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DATA COLLECTION CHECKLIST + QUESTIONNAIRE FORM (TAX YEAR) **2019** **RECURRING CLIENT**

TAXPAYER (TP) NAME & SPOUSE (SP): ____

PLEASE PROVIDE ALL OFFICIAL TAX FORMS YOU MAY RECEIVE AND AMOUNTS. BE COMPLETE, YOU ARE RESPONSIBLE FOR THE INFORMATION BEING REPORTED ON YOUR RETURN.

Please clearly indicate if there were any ***CHANGES FROM PRIOR YEAR*** to the following and also describe all ***CURRENT YEAR ITEMS*** in the checkboxes below:

ADDRESSS ____ **OCCUPATION** TP: ____ **OCCUPATION** SP: ____

HOME PHONE ____ WORK PHONE TP: ____ CELL PHONE TP ____

EMAIL ADDRESS TP: ____ SP: ____ CELL PHONE SP ____

NEW? SSN DOB

WE WILL EFILE YOUR RETURNS AND WILL BE LISTED AS A THIRD PARTY DESIGNEE AND PAID PREPARER. ANY CONFLICTING INFO PROVIDED WILL NEED TO BE DISCUSSED.

How would you like us to deliver your completed return to you? ☐ Portal/Fax/Electronic ☐ USPS Regular Mail (add'l $5) ☐ Client will Pick-Up

* If you are due a **REFUND**, how do you want to receive it? **DIRECT DEPOSIT** or **MAILED** to you? ☐ Would you like RFD: SPLIT between accounts ☐ RFD to Purchase US SVG BOND

or, If you **OWE**, how do you want to PAY? MAIL A CHECK PAYMENT or DIRECT WITHDRAWAL PAYMENT? You will choose a withdrawal payment date when you sign.

* Is your **BANKING INFORMATION** still the **SAME for** DIRECT DEPOSIT or DIRECT WITHDRAWAL - NEW |SVG / CKG | ROUTING#__________ ACCT#__________

* Would you like to donate to the **presidential election fund** ($3) YOU? ______ SPOUSE?___ Party?____ ☐ NO

* Amount you would like to donate to the **MN Nongame Wildlife** - YOU? $______ SPOUSE? $ _______ ☐ NO

*You elect NOT to purchase Protection Plus **Audit Insurance**, unless circled here. YES Add'l Fee: $99.95. ☐ NO

States of Residence in 2019?

ANY FILING STATUS CHANGES? ☐ **N/A - NO STATUS CHANGES** or EXPLAIN CHANGES and INDICATE NEW STATUS BELOW : AS OF **DECEMBER 31, 2019:**

☐ *Single All Year (Not married during any month).*
☐ *Married All Year. Lived with spouse all year.*
☐ *Qualifying Widow(er) with minor child - Yr Sp Died_______*
☐ *Got Married during the year- (Date you got married?)*
☐ *Got legally separated during year - (Date of separate maintenance decree?) Did you live with spouse during last 6 months?*
☐ *Got divorced during year - (Date of final decree?)* ☐ *Head of Household - Nondependent Name/SSN ___________*

Y | N Can anyone else claim you, or your spouse **as a dependent on their return**? Explain.
Y | N In 2019 were you **legally blind** or totally/permanently **disabled?** Y | N Is your Spouse Blind / Disabled? Y | N Are any dependents Blind / Disabled?
Y | N Were you in a Registered Domestic Partnership, civil union or same-sex marriage during the current year?
Y | N Did any **births, deaths, marriages, divorces, or adoptions** occur in your family since last year? **Explain Details**: {dates, decree, legal names, ss#, DOB}:

DEPENDENTS ☐ **N/A - NO DEPENDENTS** Y | N ***Each DEP lived with YOU ALL 12 months, YOU provide > 50% SUPPORT, & NO ONE ELSE can claim. If no, explain.***

Y | N Have there been any **changes in your dependents** from last year? **[NEW? NEED**: Relationship, Full Legal Name, SS#, DOB, FT Student, Disabled, # Months live with you]
Y | N Did you pay more than 50% of all the home operating costs of keeping up an entire home? Y | N Are the costs of your home being shared with anyone?
Y | N Did you pay towards the support or fully **support** anyone else who you are **not claiming as a dependent** (such as a parent)? Describe details, amounts, etc.
Y | N Did you pay any dependent care/**daycare** expenses for a child or other dependent so you could work? **(Provider name, address, ID#, Amount)**
Y | N Did you engage the service of any **household employees**? Y | N Did any dependent work or have income > $4,200?
Y | N Did any **dependents** under age 19 (or 24 if a full time student) receive more than **$1,100** in unearned or **investment income**?

