

Due Diligence Interview Questions to Protect You as well as Us!

Thank you for completing this detailed questionnaire.

This will help make sure nothing is left off your return.

Please check any lines that apply on both sides of the form.

If you are unsure of a question, circle it and your preparer will discuss it with you.

NAME _____ TAX YEAR 2015 or _____
Please Print

Personal Information

- Did your **marital status** or **address** change during the year?
- Can you be claimed as a dependent by another taxpayer?
- Did you change any bank accounts that were used for direct deposit/direct debit?
- Are you/your spouse U.S. citizens?

Dependent Information

- Were there any changes in dependents from the prior year?
- If your child is over 18, are they a full-time student? _____
- If your dependent child worked, what were his/her earnings? _____ (bring W2's)
- Did you pay for any daycare/dependent care (even with employer reimbursement)?
- Can someone else claim your child as a dependent? If so, are you the custodial parent? Y N
- If you are not the custodial parent, do you have a signed Form 8332 Release of Exemption? **CRITICAL!**

Medical Insurance Information -

- Did everyone in your household have medical insurance (including Medicare, Medi-Cal, VA) for all 12 months of the year?
- If not everyone had health insurance, do you have an exemption certificate?
- If you had insurance, did you buy it from Covered California or other Government Exchange?

Purchases, Sales and Debt Information

- Did you start a new business or acquire an interest in a partnership or corporation?
- Did you sell, exchange, or purchase any real estate during the year?
- Did you acquire or dispose of any stock during the year (not through your retirement accounts)?
- Did you refinance, modify, or take equity out of your home this year?
- Did you make any energy efficient improvements to your home (does not include appliances)?
- Did you sell an existing business, rental, or other property this year?
- Did you experience a foreclosure or short sale this year?
- Did you file bankruptcy this year?
- Did you otherwise experience any debt forgiveness this year? e.g., credit card debt?
- Did you buy or sell online this year for more than personal use?
- Did you engage in any transactions involving Bitcoin? (A new online currency)

Income Information

- Did you have any foreign income or pay any foreign taxes during the year?
- Did you receive any income from property sold prior to this year?
- Did you receive any lump-sum payments from a pension, profit sharing, or 401(k) plan?
- Did you make any withdrawals from or a retirement account, education savings/529 Plans, or receive social security?
- Did you make any contributions to a retirement plan this year?
- Did you receive any disability income during the year?
- Did any of your life insurance policies mature, or did you surrender any policies?
- Did you cash any Series EE or I U.S. Savings bonds issued after 1989?
- Did you receive any unemployment compensation this year?
- Did you engage in any bartering transactions?
- Did you contribute to or withdraw from an HSA (Health Savings Account in conjunction with a high

deductible plan) this year? (Not to be confused with a section 125 plan/cafeteria plan/FSA plan)

___ Did you pay or receive any alimony this year?

___ Did you pay or receive any child support this year?

___ Did you receive income from any other sources this year, other than wages, not otherwise indicated on this form? (This includes gambling winnings, gold sales, jury pay, collectibles etc)

___ If you own a business, rental property or a farm:

___ Did you make a de minimis safe harbor election (election to expense all items under an amount of up to \$2500)?

___ Make improvements or repairs to any property, equipment or other assets?

___ Pay anyone more than \$600 total for the year? Y N If you did, did you issue them 1099(s)? Y N

Itemized Deduction Information

___ Did you incur a casualty or theft loss during the year greater than 10% of your income NOT reimbursed by insurance?

___ Did you have significant medical costs paid with "after tax" dollars including insurance, prescriptions, dental, co-pays, hospital visits, medical travel, eyeglasses, hearing aids, etc? (Significant is more than 10% of your income)(Most medical insurance through work is already "pre tax" and does not provide an additional tax benefit)

___ Do you have evidence to substantiate charitable contributions of all cash?

___ Did you make any noncash charitable contributions (clothes, furniture, vehicles, etc.)?

___ Did you have an expense account or allowance during the year?

___ Did you use your car on the job, for other than commuting, for which your employer does not reimburse?

___ Did you work out of town (away from your normal workplace) for part of the year?

___ Did you have any educational expenses during the year?

___ Did you have any expenses related to seeking a new job during the year?

___ Did you make any major purchases during the year (cars, boats, etc.)?

___ Did you make any out-of-state purchases (by telephone, internet, mail, in person) upon which sales or use tax was not collected? If so, these taxes should be paid with your California tax return.

Miscellaneous Information

___ Did you make gifts of more than \$14,000 to any individual (including adding a name to title on a house)?

___ Did you incur moving costs because of a job change more than 50 miles away?

___ Were you a grantor or transferor for a foreign trust, have an interest in or a signature or other authority over a bank account, securities account, or other financial account in a foreign country? (Very important to file additional forms if yes!)

___ Did you receive correspondence from the State or the Internal Revenue Service (other than refund notice)?

___ If you are an educator, do you have any unreimbursed expenses?

___ Did you or any of your dependents attend college this year (If so, we MUST have the 1098T)?

___ Did you make any student loan payments?

___ Did you receive the First Time Homebuyer credit for which you are making payments?

___ Did you make any estimated tax payments this year? Do you have verification of amounts?

___ Will you or someone in your household be attending college next year and need a FAFSA form?

___ Have you ever been denied EITC (Earned Income Tax Credit)?

___ Did you receive a PIN from the IRS due to identity theft protection? We cannot file your return without it if you did!

___ Did you employ any household workers who were not in the business of providing these services?

To the best of my knowledge, the above statements accurately reflect my transactions for the tax year. I have not withheld any information regarding income, nor will I hold All About Numbers responsible for anything I have not disclosed.

_____ and/or _____
Taxpayer Spouse

Would you like us to provide you with an electronic copy of your tax return in addition to your paper copy? Y N