



Name: _____ Date: _____

The purpose of this document is to help minimize taxes you may owe and reduce the chance of receiving a letter from any governmental agency **COMPLETE THIS DOCUMENT AFTER YOU HAVE GATHERED ALL YOUR SOURCE DOCUMENTS, NOT BEFORE.** To provide the best service possible, we will NOT begin preparing your returns until we receive this document. If completing this form electronically, you can save it and finish unanswered questions later. If you received this by paper, but would like it electronically, download it at <http://www.gcdadvisors.com/forms.php>.

GENERAL

1. Check your prior year return: Confirm all W-2s, 1099s, 1099Rs, K-1s rental property, etc. from prior year are accounted for in this year's information. If any are not applicable this year, indicate so below.
 all are the same this year the following are no longer present this year

2. New child: If you had a child last year, provide the information below.
 not applicable included in source documents see answer below

Name: _____ Birthdate: _____ SSN: _____ Gender: Male Female

3. First year clients only: Provide information for you, your spouse and dependent(s).
 we are not a first year client included in source documents already see answer below

Myself: _____ Birthdate: _____ Name: _____ Birthdate: _____

Name: _____ Birthdate: _____ Name: _____ Birthdate: _____

Name: _____ Birthdate: _____ Name: _____ Birthdate: _____

4. Dependents: You will get a notice from the IRS if ANY of your children file a return and claim themselves in the Exemptions box on the front page of their return AND you are claiming them as well. In general, anybody you financially support should NOT claim themselves when filing, no matter how old they are. To be sure this is not happening, complete all the information below about EACH dependent. Go to http://www.gcdadvisors.com/tax_faqs.php#child_returns to learn more about whether your child is required to file.
 we have no dependents see answer below

Dependent's name: _____ Not filing their own return; or Filed but did not claim themselves

Dependent's name: _____ Not filing their own return; or Filed but did not claim themselves

Dependent's name: _____ Not filing their own return; or Filed but did not claim themselves

Dependent's name: _____ Not filing their own return; or Filed but did not claim themselves

5. Health insurance: Confirm you (and all dependents) had health insurance for at least 9 months during the tax year. This could include an employer plan, a plan purchased on your own that is at least the Bronze level, or Medicare.
- All had coverage for at least 9 months. Provide GCD with the Form 1095-A, B or C you should receive. Do NOT hold up sending your documents if you are missing this.

The following family members did NOT have coverage for at least 9 months during the tax year (indicate their names and actual number of months covered, if any). You must provide GCD with a copy of the 1040 prepared by any of your dependents, if GCD did not prepare it. This income is now part of the penalty calculation for not having proper coverage throughout the year.

Names: _____ Months Covered: _____

Names: _____ Months Covered: _____

INCOME

6. Brokerage 1099s: Include all 1099s for brokerage accounts unless we act as your investment advisor on accounts at Curian, Assetmark, Morgan Stanley-Deerfield or TD Ameritrade. Do NOT send us 1099s from them because we get them directly from these firms. If you had accounts at UBS, we will need these from you UNLESS we contact you and indicate otherwise.

there are no 1099s missing all 1099s are included in source documents

7. Sale of your home: Home sales require reporting even though gains may NOT be taxable. (unless more than \$500,000 for joint returns or \$250,000 for others). If you sold a home, all the information we need (except improvements), can be found on the first 2 pages of the HUD-1 closing documents you may have from BOTH the purchase and sale. Do NOT send us any receipts or details. Keep for your files.

we did not sell our home HUD-1 and info below included in source documents see answer below

Sales Price (exact amount required): _____ Date sold (estimate allowed): _____

Purchase price (estimate allowed): _____ Date purchased (estimate allowed): _____

Total of all improvements (if any) put into the house (estimate allowed): _____

8. 1099R IRA distribution: If you provided 1099Rs AND the box named as "taxable portion not determined" is checked, we need to know if you rolled this over within the 60 day allowable period or if any of this distribution was part of a non-deductible contribution from years past.