EDUCATION/SCHOOL ☐ **N/A - NO EDUCATION/SCHOOL TAX ITEMS**

Y | N Did you pay any qualified school expenses or training paid for a child in grades **K-12**? (List Expenses by type for each child (Drv Ed, Music,Tutor, HomeSch) (*MN*)
Y | N Were either you, your spouse, or any children < the age of 24, considered a **student** during 2019? Full-time, part-time?
Y | N Did you, your spouse or any dependent incur any **college/post secondary educational costs and expenses?** (1098T form and expense totals).
Y | N Did you, spouse, or dependent receive any **scholarships**? Source(s) and amount(s) received?
Y | N Did you, your spouse, or any dependents have any distributions from any **529 plan** or other education savings plans? (Form 1099-Q)
Y | N Did you pay any **student loan interest** for yourself, your spouse, or for a dependent that you co-signed a student loan for? (Form 1098E)
Y | N Amount of original student loan balance paid towards school expenses and principal payments made on loan during the current year? (*MN*)
Y | N **Are you a qualified educator**? Did you pay for any supplies for use as an eligible educator? (Teacher, teacher aide, counselor, etc). Amount?

HEALTH CARE ☐ **N/A - NO HEALTH CARE TAX ITEMS** *PROOF OF HEALTH INSURANCE IS NOT NEEDED FOR 2019 TAX PREPARATION (Forms 1095-C or Form 1095-B)*

Y | N Did you use or have any **DISTRIBUTIONS** from an **HSA (Health Savings Account)**, Archer MSA or Medicare Advantage MSA **(Include form(s) 1099-SA).**
Y | N Did you make any outside **contributions** to an **HSA, that were not administered thru your work**/reported on your W2? **(Include Amounts & form(s) 5498-SA).**
Y | N Did anyone in your household have a MNSure Marketplace (public exchange) insurance plan during 2019? (**Include form(s) 1095A** - is still required for 2019).
Y | N **Self-employed**? Did you self-pay for any **health or long term care insurance premiums** through your business? Amount of premiums paid during 2019?
Y | N Did you make premium payments towards or receive payments from a **Long-Term Care** insurance contract? Who, Amount, Ins Co, Policy#. (*MN*)

INCOME ☐ **N/A - NO INCOME** Y | N ***Have you included all income forms and statements with your paperwork?***

Y | N **Wages**? (Include form(s) **W-2**). How many jobs did you have last year? ________ Your spouse? _________
Y | N **Unemployment compensation**? (Include form(s) **1099-G**). Y | N Any other misc income? Ex: jury duty.
Y | N **Interest** income? (Include form(s) **1099-INT**). Y | N Did you redeem any CD's or U.S. **savings bonds**?
Y | N **Dividend** income? (Include form(s) **1099-DIV**).
Y | N Did you receive any **tax-exempt** income, such as interest or dividends from municipal bonds or a mutual fund account?
Y | N **Social Security** or **Railroad Retirement** benefits? (Include form(s) **SSA-1099, RRB-1099**).
Y | N Did you receive any **retirement income** or distribution payments **from a pension, annuity, or IRA**? (Include form(s) **1099-R**).
Y | N Self employment income, commissions, or non-employee compensation? (Include form(s) **1099-MISC**).
Y | N Did you receive income from a sharing economy activity (**Airbnb, Uber, Lyft**). Y | N Did you **barter** your services for goods/services from someone else?
Y | N Did you receive cash/check/virtual currency payments for work performed that was **not reported to an employer** or on a W2 or a 1099? Ex: Any **Tip income**? Amount?
Y | N **Gambling** income? (Include form(s) **W-2G**). Also, be sure to include any gambling expenses, if any, from your detailed spending log.
Y | N Did you RECEIVE or PAY any **Alimony**? Amount? __________Soc Sec # of person paid: _________________Year divorce was finalized?_________
Y | N Did you have any credit card or **debt cancelled**, forgiven, foreclosed, or restructured or a bankrupcy finalized? (Include details and **1099-C** or **1099-A**)
Y | N Did you receive a **state or local or property/rent refund**, or a refund of any other deduction you itemized in a prior year? (Attach **1099-G** and amount).

