2017 Tax Year Questionnaire. Please check all questions that apply to you.

- ☐ Did your marital status change during the year? If yes, please explain.
- ☐ Did your address change during the year? If yes, please provide updated address and date of move.
- ☐ Could you be claimed as a dependent on another person's tax return for 2017?
- ☐ Were there any changes in dependents? If yes, please explain.
- ☐ Were any of your unmarried children who might be claimed as dependents 19 years of age or older at the end of 2017?
- ☐ Did you have any children under age 19 or full-time students under age 24 at the end of 2017, with interest and dividend income in excess of $1,050, or total investment income in excess of $2,100?
- ☐ Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents?
- ☐ Did you receive any disability income, unemployment, or social security? Provide forms 1099-G, SSA-1099, etc.
- ☐ Did you have any foreign income or pay any foreign taxes? Provide information statements.
- ☐ Did you start a business, purchase rental (or make improvements) and want to make the small taxpayer safe harbor election to expense costs that would otherwise be capitalized, under IRS Tangible Property Regulations of up to $10,000, need policy in place, or acquire an interest in a partnership, S corporation, or trust (attach K-1's)? Note: due date for these entity returns is March 15th.
- ☐ Did you purchase or dispose of any business assets, including unreimbursed employee business expenses (furniture, equipment, vehicles, real estate, material and supplies, etc.), or convert any personal assets to business use and want to make the de minimis safe harbor election under the IRS Tangible Property Regulations? (need policy in place to expense $2,500 or less.)
- ☐ Did you buy or sell any stocks, bonds or other investment property in 2017? Provide brokerage statements showing sales and cost basis so I can calculate your gain or loss. Attach all 1099-B's and 1099-S.
- ☐ Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan, include a copy of your closing settlement statement and year-end mortgage statements?
- ☐ Did you make any residential energy purchases involving solar energy sources or purchase a "new" plug-in electric vehicle (note: CA plug in vehicle rebate is taxable)?

2017 Tax Year Questionnaire. Please check all questions that apply to you.

- ☐ Did you have any debt canceled or forgiven including credit cards or real estate? (provide 1099-C/1099-A)
- ☐ Does anyone owe you money which has become uncollectible? (Note: the IRS considers loans between family members to be "gifts" unless your documentation of the debt and substantiation of uncollectability is complete).
- ☐ Do you have any out-of-state or internet purchases for which California Sales Tax was not charged? If so, California Use Tax needs to be calculated and reported.
- ☐ Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.), provide 1099R? (If age 70.5 a required minimum distribution may be required.)
- ☐ Did you make, or plan to make, a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
- ☐ Did you transfer or rollover any amount from one retirement plan to another retirement plan, provide 1099R? (Only one rollover is allowed per year, direct transfers between IRA's by trustees does not trigger this limitation.)
- ☐ Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA in 2017?
- ☐ Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program and use for qualified education expense? (provide 1099Q)
- ☐ Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school and pay during current year? (provide form 1098-T. No credit allowed without this form)
- ☐ Did you incur a loss because of damaged or stolen property that exceeds 10% of your adjusted gross income?
- ☐ Did you work out of town for part of the year and incur expenses for which you were not reimbursed?
- ☐ Did you use your car on the job (other than to and from work) and have written records? If yes provide mileage
- ☐ Did you apply an overpayment of 2016 taxes to your 2017 estimated tax (instead of being refunded)?
- ☐ If you have an overpayment of 2017 taxes, do you want the excess applied to your 2018 estimated tax (instead of being refunded)?
- ☐ Do you expect your 2018 taxable income and withholdings to be different from 2017? If so, we need to discuss if need to make estimated tax payments for 2018.

2017 Tax Year Questionnaire. Please check all questions that apply to you.

- ☐ Federal and state laws require that tax returns be filed electronically. There will be an additional preparation fee of $75, if you request paper filing. Sign e-file authorization form by April 13th unless your returns are extended.
- ☐ 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?
- ☐ May the IRS discuss your tax return with your preparer?
- ☐ Did you have an interest in or signature authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account, including foreign trusts? You are required to report their existence.
- ☐ Was your home rented out or used for business? Please explain.
- ☐ Did you incur moving expenses due to a change of employment (over 50 miles)?
- ☐ Did you engage the services of any household employees and need to file payroll reports?
- ☐ Were you notified or audited by either the Internal Revenue Service or the State taxing agency? If you received a PIN letter, please attach.
- ☐ Did you or your spouse make any gifts to an individual that total more than $14,000, or any gifts to a trust?
- ☐ Did you (your employer) or your spouse (spouse's employer) contribute or withdraw funds used for unreimbursed qualified medical expenses, from a health savings account(HSA)? Provide 5498SA/1099SA
- ☐ Do you want your tax refunds directly deposited in your bank? If yes and your bank account information changed within the last twelve months, provide updated bank account #.
- ☐ Did you pay estimated taxes for 2017? If yes, please provide detail for amounts and dates paid.
- ☐ Do you want me to file an extension on your behalf? If yes, I will let you know if I need additional information. Extended returns are due 10/15.
- ☐ Did you have CA FTB withholding for a sale of real estate? If yes, attach form 593-B.
- ☐ Did you incur medical expenses that exceeds 7.5% of your adjusted gross income? If yes provide total amount.
- ☐ Did you make charitable contribution of $250 or more? If yes, please attach statement or letter from the charities. If the value of your donated goods exceeds $5,000, attach appraisal.

2017 Tax Year Questionnaire. Please check all questions that apply to you.

- ☐ Do you own a business and paid anyone $600 or more while doing business? If yes, you may be required to file 1099s.
- ☐ Do you invest your IRA funds in a limited partnership that earned $1,000 or more this year? If yes, you may be subject to additional tax and filings for this as unrelated business income (UBI) and need to check with your plan administrator.
- ☐ Are you over age 70 ½ and directly transferred IRA fund to an eligible charity? You can transfer up to $100,000 per year and include as part of your RMD.
- ☐ Were you a resident of, or did you have income from, more than one state during the year? If yes, provide details.
- ☐ Did you and all members of your household maintain minimum essential health coverage for all months of 2017? If yes, attach form 1095-B or 1095-C.
- ☐ Did you or your family receive any advance premium tax credits? If yes, attach form 1095-A.
- ☐ Did you receive or pay spousal support (payment must be court ordered to deduct)? If yes, provide amount.
- ☐ If you, or your spouse, have self-employment income, do you want to make a retirement plan contribution?
- ☐ Were you granted, or did you exercise any stock options? If yes, provide details.
- ☐ Do you have records to support business travel, entertainment, or gift expenses? The law requires you document, time and place, date, business purpose.
- ☐ Did you incur expenses as an elementary or secondary educator? If yes, how much?
- ☐ Do you have any child care expenses? Please include day care provider's name, address, phone # and TIN or SSI #
- ☐ If you, or your spouse, have self-employment income and paid health insurance premiums. Please include.
- ☐ Did you receive gambling winnings? Attach W2G and statement of losses.
- ☐ Did you pay interest on a student loan? If yes, provide amount.

Please list any questions or concerns you might have.