there were no 1099Rs coded this way see answer below

1099R Payer: _____ Why it isn't taxable: _____

1099R Payer: _____ Why it isn't taxable: _____

9. 1099R IRA distribution: Any distribution from a tax deferred investment before age 59½ that is reported on Form 1099R will be subject to a 10% penalty unless you did so due to a hardship.

there were no such distributions see answer below

1099R Name: _____ Hardship: _____

10. K-1s from entities that were not owned in your IRA/SEP/Keogh: Determined by looking at box I2 on the front of the K-1. If this box is checked, do not send these, as they are not required to be reported. K-1s for some popular publicly traded entities can be located at www.taxpackagesupport.com. If you are missing K-1s from entities owned within your accounts at Curian, we will get the missing ones directly from the K-1 entity.

not applicable no missing K-1s ALL are included in source documents we are missing some

SELF EMPLOYED (file a Schedule C) OR COLLECTORS OF RENT FROM REAL ESTATE (file a Schedule E)

11. Miscellaneous or rental income: If you provided any 1099-MISC, reported any self-employed income or had any rental properties, provide a summary of all income and expenses or go to www.gcdadvisors.com/forms.php to download our Client Tax Info Recap file to summarize and then email the completed file to us.

there is no such income included in source documents

12. Home office: If part of your home is used regularly and exclusively for business AND you have positive net income from the activity conducted from your home, you can deduct \$5/square foot up to 300 square feet with no documentation required. If you meet ALL these conditions, provide the information below.

not applicable we do not qualify included in source documents # of square feet used: _____

13. Other states income: Provide the amounts earned and state where income was earned, other than your home state, if you either worked 5 days or more, collected at least \$5,000 OR you will be going back to these states on a continuing basis. If so, you MAY owe income taxes to those states but will get a credit in your home state.
 not applicable no income outside home state included in source documents see answer below
- State where income was earned: _____ Amount collected in this state: _____
 State where income was earned: _____ Amount collected in this state: _____
14. Repairs or improvements: If you spent over \$2,500, provide the dates purchased, a brief description and the amount. Confirm these amounts are ALREADY included in the total amounts reported to us elsewhere.
 there were no such repairs included in source documents see answer below
-
15. Supplies (i.e. computers, office, production, etc.): If any one item cost more than \$2,500 and has a useful life of more than one year, provide the date purchased, a brief description and the amount. Confirm these amounts are ALREADY included in the total amounts reported to us elsewhere.
 there were no such supplies included in source documents see answer below
-
16. If you participated in a real estate property or were a shareholder in a real estate partnership: If you or your spouse spent more than 50% of your working time in one of these entities AND spent at least 750 hours working, indicate which entities you or your spouse did this work. You will be deemed "active" and not "passive" and will be able to deduct any losses in the current year.
 there were no such entities included in source documents see answer below
-

DEDUCTIONS

17. Alimony: If you paid alimony, provide the following information:
 no alimony paid included in source documents see answer below
- Name: _____ SSN: _____ Amount paid: _____
18. Gambling losses: If you had gambling income, provide the total amount of gambling losses incurred during the year that you can substantiate, if inquired by a governmental agency. Save receipts for your records..
 we had no gambling losses/income included in source documents total losses: _____
19. Educator expenses: If either you and/or your spouse are teachers and paid out expenses, you can deduct up to \$250 each. You do not have to provide us with details and should save receipts for your records..
 not applicable included in source documents amounts paid: _____
20. Medical expenses: These are deductible if they exceed 10% of your Adjusted Gross Income (AGI) (or 7.5% of your AGI if you are over 65 years old by the end of the tax year). Provide a summary only (retain receipts for your files) of these expenses using the categories below or go to www.gcdadvisors.com/forms.php to download our Client Tax Info Recap file to summarize and then email the completed file to us.
 our expenses would not qualify included in source documents see answer below
- Drugs: _____ Doctors/Dentists/etc.: _____ Supplies (i.e. contacts, glasses, etc.): _____
 Hospitals: _____ Miles driven: _____ Medical insurance (not paid through payroll deductions): _____
21. Real estate taxes: Include amounts or receipts/bills of all amounts paid for ALL properties.
 we paid no property taxes included in source documents see answer below
- Amount paid: _____ Property address: _____
 Amount paid: _____ Property address: _____