FOREIGN REPORTING ☐ **N/A - NO FOREIGN TAX ITEMS:** ***YOU DID NOT HAVE ANY ASSOCIATION WITH ANY FOREIGN ASSETS, BANK ACCOUNTS, ETC.***

Y	N	Did you receive income from a foreign source or pay taxes to a foreign government? Did you own or have an interest in or signature authority over a financial account or property in a foreign country? Were you the grantor of or transferor to a foreign trust?
Y	N	Would any dependent or other person living in your household NOT be considered a **US citizen** or resident?

RETIREMENT & OTHER PLANS ☐ **N/A - NONE**

Y	N	Did you receive any funds from retirement plan distribution that you rolled over into another plan or convert to a traditional IRA to a Roth IRA?
Y	N	Did you make any **contributions to a retirement plan** that is **not reported on your W2**? (401(k), IRA TRAD, IRA ROTH, SEP, SIMPLE, Qualified Plan, etc.)?
Y	N	Did you have a contribution into any **529 college Svg plans** or an Achieving a Better Life Experience **(ABLE) savings** acct? (*MN*)

INVESTMENTS, PURCHASES, SALES, GAINS, AND LOSSES ☐ **N/A - NO INVESTMENTS, PURCHASES, SALES, GAINS OR LOSSES** ☐ ***Sale Organizer Needed?***

		Enclose any new Purchase/Sales/Contract Agreements or Closing Papers. And remember, basis, dates and specific historical details are important!
Y	N	At any time during 2019, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency (ex: bitcoin)?
Y	N	Did you have any capital loss or net operating loss carryover items from a prior year?
Y	N	Did your address change? Did you purchase a **home** or sell a main principal residence?
Y	N	Did you incur **moving** expenses during the year due to a change of employment more than 50 miles away? Did you have any reimbursement for exp?
Y	N	Did you claim a **First-time Homebuyer** Credit in 2008? Has there been a change in use of the home?
Y	N	Did you sell any **real estate** (other than your home) during the year? (Form **1099-S**)
Y	N	Did you sell any other **personal assets** at a gain? or Did you purchase or sell a new vehicle, aircraft or boat that you paid sales tax on?
Y	N	Did you **sell** or receive any assets using the installment method? Y N Did you make a **loan to someone** at an interest rate below market rate?
Y	N	Did you own an interest in a Real Estate Mortgage Investment Conduit (**REMIC)**? Y N Do you have any **short sales, commodity sales, or straddles**?
Y	N	Did you incur a theft, condemnation, or **casualty loss** attributable to a federally declared disaster?
Y	N	Did you have any security or investment become **worthless** during 2019? Did any loans or debts due to you become worthless / **uncollectible** during 2019?
Y	N	Did you buy or sell any **investments** or stocks or bonds or virtual currency? Y N Were you granted, or did you exercise any stock options during 2019?
Y	N	Did you receive stock from a **stock bonus plan** with your employer? Did you receive a Form 2439 SH Undistributed LTCG?
Y	N	Did you **exchange** any securities or investments or property for something other than cash (ex: another property)?

BUSINESS, RENTAL, FARM ☐ **N/A - NONE**

Y	N	Did you own a business interest or start / acquire a **new business** or interest in a partnership, corporation, LLC, farming activity, or other venture?
Y	N	Did you receive, or expect to receive, a **Schedule K-1** (or substitute K-1) from a trust, estate, partnership, or S corp?
Y	N	Did you include an organizer and **Summary of Income and Expenses** for each **Business** or **Rental** or **Farm**? ☐ Business Organizer Needed?
Y	N	If you own rental property, do you qualify as a **Real Estate Professional**? ☐ Rental Organizer Needed?
Y	N	Did you sell any part of an existing business, a rental, or a farm? Did you cease operating a business? ☐ Farm Organizer Needed?
Y	N	Did you pay anyone >$599 for services or for rent? Did you file and give out **1099 MISC Forms** to them at year end? (Rent, subcontractor work, etc)
Y	N	Did you use part of your home for business purposes, such as an office?
Y	N	Did you purchase any furniture or equipment for your business?
Y	N	Did you make any major capital **improvements** to your business, rental, or farm properties?
Y	N	Did you sell any business assets or remove any of your business assets for personal use?
Y	N	Did you make any **contributions** to a Keogh or a self-employed SEP plan for the current tax year?
Y	N	Did you puchase or **buy any items** that **did not include sales tax** (ex: acquired out of state, online or by mail order)?

