SHARP POINT ACCOUNTING SOLUTIONS

Headquarters: 617 Church Rd., 2nd Floor, Elgin, IL 60123
BY APPOINTMENT ONLY
Office: (847) 943-9922 | Fax: (847) 503-9132

TAX CLIENT ORGANIZER / QUESTIONNAIRE

Income tax time is here! This packet is prepared to assist you in gathering information for your 2019 tax return. Please review the entire packet and respond to any items that apply to you.

When you submit your documents please supply your Organizer and the documents/info that apply to your tax situation.

Documents may be sent via the secure portal or delivered during a pre-scheduled appointment. Call us at (847) 943-9922 or email us at ken@sharppointbooks.com if you wish to schedule an in-person appointment. We look forward to serving you this year!

NEW CLIENTS

- 2017 and 2018 Federal and State tax returns (if not in our possession)
- Legal Name, SSN and birthdate of primary taxpayer, spouse and dependents
- Current occupations of taxpayer and spouse
- Did you move during 2019? From where? ______________________ Date of move? ____________________ To where? ____
- Did you work or reside in more than one state during 2019? If yes, which states? ____________
- Family or filing status changes: marriage, divorce, births, deaths, attending college, etc.?
- Please provide a copy of both spouses' driver's licenses for identity verification. Protection of your identity/tax information is vitally important and our tax software requires us to input this data as a security measure.
- Bank account to use for direct deposit of your refund or tax payment – Please provide a cancelled check or a savings account slip (for direct deposit/direct debit information).

EXISTING CLIENTS

- Did your address, phone or email change?
- Family or filing status changes: marriage, divorce, births, deaths, attending college, etc.?
- Did you or your spouse change occupations?

ALL CLIENTS

PLANNING FOR YOUR BEST FUTURE FINANCIAL OUTCOME

- Have you had a will prepared?
- Do you carry life insurance on you and your spouse?
- If you own a business, do you have buy-sell agreements and life insurance in place?

Would you like to schedule an appointment to discuss these items?_________________________

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INCOME

- Original Form(s) W-2
- Form(s) 1099-MISC for Self-employed/Single Member LLC income
- Form(s) 1099-INT or 1099-DIV or statements reporting dividend or interest income
- Schedule(s) K-1 from partnerships or S-corporations
- Broker statements providing details of capital gains transactions (1099-B)
- Sold stock or mutual funds, stock options at work? (1099-B)
- Social Security income (SSA-1099)
- Received a distribution from a pension/annuity/retirement account? (1099-R)
- Received income from a Trust, Estate or inheritance? (K-1)
- Received unemployment compensation (1099-G)
- Received alimony, maintenance, combat pay, jury duty pay?*
- Prize, award, lottery or gambling winnings (W-2G)
- Have a financial interest in or signature authority over a foreign financial account? Is foreign income greater than $10,000?
- Debt forgiveness/cancellation/property foreclosure (car loans, home loans, student loans, credit cards, etc.) (1099C/A)
- Tips not reported to your employer
- Disability income (1099-R for Military Disability Retirement pay)
- Did you engage any bartering transactions during 2019?
- Receive any state or local income tax refunds from prior years?
- Did you sell or exchange any cryptocurrency?
- Did you receive any income not shown in this organizer?

BUSINESS

- Did you start a new business or purchase any rental property during 2019?
- Have you purchased any business assets (furniture, equipment, etc.) or converted any assets to business use? (If yes, please list on an attached sheet the date placed in service, cost or basis, business use percentage, etc.)
- Did you dispose of any business assets (including real estate)? (If yes, please list on an attached sheet the date removed from service, selling price and expense of sale).

Combat pay = W-2 with Q in Box 12, Jury pay = 1099-G or 1099-MISC
If your divorce decree was signed on January 1, 2019 or later, alimony/maintenance received is no longer taxable to the recipient, or deductible by the payor.

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SELF-EMPLOYED/SINGLE MEMBER LLC INCOME

- Please provide an income/profit and loss statement and balance sheet for business activity – additional information will be required

RENTAL PROPERTY

- Please provide an income statement and balance sheet for business activity – additional information will be required
- What percentage of time did you spend managing your rentals? (your total hours working jobs vs total hours managing rental properties)

RETIREMENT

- Contributed to a Traditional IRA, ROTH IRA or SEP IRA? (Form 5498)
- Made conversions or rollovers of retirement funds? (1099-R)

PROPERTY

- Form(s) 1098 and copies of real estate tax bills (if not paid by the mortgage lender)
- Bought or sold property? (1099-S) Please provide closing statement.
- Received rental income?
- Had a mortgage, home equity loan or line of credit? (1098)
- Refinanced your mortgage? Please provide closing disclosure.
- Made energy efficient home improvements (AC, furnace, water heater, windows, doors, insulation, roof, solar panels)? (if so please provide itemized purchase invoices)

JOB RELATED

- Did you change jobs or move for work?
- Did you use your vehicle on the job other than for commuting to work?
- Did you have an employer-provided vehicle which you drove home or used personally?
- Unreimbursed classroom/school supplies paid by Educator in K-12 schools?
- Did you work out of town at any time during the year?
- Did you earn income from a state other than the state in which you live? If yes, what state and how much? $_________________

HIGHER EDUCATION

- Paid Student Loans? (1098-E)
- Paid tuition for higher education for yourself, spouse or dependents? (1098-T)
- Made college savings contributions to Illinois 529 funds – Bright Start, Bright Directions, or College of IL?
- Took a distribution from a college savings program account? (1099-Q)

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CHILDREN

- Paid Daycare/Pre-School/Summer day camp fees for child under 13? Please provide name, address, tax ID & paid amount.
- Paid education/tuition fees for students in grades K-12 in Illinois over $250? (registration fees, tuition and required class fees only) Please provide school, city, child's grade & fees paid per child.

HEALTH/MEDICAL

- Received a HSA (Health Savings Account) distribution or make a contribution to your HSA account? (1099-SA)
- Paid medical expenses (including mileage, lodging and insurance premiums) over 10% of income
- Paid for Long Term Care health insurance?
- Health insurance – did all family members have minimum essential coverage all year?
    - Form 1095-A Health Insurance Marketplace Statement
    - Form 1095-B Health Coverage
    - Form 1095-C Employer- Provided Health Insurance Offer and Coverage

OTHER DEDUCTIONS & CREDITS

- Made charitable contributions – cash and/or non-cash?
- Theft or casualty loss events?
- Sales tax paid on a car purchase?
- Broker/Advisor fees paid?
- Does anyone owe you money that has become uncollectible?

TAX / AGENCY CORRESPONDENCE

- Made estimated tax payments to the IRS or state during the year?
- Received any correspondence from the IRS or state during the year? If yes, please submit.
- Are you currently on a payment plan for unpaid taxes to the IRS or state?

CONCERNS TO DISCUSS WITH PREPARER

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FUTURE TAX PLANNING SERVICES

- New events in the next year that you would like tax planning services (new job, change in income, started receiving retirement income, bought or sold a home, started a business, new baby, getting married, etc.)?

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