, in California, payments are made in March/April and Nov./Dec. Please indicate if any scheduled **payment was not made** in the usual time period, or if any payment was **made early!** Tax paid on **any homes** (primary, 2nd home, etc.), **investment property** (including land), and **timeshare** property, are all deductible, as well as "supplemental" property taxes. Mello-Roos fees are NOT deductible. (Property taxes on rental property are reported as a rental property expense)

___ ___ Did you ___ purchase or ___ refinance your **principal residence** or second home (including Equity Lines of Credit and Home Equity Loans)? **Provide final escrow, settlement or closing statements.**

___ ___ Did you pay any **mortgage interest** on your home, including interest on 2nd (or 3rd) mortgages and lines of credit? Provide **all 1098** forms showing interest paid for the year on your primary home, and secondary home if applicable. (Also see following question.)

___ ___ Have you **borrowed more than \$100,000** cumulatively since 1987 against your home in the form of a refinance, HELOC, line of credit, equity loan, or 2nd mortgage? If yes, all of your mortgage interest may not be fully deductible. The IRS has begun auditing this issue, therefore if you think this applies to you, I have created a worksheet to compute the amount of qualified mortgage interest deduction. Please go to www.slacktax.com for the worksheet.

___ ___ Did you pay private mortgage insurance (PMI) on your personal residence? Provide Form 1098 showing the PMI.

___ ___ Do you own a **2nd home** such as a motor home or boat? Interest paid for the purchase may be deductible.

___ ___ Did you **pay** any **interest** on margin debt (brokerage account)?

___ ___ Did you **pay interest** on any loans or credit card debt where the amount borrowed was used to purchase or sustain investments? Examples of this would include purchase of land, or using loan proceeds to invest in the stock market, mutual funds, or CDs.

___ ___ Did you provide **volunteer services** on behalf of charities? If yes we will need to know the amount of any out of pocket expenses you paid. You will also need a verification letter from the charitable organization.

___ ___ Did you drive your car as a volunteer for a **non-profit organization**?
How many miles did you drive? _____

___ ___ Did you donate any **non-cash** items with a cumulative value over \$500 to a charitable organization? If yes, we will need to be provided with a summary list of items donated and their fair market value (see our website - www.slacktax.com for a list of FMV's for commonly donated items), and how much you originally paid for them.

___ ___ Did you donate items with a Fair Market Value of **\$5,000 or more**? Additional substantiation, including an appraisal is required. **Do not donate an item or aggregate items with a value of \$5,000 or more without talking to us first.**

Itemized Deductions - continued

Yes No

___ ___ Did you **donate a vehicle**? We will need to know the year, make, model, and mileage on the vehicle when you donated it. We will also need a receipt from the charitable organization showing the value of the vehicle that you donated.

___ ___ Did you make any cash/check contributions to a charitable organization? Beginning in 2006, all **cash contributions to charitable organizations** must be documented. This means if you are audited, you will need to provide a receipt or letter of acknowledgement for your cash contribution. You must receive the letter **BEFORE** you file your tax return. The letter/receipt must indicate that you did not receive "**any goods or services**" in exchange for that donation, and that the donation does qualify for a tax deduction.

___ ___ Did you **work out of town** on a temporary basis for part of the year? If so, and you were not reimbursed in full by your employer, bring in information related to number of days, lodging, meals and incidental expenses incurred. Include taxi, tips, laundry and telephone calls.

___ ___ Did you **use your car on the job** (other than to and from work)?

Did you keep records of your business mileage? _____, **If no, the IRS does not allow a deduction!**

If yes, and you were not reimbursed, provide information related to total mileage, business mileage, commute mileage, and total expenses incurred, by type (gas and oil, maintenance, insurance, tires, parking, tolls, lease payments, license fees, etc.) for each vehicle during the year. If you deducted auto expenses last year, you should have an information sheet included in your personalized organizer. A form to record your auto expenses is available to download from our website under RESOURCES.

___ ___ Did you **purchase a vehicle** that was used for business purposes? If yes, we will need to see the purchase contract.