22. **Mortgage interest:** If you have more than \$1.1 million of mortgage debt combined on your primary and any other homes, provide the information below.
 our combined mortgages were less than \$1.1MM included in source documents see answer below
- Property address: _____ Balance @ 12/31/14: _____ Balance @ 12/31/15: _____
 Property address: _____ Balance @ 12/31/14: _____ Balance @ 12/31/15: _____
 Property address: _____ Balance @ 12/31/14: _____ Balance @ 12/31/15: _____
 Property address: _____ Balance @ 12/31/14: _____ Balance @ 12/31/15: _____
23. **Sales tax deduction:** If you purchased items during the tax year, and the sales taxes paid is **GREATER THAN YOUR TOTAL STATE INCOME TAXES PAID** (as reflected on all W-2s plus any estimated taxes paid), it may be deductible. If so, provide either the source document representing the purchase or provide the information below.
 no such purchases or would not exceed threshold included in source documents see answer below
- Item purchased: _____ Sales tax paid: _____
 Item purchased: _____ Sales tax paid: _____
24. **Points paid:** If you paid points when obtaining a mortgage this past year, circle these amounts on your HUD-1 statement and indicate if this mortgage was for a new purchase or a refinance and complete the information below.
 no points paid included in source documents # of years for the loan (REFINANCE ONLY): _____
25. **Cash donations:** There is NO limit to the amount of donations you can deduct, regardless of your income. Provide a summary only (do NOT send us receipts; retain for your files) of cash donations (do not include non-cash donations here) or go to www.gcdadvisors.com/forms.php to download our Client Tax Info Recap file to summarize and then email the completed file to us.
 we made no such donations included in source documents Total to all charities: _____
26. **Non-cash donations:** There is NO limit to the amount of non-cash donations (i.e. clothing, miscellaneous household items, etc.) you can deduct, regardless of your income. If you donated a total of less than \$500, provide ONLY the TOTAL of ALL donations. If more than \$500, provide the information below. Go to <https://satruck.org/Home/DonationValueGuide> to see proposed values per the Salvation Army. If any amount donated is greater than \$5,000, you must provide a signed appraisal. Do NOT include any cash donations in these numbers. Retain receipts for your files and do not send to us.
 we made no such donations included in source documents see answer below
- Charity name: _____ Date donated: _____ Value: _____
 Charity name: _____ Date donated: _____ Value: _____
 Charity name: _____ Date donated: _____ Value: _____
 Charity name: _____ Date donated: _____ Value: _____
 Charity name: _____ Date donated: _____ Value: _____
27. **Health Savings Accounts (HSA):** If you had an HSA through your employer, or on your own, indicate the amounts you funded NOT through your employer. This may or may not have been reported on Form 5498-SA. In addition, if you have an HSA and withdrew money from it during the tax year, confirm that you provided a Form 1099-SA. Go to www.gcdadvisors.com/tax_faqs.php for additional information and to see what qualifies.
 we did not have an HSA Form 5498-SA was included in source documents
 Form 1099-SA was included in source documents see answer below
- Amounts we funded into an HSA, not through our employer, not reported on Form 5498-SA: _____
 Amounts withdrawn from our HSA, not reported on Form 1099-SA: _____
28. **College tuition credit:** If you paid college tuition for your child and your adjusted gross income is less than \$180,000 (\$90,000 if single), you may be eligible for a credit but MUST provide a 1098T. If your income is above these amounts and your child is required to file a return, contact us for proper filing information.
 no such payments exist 1098T included in source documents year in college for your child: _____