Did you have a filing requirement for:
- ☐ **Sales Tax**
- ☐ **Payroll Tax**
- ☐ **Information Returns, 1099**

Who files and prepares these for you?

OTHER DEDUCTIONS ☐ **N/A - NO DEDUCTIONS** ☐ Itemize Organizer Needed?

Y	N	Did you purchase/install any **energy efficient** home items (ex: furnace, windows, insulation), **or** any **solar** improvements or property or a 'clean fuel' or **electric hybrid** vehicle?
Y	N	Did you make any cash or non-cash **DONATIONS**? (Provide receipts if total > $500). Did you donate a vehicle or an interest in a property? (*MN*)
Y	N	Did you incur any mileage driving for charity? Y N Did you incur any out of pocket medical expenses or mileage driving for medical reasons?
Y	N	Did you take out, or refinance, or have a **MORTGAGE** or **home equity** loan? **Form 1098INT**. Have a loan on a boat/RV with toilet, sleeping & basic living facilities?
Y	N	Did you pay **PROPERTY TAXES** on property you owned? Include **Property Tax Statement**. Pay for vehicle license **TABS** > MN base? Pay **sales tax** on a large purchase?
Y	N	Were you **required** to buy **UNREIMBURSED** items for work? RQD to **use your car** on the job (NOT commuting) or work out of town for part of year? (*MN*)

MISCELLANEOUS ☐ **N/A - NONE**

Y	N	Did you pay any **ESTIMATED TAX** payments or apply last year's refund to this year? Provide date & amount of each payment, and who (FED/STATE) each pmt was sent to.
Y	N	Did you become aware that you were a **victim of identity theft** in 2019. ☐ Victim of Identity Theft? IP PIN
Y	N	Did you received any tax related letters, **notices,** or correspondence from the IRS or state? **Audit** or other inquiry or changes to a prior return?
Y	N	Were either you or your spouse in the **military** or National Guard? Did you receive any **military related income** in the current year? Source(s)?
Y	N	Indicate if you made any **gifts of > $15,000** to any one person? Y N Did you receive any gifts valued > $15,000?
Y	N	Did you have earned income credit, child tax credit or the hope / american opportunity credit in prior years? Y N Were any of these credits ever disallowed?
Y	N	Have you paid alternative minimum tax (AMT) in previous years? Y N Did you live in an area that was declared a **Federal disaster area**? Where?
Y	N	Did you file Form 8839, Adoption Credit, in a previous year or incur prior or current year **adoption expenses**?
Y	N	Did you receive employer-provided **adoption** benefits? Was an adpotion finalized in the current year? Was it international?

Any questions you would like to ask: ______________________________

Y	N	Do you expect any major changes in the upcoming year?(Retire,dependents).Please provide the details. ☐ ***Full Tax Planning Needed?***
Y	N	Will TAXPOND LLC be preparing your MN M1PR homestead property tax/rent refund return? ☐ ***M1PR Organizer Needed?***
Y	N	ANY other nontaxable household income? Disability? VA? Work Comp? Other people living with you? Include form(s) / statement(s)/summary providing details/amounts.
Y	N	Did you have any **other household income, expenses, or deductions** from sources **that are not listed**? (Ex: Tips, Scholarships, Settlements).

✔ **SIGN** ______________________________ DATE ______________________________

I (we) certify that I (we) have reviewed this form and there are no other changes to my (our) tax return information unless noted on the items that have been provided in writing or marked as such on this form. Any items left unchecked have been deemed not applicable for the current year. To the best of my knowledge, all information has been provided and is true, accurate, and complete.

WHEN COMPLETE BRING THIS FORM TO TAXPOND LLC WITH YOUR TAX DOCUMENTS AND WE CAN BEGIN THE PREP OF YOUR TAX RETURN!