___ ___ Did you have unreimbursed **business meals/entertainment** expenses? To be deductible, your employer must have a NON-reimbursement policy, the expenses must be required for your job and you must have the following records for each expense:

- Date of Meal or Entertainment
- Place of Meal or Entertainment
- Cost of Meal or Entertainment
- Who was Entertained
- Nature of Business Discussed

If you have any of the following expenses, please provide us with details: mileage, type of license or educational courses, and fees paid, etc to help us determine how much of a deduction you are entitled to.

Yes No

___ ___ Did you use your car, bus or taxi to travel between **two different jobs** on the same day?

___ ___ Do you have any expenses for **special licenses**, permits or certificates, educational courses, seminars, or fees for professional societies relating to your employment?

___ ___ Do you use the **internet** primarily for investment, employment, or business use? If yes any related online fees may be deductible.

___ ___ Did you incur any **job search expenses** or have any job search mileage last year?

___ ___ Did you pay any fees or expenses for the **management of investments**?

___ ___ Did you pay **by check** any retirement plan maintenance fees?

___ ___ Did you incur **moving expenses** due to a change of employment? The move should be in excess of 50 miles to deduct moving expense. If so, provide information related to the cost of moving your household goods and autos, and the cost of traveling to your new location. Also provide mileage from old residence to old place of work and mileage from old residence to new location.



Tax Credits (This Section Must Be Completed)

Yes No

- ___ ___ Did you pay any **income taxes to foreign governments** last year? Please provide record of any amounts paid and dates paid. Foreign taxes may be shown on brokerage statements.
- ___ ___ Did you or your employer pay **child care** expenses, including before and after school? If so, provide information relative to daycare providers: **amounts paid, names, addresses, telephone numbers, Social Security and/or Taxpayer ID numbers**. (This includes amounts reimbursed by your employer under cafeteria or other plans.)
- ___ ___ Did you **adopt a child**? Provide all detailed adoption related expenses (including those from **prior years!**), as well as any **employer provided benefits** received.
- ___ ___ Did you make any **energy efficient improvements** to your home last year? The eligible improvements include solar hot water heaters, solar electricity equipment, wind turbines, and geothermal heat pumps. Please provide your receipts for these expenses. This credit runs through 2016. (Does not include windows)
- ___ ___ Did you pay **rent**? If so, for how many months? _____ (This credit is limited to married/head of household taxpayers earning \$76,518 or less and to single/married filing separately taxpayers earning \$38,259 or less.
- ___ ___ Did you or do you expect to be eligible for **Earned Income Credit**? If yes, please provide documentation that your qualifying child lived with you for more than 1/2 of the year, was under age 19, or a full time student if under the age of 24.



Payments and Taxes (This Section Must Be Completed)

Yes No

- ___ ___ Have you paid any estimated taxes, **other than** through withholding? If yes, enter amounts paid, dates paid and to whom they were paid on a separate sheet and attach to this page. **Please research this carefully!** Client errors in reporting these amounts account for the **#1 reason** for correspondence from the IRS and FTB!

FEDERAL

1st quarter due 4/17/15 _____

2nd quarter due 6/15/15 _____

3rd quarter due 9/17/15 _____

4th quarter due 1/15/16 _____

CALIFORNIA (or other state)

1st quarter due 4/17/15 _____

2nd quarter due 6/15/15 _____

3rd quarter due 9/17/15 _____

4th quarter due 1/15/16 _____

- ___ ___ Would you like any state or federal **refund** to be **deposited directly** into your checking or savings account? If "Yes" and you **did not** elect direct deposit last year, or **if your bank account has changed**, please write "VOID" on a **check** and include it with your documents. Please verify that we have your correct bank information. We will **NOT** be responsible for deposits to incorrect bank accounts.
- ___ ___ If you have a refund due on your tax return (Federal and/or State), would you like to have the refund **applied to your estimated tax for this year** (instead of receiving the refund)?
- ___ ___ Would you like to **pay** any state or federal balance due **electronically**? Payments made with the extension, tax return, as well as **estimated taxes**, can all be handled in this manner. **Please tell us if you'd like to learn more!**
- ___ ___ Do you expect your taxable income or withholding this year to significantly change from last year? If so, please discuss setting a **separate appointment** to review your changes. The purchase of the **Tax Maintenance Plan** is an excellent way to cover the cost of the appointment.