29. Dependent care expenses: If any child was under age 13 during the tax year, AND you and your spouse (if any) worked, provide the following information. This does not apply if only one person in a married couple works.

we made no such payments included in source documents see answer below

Name of provider: _____ Fed ID #: _____ Amount paid: _____

Address, City, Zip Code: _____

Which children used this provider: _____

Name of provider: _____ Fed ID #: _____ Amount paid: _____

Address, City, Zip Code: _____

Which children used this provider: _____

Name of provider: _____ Fed ID #: _____ Amount paid: _____

Address, City, Zip Code: _____

Which children used this provider: _____

30. Energy-conscious purchases: A 10% credit can be claimed for various energy-saving improvements made to a taxpayer's primary residence. The credit is based on the cost of these improvements including insulation, exterior windows, exterior doors, water heaters, heat pumps, central air conditioners, furnaces and hot water boilers. The credit is limited to \$500 and further dollar limits apply to specific components (for example, \$200 for exterior windows, \$150 for a furnace). *You cannot take this credit if you took the credit for these items in prior years.* If you made any such improvements in the tax year, indicate how much was paid and what exactly was purchased OR provide a copy of the receipt. Go to www.gcdadvisors.com/tax_issues.php for additional information and to see what qualifies.

we made no such improvements included in source documents see answer below

31. IRA contributions: If you are eligible to fund up to \$5,500 (\$6,500 if over age 50 by the end of the tax year) into an IRA, let us know if you would consider doing so before April 15th for us to record on your tax return.

we would not fund any type of IRA, even if we qualified we would fund a deductible IRA, if allowed

we would fund a non-deductible or Roth IRA, if allowed contact me after preparing our return

32. Existing nondeductible IRAs: If your tax return does not contain Form 8606, reflecting prior nondeductible IRA contributions, it is implying you have never made any such contributions. Check which applies below.

we have never made nondeductible IRA contributions contact me to discuss

we have made such contributions and have included the years and amounts in our source documents

33. Possible funding of Roth IRA: If either you or your spouse DO NOT have any IRA accounts somewhere, there is an allowable way of funding a non-deductible IRA and then converting it to a Roth IRA. Roth IRA growth and distributions are not taxable. Check which applies below.

we both have IRAs so this wouldn't work we are not interested in funding a Roth contact me to discuss

34. College savings plans: You are entitled to a state (not federal) deduction for payments to most state sponsored college savings plans in your home state paid in BEFORE the end of the tax year. For Illinois, this would ONLY apply to College Illinois, Bright Start or Bright Directions. Go to College Information at <http://www.gcdadvisors.com/links.php> for more information.

we made no such payments included in source documents see answer below

Name of plan funded: _____ Amount: _____

Name of plan funded: _____ Amount: _____

35. IRS PIN: Fraud can occur when somebody else fraudulently files your federal tax return. To avoid this, the IRS assigns PINs that we must enter into our software when efilng your return. Although NOT required, you can obtain this PIN yourself as a preventative measure by registering at <https://www.irs.gov/Individuals/Electronic-Filing-PIN-Request> and completing the process to obtain a PIN for BOTH you AND your spouse. It is instantaneous. If interested, please do so NOW and then provide the information to the partner you work with at GCD.

not interested in getting a PIN now included in source documents already have one that GCD has

36. Foreign accounts: You must report any foreign investment or bank accounts. Provide the following:

we had no such accounts included in source documents see answer below

Name and account number of financial institution: _____

Complete address, city, state, zip: _____

Maximum value during tax year: _____ Account was closed before year end: Yes No

Name and account number of financial institution: _____

Complete address, city, state, zip: _____

Maximum value during tax year: _____ Account was closed before year end: Yes No

Name and account number of financial institution: _____

Complete address, city, state, zip: _____

Maximum value during tax year: _____ Account was closed before year end: Yes No

ILLINOIS TAXPAYERS ONLY – check if this entire section is not applicable

37. Use taxes: Illinois requests taxpayers to self-impose a 6.25% use tax on items purchased online or out of state where sales tax was not collected. You are allowed to use an estimate and do not have to provide any details.

no such purchases \$_____ of items where no sales tax was collected.

