

**2023**  
INDIVIDUAL  
QUESTIONNAIRE



**REQUIRED -**  
Please complete and  
return or upload.

# INDIVIDUAL TAX QUESTIONNAIRE

AT A MINIMUM, WE ASK THAT YOU COMPLETE  
THIS BRIEF TAXQUESTIONNAIRE AND RETURN IT  
TO US NO LATER THAN MARCH 15TH 2024 OR BE  
SUBJECT TO SURCHARGE.

[SmartVault Document Portal Link](#)



# BASIC INFORMATION



<b>Client Information</b>	<b>TAXPAYER</b>	<b>SPOUSE</b>
First Name & Middle Initial:		
Last Name:		
Social Security Number:		
Date of Birth:		
Phone Number:		
Email Address:		
Occupation:		
Street Address:		
Apartment number:		
City:		
State:		
Zip Code:		

## Dependents

Full Name	Date of Birth	Social Security #	Relationship	Mos. In Home

Estimated Tax Payments	IRS Amount Paid	Date Paid	State Amount Paid	Date Paid
April 15, 2023				
June 15, 2023				
September 16, 2023				
January 17, 2024				
Total:				

Income - 1099	Taxpayer	Spouse	Miscellaneous Income	Amount
Social Security			Unemployment Income	
Pension Distributions			Alimony Received	
			Gambling Winnings	
IRA Distributions			Gambling Losses	

**CUSTOMER NAME:**

**IF ANY OF THE FOLLOWING ITEMS PERTAIN TO YOU or YOUR SPOUSE IN 2022, PLEASE CHECK THE APPROPRIATE BOX AND PROVIDE ADDITIOANL INFORMATION IF NECESSARY.**

YES	NO	<b>GENERAL INFORMATION</b> <i>If yes, provide details.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did your marital or filing status change during the year? <i>Provide details</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Did your address change during the year? <i>Provide new address</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Did your driver's license information change within the last twelve months? <i>Provide copies of updated licenses.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did you have any changes in dependents (i.e., a new child, a child turn 19 who is not a full-time student or have a child turn 24)? <i>Provide details</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you have any children under age 19 or full-time students under age 24 at the end of 2023, with interest and dividend income in excess of \$1,100, or total investment income in excess of \$2,200? <i>Provide details</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did you have health care coverage through the marketplace exchange in 2023? <b>(Forms 1095-A)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did your bank account information change within the last twelve months? Provide voided check for direct deposit of tax refund.

YES	NO	<b>INCOME INFORMATION</b> <i>If yes, provide details or copies of the applicable form listed below.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive wages? <b>(Forms W-2)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive interest or dividend income? <b>(Forms 1099-INT or 1099-DIV)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did you rollover retirement funds or receive a retirement distribution? <b>(Forms 1099)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive social security benefits? <b>(Forms SSA-1099)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive unemployment benefits? <b>(Forms 1099-G)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did you sell stocks, bonds or other investment property? <b>(Forms 1099-B)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did you buy or sell real estate? <b>(Closing disclosure, formerly known as the HUD-1, and/or Forms 1099-S)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did you have any debts canceled or forgiven? <b>(Forms 1099-C)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program? <b>(Forms 1099-Q)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive a distribution or contribute to a Health Savings Account (HSA)? <b>(Forms 1099-SA)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any disability income? <i>Provide details</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you have any foreign income or pay any foreign taxes? <i>Provide details</i> _____

YES	NO	<b>BUSINESS/RENTAL/FARM INFORMATION</b> <i>If yes, provide details or copies of the applicable form listed below.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Do you have, did you start, or did you acquire an interest in an entity? (partnership, LLC, S corporation or trust)? <b>(Schedule K-1)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Do you have or did you start a <b>sole proprietorship</b> business (other than flow-through entity)? <b>(Download Business Income Organizer)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Do you have or did you purchase a <b>rental property</b> and/or <b>royalty income</b> ? <b>(Download Rental &amp; Royalty Income Organizer)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Do you have or did you start a <b>farm</b> ? <b>(Download Farm Income Organizer)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Was an area of your home used <b>regularly and exclusively</b> for business? <b>(Download Business Use of Home Organizer)</b>

\*If you answered **YES** to any of the 5 questions immediately above please see corresponding organizer below and complete.\*

**CUSTOMER NAME:**

YES	NO	<b>DEDUCTION INFORMATION</b> <i>If yes, provide details or copies of the applicable form listed below.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay college education tuition and fees? ( <i>Forms 1098-T</i> ) If so, how much? _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay student loan interest? ( <i>Forms 1098-E</i> ) If so, how much? _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay after-tax or self-employed health insurance premiums? If so, how much? _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you make a contribution to an individual or self-employed retirement account? If so, how much? _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you incur major medical, vision, dental or prescription drug costs? <i>Summarize expenses below</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay real estate taxes? ( <i>County tax bills</i> ) If so, how much? _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay personal property taxes for your car registration? ( <i>Car tag receipts</i> ) If so, how much? _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay sales tax on major purchases, such as autos, boats, etc.? ( <i>Purchase document</i> ) If so, how much? _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay mortgage interest? ( <i>Forms 1098</i> ) If so, how much? _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay interest on a home equity line of credit? ( <i>Forms 1098 and details of what the funds were used for</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Did you refinance a mortgage? ( <i>Closing disclosure, formerly known as the HUD-1, and term of the loan</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Did you make cash charitable contributions? ( <i>Copies of any giving statements</i> ) If so, how much? _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you make non-cash charitable contributions? <i>If the total amount donated is greater than \$500, provide the date of each contribution and the fair market value.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay child and dependent care costs? ( <i>Copy of the year-end statement from the provider [including the name, address and the social security number or the employer identification number of the provider]</i> ) If so, how much? _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you make solar, wind, geothermal or fuel cell energy efficiency improvements to your primary residence? ( <i>Copy of the receipt and a description of the improvements</i> )

