

2023 Tax Questionnaire. Please Check all questions that apply to you.

- Do you and/or your spouse want to allocate \$3 to the Presidential Election Campaign Fund?
- May the IRS discuss your tax return with your preparer?
- Did you receive, sell, send, exchange, or otherwise acquire any financial interest in virtual currency? If yes attach documentation.
- I file all federal and state tax returns electronically(e-file) unless you opt out. Are you opting out of e-file for an additional fee of \$150?
- Did your marital status change during the year? If yes, please explain.
- Did your address change during the year? If yes, please provide an updated address and date of move.
- Were you a resident of, or did you have income from more than one state during the year? If yes, provide details.
- New clients: Provide date of birth for you, your spouse, and your dependents and your spouse's email address.
- Could you be claimed as a dependent on another person's tax return for [ORGTAXYEAR]?
- Were there any changes in dependents? If yes, please explain. Provide SSI# and DOB for additions.
- Do you want your tax refunds directly deposited to your bank? If yes provide your bank account information, routing, and account numbers.
- Do you want your tax balance due and estimated taxes directly withdrawn from your bank account? If yes provide your bank account information, routing, and account numbers.
- Did you pay estimated taxes for 2023? If yes, please attach details for amounts and dates paid, and reconfirm dates and amount previously provided to you.
- Did you apply an overpayment of [ORGPREVTAXYEAR] taxes to your [ORGTAXYEAR] estimated tax (instead of being refunded)? Please confirm the amounts.
- Do you expect your [ORGNEXTTAXYEAR] taxable income and withholdings to be different from [ORGTAXYEAR]? If yes, we need to discuss if you need to make estimated tax payments for 2024. Provide details for 2024.
- 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 10/15/24.
- Were you notified or audited by either the Internal Revenue Service or the State taxing agency? attach notice. If you received a PIN letter, attach.
- Did you or your spouse make any gifts to an individual or trust that total more than \$17,000? If yes, provide details.
- Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan? Provide copy of settlement statements and year-end mortgage statements for all mortgage loans you had during the year on all real estate.
- If you have a home mortgage, was the debt balance used to purchase or improve this home? If not, explain.
- Did you make any residential energy-efficient improvements, or did you make purchases involving solar, wind, geothermal or fuel cell energy sources? Provide detail.
- Did you purchase a new or used electric vehicle that qualifies for the clean vehicle credit? Attach paperwork include VIN.
- 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 & annuity. You are required to report their existence. Please provide detail.
- Did you have any foreign income or pay any foreign taxes? Provide information statements. As a reminder, income from all foreign sources must be reported.
- Did you timely file FBAR (FinCEN-filed through BSA e-filing system) this is not included in this tax filing. Due 4/15 w/automatic extension to 10/15) attach copy if applicable.