38. K-12 education costs: Illinois allows a tax credit for tuition, books, and lab fees paid for K-12 students. This is NOT the same as the dependent care costs. If you spent MORE THAN \$250 for all students, provide the information below.

no such payments included in source documents see answer below

Child: _____ Grade: _____ School: _____ City: _____ Amount: _____

Child: _____ Grade: _____ School: _____ City: _____ Amount: _____

Child: _____ Grade: _____ School: _____ City: _____ Amount: _____

Child: _____ Grade: _____ School: _____ City: _____ Amount: _____

ABBOTT OR ABBVIE EMPLOYEES – check if this entire section is not applicable

39. If you exercised any Incentive Stock Options (ISO not Non-Quals), you should have received a Form 3921.

we did not exercise any ISOs Form 3921 included in source documents

40. Confirm you included ALL Form 1099 for all your accounts at UBS. We do not have proper access to these online.

we have no accounts at UBS included in source documents

41. Confirm that UBS 1099s clearly indicate Abbott and Abbvie dividends. These are Illinois tax exempt.

all dividends are indicated there were no such dividends

42. Confirm donations to Common Appeal/United Way are included in your summary of cash donations.

no such donations were made included in cash donations listed elsewhere

Amount to Com Appeal, NOT INCLUDED in previously reported cash donations, was: _____

43. If you did not engage us to contact you quarterly regarding any option exercises or RSU vesting, be sure to include ALL your Advices of Exercises or Vesting from 1/1/15 through today.

there are no such Advices available included in source documents I engaged GCD during the year

44. If you plan to exercise Abbott or AbbVie options or will have RSUs vest, during 2016, provide the info below so we can calculate any possible estimated taxes due.

not applicable included in source documents see answer below

of Abbott RSU shares to vest: _____ # of AbbVie RSU shares to vest: _____

of Abbott options to be exercised: _____ # of AbbVie options to be exercised: _____

ESTIMATED TAX INFO AND FINALIZATION INFO

45. Estimated tax payments already paid for 2015: Even if we helped you with these amounts, to be absolutely sure we record the proper amounts, confirm the information below for federal AND/OR state estimated tax payments paid between 4/15/15 and today. In addition, if you received any letters from either the federal or state governments that changed any overpayment you applied to the current year, from your prior year return, send these to us. We suggest paying all payments online using the information located at www.gcdadvisors.com/tax_payments.php.

- no estimates were paid included in source documents already
- see answer below - **DO NOT INCLUDE AMOUNTS PAID TO FINALIZE YOUR 2014 FEDERAL OR STATE RETURN**

Government agency name: _____ Date Paid: _____ Amount Paid: \$ _____
Government agency name: _____ Date Paid: _____ Amount Paid: \$ _____
Government agency name: _____ Date Paid: _____ Amount Paid: \$ _____
Government agency name: _____ Date Paid: _____ Amount Paid: \$ _____
Government agency name: _____ Date Paid: _____ Amount Paid: \$ _____
Government agency name: _____ Date Paid: _____ Amount Paid: \$ _____
Government agency name: _____ Date Paid: _____ Amount Paid: \$ _____
Government agency name: _____ Date Paid: _____ Amount Paid: \$ _____

46. Estimated taxes due for 2016: Other than what will be included on this current return, let us know if you will generate any additional taxable income (i.e. selling securities, side income, etc.) during 2016 that would require us to set you up with estimated tax payments. Note: Abbott/AbbVie clients should also answer question above.