○ Business Income & Expenses (sole proprietors only – corporate returns have a separate questionnaire) (If This Does Not Apply To You, Check The Circle & Go To The Next Section)

Yes No

___ ___ Did you **start** ____, **purchase** ____, or operate an **ongoing** ____ **business** last year? If you purchased a business we will need a copy of the complete escrow from that business and the name, address, and ID or Social Security number of the seller of that business.

___ ___ Do you have a business that SlackTax, Inc. or LT Bookkeeping, Inc. does not do the bookkeeping for? If so, please request our business questionnaire. This questionnaire may have already been provided to you. If not, we will be happy to send you one or you can download it from our website under RESOURCES.

___ ___ Do you maintain your bookkeeping records on QuickBooks. If yes, please provide us with an Accountant's copy with the dividing date as 12/31/15. We will also need to know which version of QuickBooks you are using (i.e. 2014, 2015), your login and password information.

___ ___ Does your business maintain an **inventory**? Please provide us with a valuation of your inventory as of 12/31/15. \$ _____

___ ___ Does your business file **Form 571-L, Business Property Statement**? This form is due on April 1, delinquent if not filed by May 7, 2016. The information on this form should agree with your balance sheet.

___ ___ Does your business file **sales tax returns** with California State Board of Equalization? Please provide us with copies of the returns filed in 2015. The sales reported on these returns should equal the sales reported on your income tax return.

___ ___ Do you accept **credit/debit cards** as payment for your goods or services? Starting in 2011, your merchant account provider was required to send you Form 1099-K, listing the monthly totals of your credit card receipts. Although we are not required to account for the credit card sales separately, as originally proposed, we will need to use the information on this form to assure that your income is accurately reported.

___ ___ Did you **purchase** any **business assets** (furniture, equipment, vehicles, real estate, etc.)? If so, provide descriptions, dates acquired, and amounts paid for those assets. If there is a related escrow settlement document, we will need to see it. For **cars and trucks**, we will need to see **purchase contracts**.

___ ___ Did you **use your car or truck for business purposes**? .
Do you have a log showing your business miles? _____ **If no, the IRS does not allow a deduction!**

Automobile expenses can be calculated as "actual expenses" or as a "cents per mile" deduction (57.5 cents per mile in 2015). However both of these calculations require the total number of miles driven and the number of business miles. If you use more than one vehicle, please attach the information for each vehicle. This information should be **written** in a log for BOTH the "actual expenses" and "cents per mile" methods, please complete the following:

	1/1/15 - 12/31/15	
Total Miles Driven	_____	If you do not provide us with this information we will NOT be able to take the deduction!
Business Miles Driven	_____	
Personal Miles Driven (including miles to work)	_____	

___ ___ Did you **sell or dispose** of any **business assets** (furniture, equipment, vehicles, real estate, etc.)? If so, provide descriptions, dates sold, and amounts received for those assets. If there is a related escrow settlement document, we will need to see it. Please review your **depreciation schedule** and let us know if any items listed are not longer being used in your business.

___ ___ Did you **barter** in exchange for any goods or services?

___ ___ Did you contribute to any **Self-Employed business pension** plan such as a SEP, Simple Plan, Money Purchase Plan, Profit Sharing Plan, 401K, Solo 401K, Other, please specify _____.

Business Income & Expenses - continued

Yes No

- ___ ___ Do you have a ___ **new or** ___ **ongoing retirement plan** for employees? Please provide us with the contributions reports.
- ___ ___ Did you pay for **medical insurance** or **long-term care insurance** for yourself and your family?
- ___ ___ Did you pay for **health insurance for your employees**? If so, you may be eligible for a tax credit. We will need a list of all employees, their annual income, the number of hours each employee worked, total amount of health insurance premiums paid and the amount you as the employer paid. Do not include any of the above information as it pertains to the owner(s).
- ___ ___ Did you **pay more than \$600** to any individual or business (not corporations) for services provided to your business during the year? If so, you are required to furnish a Form 1099-MISC to the individual or business AND to the IRS by JANUARY 31.
- ___ ___ Did you file the required **Form 1099's** by January 31? If you did not comply with this requirement please ask us about the penalties that WILL be levied by the IRS.
- ___ ___ Did you pay any **interest** on loans used to purchase business property, or interest on credit cards used **exclusively** for business purposes? Did you use home equity loans for this purpose? If so, some of your mortgage interest may need to be allocated to a business deduction.
- ___ ___ Did you use any part of your home **exclusively** for business purposes? If "Yes", provide details for square feet used for business, total square feet of the home, expenses related to the business portion, and general expenses for the interior of the home such as utilities, insurance and maintenance. (Sole Proprietors only)