2023 Tax Questionnaire. Please Check all questions that apply to you.

- Did you have any debts cancelled (do not include PPP loans) or forgiven including credit cards or real estate? (Provide 1099-C/1099-A)?
- Did you receive any taxable disability income, unemployment, or social security? Provide forms 1099-G, SSA-1099.
- Did you receive or pay spousal support (Federal Law: payment must be court ordered pre-2019 to deduct)? If yes, provide the amount and date of divorce decree.
- Did you receive gambling winnings? Attach W2G/1099 and statement of losses.
- Did you pay interest on a student loan? If yes, provide the amount. Applies to income under \$185K MFJ \$85K single.
- Did you buy or sell any stocks, bonds, or other investment property in 2023? Provide brokerage statements showing sales and cost basis so I can calculate your gain or loss. Attach all 1099-B's & 1099-S.
- Did you exercise stock options, ISOs, or purchase ESPPs, receive RSUs(NQSOs) and subsequently sell? Provide documentation.
- Did you have CA FTB withholding for a sale of real estate? If yes, attach form 593-B.
- 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 collectability is complete.
- Did you incur expenses as an elementary or secondary educator including disinfectant supplies? If yes, how much?
- Did you turn 73 years old in 2023 and required to take RMD?
- 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. Provide detail
- Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.) Provide 1099R.
- 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 IRAs by trustees does not trigger this limitation.)
- Did you convert all or a portion of your traditional, SEP, or SIMPLE IRA to a Roth IRA in [ORGTAXYEAR]. Provide details.
- Did you, or your spouse contribute to a traditional or ROTH-IRA for tax year 2023, provide detail.
- If you, or your spouse, have self-employment income, do you want to make a retirement plan contribution by the due date of your tax returns or extended due date? If yes, do you have a SEP, or Solo 401K? Do you want to contribute the maximum?
- Did you have any children under age 19 or full-time students under age 24 at the end of [ORGTAXYEAR], with interest and dividend income in excess of \$1,250, or total investment income in excess of \$2,500?
- Were any of your unmarried children who might be claimed as dependents 19 years of age or older at the end of [ORGTAXYEAR]? If not a full-time student, is child's income \$4,700 or more?
- Did you pay childcare expenses? Please include childcare provider's name, address, phone # and EIN or SSI#.
- Did you, your spouse, or a dependent incur tuition expenses that are required to attend a college, university, or vocational school? Provide form 1098-T. No credit allowed without this form or AGI above \$180K.
- Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program? Did you use it for qualified education expenses? (Provide 1099Q)
- Did you cash any Series EE or I, U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents? Applies to income under \$167.8K MFJ and \$106.8K single.
- Did you and your dependents have healthcare coverage for the full year? Attach forms 1095-B, 1095-C or 1095-A, California requires proof.
- Did you or your family receive advance health premium tax credits? If yes, attach forms 1095-A. Your tax return will be rejected by IRS if you fail to provide this form to me. I charge a \$77 fee if rejected for your failure to provide form.
- 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 not FSA)? Provide 5498SA/1099SA.

2023 Tax Questionnaire. Please Check all questions that apply to you.

- Did you incur medical expenses that exceed 7.5% of your adjusted gross income? If yes provide total amount.
- Did you incur a loss because of damaged or stolen property which exceeds 10% of your adjusted gross income due to a federally declared disaster?
- Did you work out of town for part of the year and your employer did not reimburse? CA deduct only, unless self-employed. Provide details.
- Did you incur moving expenses due to a change of employment over 50 miles? Applies to CA tax return only. Provide details.
- Did you use your car on the job (other than to and from work)? and have written records? If yes provide mileage. CA deduct only, unless self-employed.
- Was your primary or vacation home rented out or used for business? Please explain.
- Do you have a rental activity and would like to discuss the qualifications to apply the 20% QBI deduction if shows a profit? Do you consider your rental activity a business? Please explain.
- Did you invest in an opportunity zone fund? Please explain or attach documentation.
- Did you invest in a partnership or S corporation? Please attach K-1's unless I prepared.
- Did you start a new business, purchase, or dispose of business assets (furniture, equipment, vehicles, real estate), or convert personal assets to business use in 2023? Attach detail.
- Do you have records to support business meals, travel, entertainment, or biz gift expenses you are deducting? The law requires you to document, time, place, date, and business purpose.
- If you have a business which employs workers, did you claim the employee retention credit or FFCRA paid leave credit in 2023? If yes, attach quarterly payroll tax return filings.
- Did you make charitable contributions of \$250 or more? If yes, please attach a statement or letter from the charity. If the value of your donated goods exceeds \$5,000, attach appraisal.
- Provide the amount of out-of-pocket expenses you incurred while performing charity work, including mileage.
- Do you own a business (or qualified business rental property) and pay anyone \$600 or more while doing business? If yes, did you file required 1099s?
- Did you pay an individual as a household employee(i.e.nanny)? 2023 threshold is \$2,600 to file federal payroll tax returns.
- Do you have out-of-state or internet purchases for which California Sales Tax was not charged? If yes, provide. California use tax must be calculated and reported.

List any concerns not addressed in other questions.