- there will be no such income included in source documents see answer below

47. Electronic refunds or amounts due: Due to system limitations, we are no longer able to offer to have any amounts due electronically debited. We will provide you with vouchers for you to mail in with a check or you can pay these online using the information available at www.gcdadvisors.com/tax_payments.php. We suggest your refund (if any) be electronically deposited to speed up the process. If interested, complete the info below or provide a blank check.

- will accept paper refund included in source documents use account ending in _____ from last year.
- use this account Routing number: _____ and Account number: _____

48. Missing items: List items you know you are missing so we can remind you after preparation.

Item name: _____
Item name: _____
Item name: _____
Item name: _____

49. Other questions: If there were issues discussed with us during the year, or other issues not requested in this document, that you would like to discuss, list them here.

OTHER SERVICES/OPPORTUNITIES

50. Investment 2nd opinion: At no additional cost, we'd like to review your existing investments to help you determine if they are positioned properly to achieve your goals and are within your personalize risk tolerance.

- let's discuss this before we finalize this tax return we do not need any more info about this topic

51. 401k contributions: Are you aware of the tax law change that allows for after-tax contributions to your 401k to be rolled over to a Roth IRA when you leave your company?
 let's discuss this before we finalize this tax return we do not need any more info about this topic
52. Social security planning: We now can help you with social security maximization techniques. If either you or your spouse are nearing age 62 and either one of you has not already drawn social security, go to www.gcdadvisors.com/social_security.php to learn more about our services.
 let's discuss this before we finalize this tax return we do not need any more info about this topic
53. Estate documents: If you have not created or updated your estate documents, consider doing so. We can provide you with more information and a referral to an attorney that can help you with this.
 let's discuss this before we finalize this tax return we do not need any more info about this topic
54. Survivors Information Listing: Informing your heirs of where to find all your essential documents is a key area in estate planning often overlooked. We have designed a customized document to help with this.
 let's discuss before we finalize this tax return we do not need any more info about this topic
55. Other financial services: Aside from providing you with tax, investment and financial life planning services, we can help you with other areas such as beneficiary designation decisions, lease vs. buy analysis, insurance review, funding a Roth IRA for your working children as an estate gift, and many more.
 let's discuss this before we finalize this tax return we do not need any more info about this topic
56. Financial Life Planner: We have discussed our Financial Life Planner™ in the past. Let me know if you would like us to prepare one for you or provide you with additional information about the many benefits of having one prepared.
 let's discuss this before we finalize this tax return we do not need any more info about this topic
57. Online document storage: If you haven't been to our online Secure Client Portal (SCP) to view your tax documents, we suggest you do so now. It is our intention to help make this an online vault for you to store other secure, important documents (i.e. estate documents, wills, receipts of important purchases, insurance policies, mortgage documents, etc.). Feel free to send us any such documents to post..
 let's discuss this before we finalize this tax return we do not need any more info about this topic

Send this completed document and all source documents by either US Mail or an overnight service, unless ALL are LESS than 40 pages. If LESS than 40 pages, you can elect to send them electronically using one of the methods below.

Preferred method #1 - Fax

- Send all pages as one single fax, not multiple faxes.
- These come to us as an email, through the use of Efax.
- You do NOT have to alert us to the incoming fax.

Preferred method #2 – Email – follow ALL guidelines below

- Do NOT scan in color
- Limit file size to 10MB
- Confirm that nothing is password protected
- Only email to the partner you work with. Do NOT cc anybody else at our firm.
- Send only a single email.
- Consolidate all pages to a single file
- Do NOT send zip files.

Last resort – Upload at www.gcdadvisors.com/upload.php. *This uploading function is a separate system and is NOT related to our Secure Client Portal (SCP)*

- This is ONLY to be used if you are concerned about email security.
- Do NOT scan in color
- Confirm that nothing is password protected
- Consolidate all pages to a single file
- Only upload to the partner you work with. Do NOT upload to anybody else at our firm.
- Do NOT use Dropbox, Google Drive or any other file storage method.
- Upload only once, not multiple times.
- Do NOT send zip files.

THANK YOU VERY MUCH!