Rental Properties (If This Does Not Apply To You, Check the Circle & Go to the Next Section)

Yes No

- ___ ___ Did you **purchase** or acquire an interest in a **rental property** last year? If "Yes", we will need a list of your rents and expenses. Please read this carefully... Provide a copy of the final escrow/settlement statement and a complete copy of the property tax bill/statement you received from the county where the property is located. Many clients assume we just need to know the amount of the property taxes paid. **We will need to see this document!**
- ___ ___ Did you rent out **property that you own** for any part of the year? If "Yes", provide total rents received and all expenses incurred for the property. Some expenditures may be capital expenses to be depreciated rather than deducted all in the current year. Your tax preparer will make that determination based upon IRS regulations.
- How many days was your property rented during 2015? _____
- ___ ___ Did you incur **travel or mileage expenses** associated with your rental? Miles driven _____
- ___ ___ Did you **sell a rental property or land** last year? If yes, we will need the following:
Final Escrow/Settlement Statement from Sale (HUD-1)
Final Escrow/Settlement Statement from Original Purchase (HUD-1)
- ___ ___ List all improvements ever made to the property unless they have been reported on a previous years depreciation schedule. If we have always been your tax preparer we will already have this!
If you had previously deferred a gain from the sale of a rental property (1031 EXCHANGE) into this rental property, we will need to see a copy of the tax return from the year that property was exchanged!
- ___ ___ Did you **rent** out any portion of **your home** for more than two weeks? If "Yes", provide details for square feet of rental portion, total square feet of the home, income and expenses related to the business portion, and general expenses for the interior of the home such as utilities, insurance and maintenance.



NEW FOR 2014 and 2015! *Affordable Health Care Act*

(This Section Must be Completed)

Yes No

_____ _____ Did you, your spouse and your dependents have **health insurance coverage** for ALL 12 months of 2015? Qualified health insurance coverage will be reported to you on one of the forms listed below. We must report this information on your tax return, and calculate a penalty, if you, your spouse or any of your dependents did not have qualified insurance for any full month in 2015. (If you feel you qualify for an exemption to the penalty, please let me know. Exceptions to the health insurance mandate are explained at www.healthcare.gov/exemptions or call me for more information)

New Forms you will receive to verify your health insurance coverage, I will need copies of these forms:

Form 1095-A – Your coverage was through the MarketPlace/Exchange/Covered California

Form 1095-B - Your coverage was through Medicare, Medicaid, Veterans Coverage, Small Self-Insured Employer, an Insurance Company on behalf of a small employer (not self-insured) or an Individual Market.

Form 1095-C - Your coverage was through a Large Employer, State, Local or Government Agency.

_____ _____ Did you purchase insurance from the MarketPlace/Exchange/Covered California? If yes, we must report and reconcile the premium assistance credit on your tax return. Please include with your tax information the Form 1095-A that the Health Insurance Exchange sent to you.



Miscellaneous Information (This Section Must Be Completed)

Yes No

_____ _____ Did you purchase items online from Amazon.com, e-Bay, etc. that did not include **CA (or your resident state) Sales Tax**? Contrary to popular belief, items purchased outside the State of California (or your resident state) or online are subject to sales/use tax. Please provide us with a list of items, purchase price of each item, and amount of sales tax paid, if any, to the other state(s) on each item. If you are unsure of the amounts purchased, the State of California has a chart that estimates the amounts purchased based upon your income.

_____ _____ Have you been a victim of **Identity Theft**? Individual tax returns have been a recent target of Identity Theft and the IRS has a task force to combat the effects. If your tax return is or has been compromised, the IRS will issue you a personal identification number that will allow you to e-file your return. Please provide us with this number.

