

Please complete this **2023 TAXPAYER QUESTIONNAIRE** to assist us in the accurate preparation of your tax returns. Respond "Y", "N", or "N/A" to each inquiry and provide detail if necessary.

**CLIENT NAME:** \_\_\_\_\_

\_\_\_\_\_ Is the address shown on W-2s or 1099s your current mailing address?

\_\_\_\_\_ If your occupation or job title has changed, please provide \_\_\_\_\_

\_\_\_\_\_ Has your marital status changed since your last return?

\_\_\_\_\_ Please provide the names of dependents you plan to claim this year \_\_\_\_\_

*A copy of the Social Security card is required for any new dependent along with date of birth.*

\_\_\_\_\_ **Did you make any estimated tax payments? If yes, you must provide copies of Federal and State cancelled checks or a list showing check #, date paid, payee, and check amounts.**

\_\_\_\_\_ Do you want any overpayment of taxes applied to next year's estimated taxes?

\_\_\_\_\_ Do you want any refunds directly deposited to your bank account?

\_\_\_\_\_ **Provide bank account for refunds:** \_\_\_\_\_ **Same account as last year** OR \_\_\_\_\_ **Voided check attached**

\_\_\_\_\_ Did you receive any Forms 1095-A, 1095-B, or 1095-C pertaining to health insurance coverage? **If you have insurance from the Marketplace you must provide Form 1095-A.**

\_\_\_\_\_ Have you sold any stock outside of your 401k, IRA, etc.? If yes, provide stock sale details.

\_\_\_\_\_ Did you receive any unemployment compensation in 2023? If yes, provide 1099.

\_\_\_\_\_ Did you receive, sell, send, exchange, or acquire any financial interest in any virtual currency in 2023?

\_\_\_\_\_ Did you receive any income from AirBNB, Lyft, Uber, or any other consumer to consumer program?

\_\_\_\_\_ If self-employed, did you pay health insurance, supplemental, and/or long-term care insurance premiums? If yes, provide amount of premiums paid for each in 2023.

\_\_\_\_\_ **If self-employed, have you provided gross sales by state and/or locality? If 100% of revenue was not earned in Nelson County/Bardstown this must be specified. If you provided sales or services to customers located outside the state of Kentucky this must be specified.**

\_\_\_\_\_ Do you use a personal vehicle for self-employed business, rental, or farm purposes? If yes, please provide the number of business miles driven and the total (business and personal) miles driven on the vehicle for the year.

\_\_\_\_\_ Did you buy, sell, or trade-in any assets used for self-employed business, rental, or farm purposes? If yes, provide invoice and details regarding the transaction, including trade-in value.

\_\_\_\_\_ Did you receive any gambling winnings? If yes, please provide Form W-2G and the amount of gambling losses.

\_\_\_\_\_ Did you receive debt forgiveness or become insolvent during 2023? If yes, provide 1099-C.

\_\_\_\_\_ Did you sell and/or purchase a principal residence or other real estate? If yes, indicate the transaction type and provide the closing statement.

\_\_\_\_\_ Did you refinance during 2023? If yes, provide a copy of the closing documents.

*Also, what did you do with any proceeds? Per IRS requirements this determines the deductibility of interest. Without details on how you used the funds we cannot deduct the mortgage interest.*

\_\_\_\_\_ Did you make gifts or transfer real estate or assets to your children or others in 2023 valued at over \$17,000? If yes, please discuss this with us to determine if you need to file a gift tax return.

- \_\_\_\_\_ **Did you install any qualifying energy efficient products in 2023 (exterior windows or doors, insulation, heat pump, woodstove, boiler, wind, solar, or geothermal)? If so, provide documentation of purchase.**
- \_\_\_\_\_ Did you buy an electric vehicle that qualifies for a tax credit or install electric vehicle charging equipment? If so, provide documentation of purchase.
- \_\_\_\_\_ Did you incur any classroom expenses as a primary or secondary school educator? If yes, provide amount.
- \_\_\_\_\_ Did you pay someone to care for a dependent under 13 years old to work or attend school full-time? If yes, provide the amount, name, address, and ID# of the provider.
- \_\_\_\_\_ Did you pay any student loan interest? If yes, provide the year-end statement.
- \_\_\_\_\_ Did you pay higher education expenses in 2023? If yes, provide the 1098-T and a listing of actual expenses paid for tuition, books, supplies, and equipment.
- \_\_\_\_\_ Do you need to report out-of-state or online purchases which had no KY sales tax paid on them? If yes, please provide the sales tax amount to report.
- \_\_\_\_\_ Do you have documentation for all charitable contributions listed?
- \_\_\_\_\_ Did you make any non-cash contributions? If yes, provide receipts with the description and thrift shop value. **Please do not leave Goodwill receipts blank or your deduction will be zero.**
- \_\_\_\_\_ Did you have any charitable contributions deducted from your paycheck? If yes, provide check stub.
- \_\_\_\_\_ **Do you have an IRA (Traditional or ROTH), SEP, or SIMPLE retirement fund? If yes, please provide the value of the account as of 12/31/23 as shown on your year-end statement or request this value from your investment advisor. This information is required by IRS.**
- \_\_\_\_\_ Did you receive a distribution from your IRA in 2023? If yes, please provide Form 1099-R.
- \_\_\_\_\_ **Did you make a qualified charitable distribution from your IRA? If so, please provide documentation to substantiate the amount (i.e. letter from charity).**
- \_\_\_\_\_ Did you or your spouse contribute to an IRA (Traditional or ROTH), SEP, or SIMPLE retirement fund? If yes, provide the amount, tax year it was contributed for, and date of contribution.
- \_\_\_\_\_ Did you or your spouse complete a Roth conversion in 2023? If yes, provide documentation.
- \_\_\_\_\_ Do you have a health savings account (HSA)? If yes, please provide the 2023 contribution and distribution amounts and balance of HSA account at 12/31. **We must have Forms 1099-SA and 5498-SA.**
- \_\_\_\_\_ Do you have a financial account, a business interest, or a foreign business ownership with a value over \$10,000 in a foreign country (not through a mutual fund)?

***This year we are requiring all clients with access to email to receive their completed tax returns electronically.*** If you choose to opt out of electronic receipt you will be charged an additional fee. Please provide below the email address you would like associated with electronic receipt of your tax return.

\_\_\_\_\_ Opt out of electronic receipt of your tax return (additional charge)

**PAYMENT FOR SERVICES IS DUE UPON COMPLETION OF THE TAX RETURN. THE MINIMUM TAX PREPARATION FEE THIS YEAR IS \$800.**

Please provide the following contact information and place a checkmark by the method you prefer.

- Home \_\_\_\_\_  Cell \_\_\_\_\_
- Work \_\_\_\_\_  E-mail \_\_\_\_\_