_____ _____ Are you a member of a **Same Sex Marriage**? New laws require same sex couples to file their federal tax returns (and CA returns) as either Married Filing Jointly or Married Filing Separately.

_____ _____ Did you **make gifts** of more than \$14,000 to any individual last year? If so, a gift tax return may need to be filed. Your tax preparer will be happy to discuss this with you, this is NOT an income tax deduction. Gifts in excess of the \$14,000 annual exclusion may be used to offset your lifetime estate tax exclusion (amount is currently being debated in Congress). Gifts in excess of \$14,000 may require a gift tax return..

_____ _____ Did you contribute more than \$14,000 to a **529 education plan**? If so, a gift tax return may need to be filed.

_____ _____ Have you filed any gift tax returns in **previous years**? If “Yes”, and if they were not prepared by *SlackTax, Inc.*, please provide copies.

_____ _____ Have you received or paid “cash” in the amount of \$10,000 or more for any transaction during the year (Cash, Money Orders, Cashiers Checks, and Travelers Checks)? In order to protect the U.S. from terrorist actions, the U.S. Treasury Department and the IRS Criminal Investigation Division are required to follow up on **Cash transactions of \$10,000** or more. All banks and businesses are required to report these transactions to the IRS when they occur.

_____ _____ Did you have an interest in, signature, or other authority over a financial account in a **foreign country**, such as a bank account, securities account, or other financial account? If so, bring account information and year-end statement if your aggregate balance in such accounts exceeds \$10,000.

Miscellaneous Information - Continued

Yes No

___ ___ Did you engage the services of any **household employees** during the year to whom you paid more than \$1000? Do not include weekly gardeners, housekeepers, etc., who have their own business.

___ ___ Were you a policyholder who **received payments under a long-term care** (LTC) insurance contract or received any accelerated death benefits from a life insurance policy? If so, provide relevant information.

___ ___ Have you received any **correspondence from IRS** or any other state government that you have not provided us? This could include, but is not limited to, an **assessment of additional tax** and penalties, an **unexpected refund**, or an **audit notice**. If yes, please bring in copies of all correspondence.

___ ___ Have you recently **reviewed the beneficiaries** of your pensions, IRA's, life insurance, etc? We have recently seen cases where proceeds from pensions, IRA's and life insurance have been paid to unintended beneficiaries. This has occurred when beneficiaries have not been updated after a divorce, marriage or birth of a child. Please take a few minutes to review your beneficiaries.

___ ___ Do you have a **Living Trust**? A Living Trust can be extremely important for anyone owning property in California as it will avoid a costly probate upon your death. It's also useful for blended families. If you would like to discuss the benefits of a Living Trust, we can recommend a couple of Orange County attorneys who specialize in drafting customized Living Trusts that will meet your needs.

___ ___ If you are not currently receiving, and would you like to receive the monthly SlackTax e-mail **newsletter**, please provide us with your current email address below:

Current email address. _____

___ ___ Would you prefer to receive your copy of your tax return in an **electronic format** rather than being mailed to you? If yes, when your return is complete, we will upload it to our secure Client Portal located at www.SlackTax.com.

To set up your personal page on our Client Portal, you will receive an invitation (at the email address listed on page 1). Your user name will be your email address and you can determine your own personal password. This secure Client Portal can also be used to upload any confidential documents you need to provide to us. We prefer confidential information not be transmitted by email.

Our secure Client Portal has been updated, if you have used it in the past, your login information should be the same, however you will have the option to customize your password.

___ ___ Do you think you might need an **additional copy of your tax return** in the future? (Copies may be required for purchase of a home or other types of loans) If so, please request TWO copies of your return now or request an electronic copy, save it on your computer to be reprinted when needed. If, at a later date you need an additional copy we charge \$25 to cover our costs of researching our files to provide you with another copy. If you purchase our Tax Maintenance Plan, this service is covered.

I/we have read and completed this Income and Deductions Finder to the best of our knowledge.

Taxpayer's Signature

Date

Spouse's Signature (If Applicable)

A TYPED SIGNATURE ABOVE IS THE EQUIVALANT OF A PERSONAL SIGNATURE

Questions for your Tax Preparer