YES	NO	<b>MISCELLANEOUS INFORMATION</b> <i>If yes, provide details.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did you trade cryptocurrency in 2023?
<input type="checkbox"/>	<input type="checkbox"/>	Did you earn income or pay taxes in another country?
<input type="checkbox"/>	<input type="checkbox"/>	May the IRS discuss your tax return with your preparer?
<input type="checkbox"/>	<input type="checkbox"/>	Did you have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?
<input type="checkbox"/>	<input type="checkbox"/>	Were you notified or audited by either the Internal Revenue Service or the State taxing agency? ( <i>Copies of the tax notice(s) received</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Did you or your spouse make any gifts to an individual that total more than \$15,000, or any gifts to a trust? \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive, sell, send, exchange or otherwise acquire any financial interest in virtual currency? \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Do you need a paper copy of your tax return? <i>Additional processing &amp; handling fees will apply to your return.</i>

YES	NO	<b>ESTIMATED TAXES</b> <i>If yes, provide details.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did you make any Federal 2023 estimated tax payments? <i>Provide amounts and dates paid on page 2.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did you make any State 2023 estimated tax payments? <i>Provide amounts and dates paid on page 2.</i>
<input type="checkbox"/>	<input type="checkbox"/>	If you have an overpayment of 2023 taxes, do you want the excess applied to your 2024 estimated tax (instead of being refunded)? Do you expect your 2024 taxable income and withholdings to be significantly different from 2023 ( <i>Provide details below</i> )

**Natural Disaster – Personal Loss**

Did you incur an unreimbursed loss (**a loss in excess of insurance or FEMA reimbursement**) in a federally declared disaster area?

*If yes above, Please complete this table and provide supporting records.*

	Property A	Property B	Property C
Indicate type of property	<input type="checkbox"/> Business <input type="checkbox"/> Personal	<input type="checkbox"/> Business <input type="checkbox"/> Personal	<input type="checkbox"/> Business <input type="checkbox"/> Personal
Description of property (personal residence, rental home, etc.)			
City, State, Zip			
Date acquired			
Cost of property			
Date of loss			
Description of loss			
Was insurance claim made?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Received FEMA assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fair market value <u>BEFORE</u> loss			
Fair market value <u>AFTER</u> loss			
Total out of pocket expenses			

		<b>CORONAVIRUS AID, RELIEF &amp; ECONOMIC SECURITY ACT (CARES ACT)</b> <i>If yes, provide details.</i>
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**COVID-19**

- Did you receive an economic impact (i.e., stimulus) payment? *If so, how much?* \_\_\_\_\_
- Did you receive a distribution from your retirement plan because of COVID? *If so, how much in total?* \_\_\_\_\_
- ***If yes above, do you plan to include the distribution amount in income over a 3-year period (2020, 2021, and 2022)?***
- Did you receive unemployment compensation because of COVID? (**Forms 1099-G**)
- Did your incorporated business / sole proprietorship receive a PPP loan and/or an Economic Injury Disaster Loan (EIDL) in 2022? (**Provide all loan documentation**)
- If you are self-employed, do you plan to defer payment of 50% of the Social Security portion of your self-employment tax liability until December 31, 2022 with the remaining 50% deferred until December 31, 2023?

# ADDITIONAL INFORMATION

Complete if applicable



## DEDUCTIONS

Medical Expenses	Amount	Tax Expenses	Amount
Medicine, Drugs, Insulin		State Tax for Prior Year	
Total Insurance Premiums		Real Estate Taxes, Home	
Total Doctors, Dentists, etc.		Real Estate Taxes, Investments	
Total Hospital, Clinics & Hospice		DMV Fees	
Glasses, Hearing Aids, Batteries		Personal Property Tax paid	
Orthopedic Equipment, Lab Fees, X-Ray		Sales Tax Paid (Small items)	
Stop Smoking Programs, Products		Sales Tax Paid (Large items)	
Medical Travel Miles		<b>Interest Expense</b>	<b>Amount</b>
Long Term Care Premiums		Home Mortgage Interest to Bank(s)	
Insurance Reimbursement		Loan Points Paid in 2023	

Expenses Incurred as an Employee (state only)	Amount		Amount
Bond of Employment		Professional Supplies	
Business Gifts (\$25 /person per year)		Promotion	
Business Telephone		Research expense	
Cellular Charges (Business Only)		Safe Deposit Box	
Clerical Services		Rental	
Computer (Upgrades, Software, etc.)		Safety Equipment	
Credential Renewal		Tax Preparation Fees	
Income Protection Expense (Legal, etc.)		Technical References	
Investment Income Expense		Trade Journals	
Job Search Mileage		Typing Services	
Laundry & Uniform Expense		Union Dues	
Meals & Entertainment (Business only)		Work Tools	
Online Fees/ Internet Fees		Notes:	
Pager Fees			
Postage/deliver			
Printing			
Professional Dues & Publications			

Charitable Contributions	Amount	Child Care Expenses
House of Worship		Care Provider's name:
Payroll Deductions		Address:
Cancer/Heart Fund		City, State, Zip:
United Way Fund		Phone #:
Other (please list)		Identifying Number (95# or SS#):
Non-Cash (please provide receipts)		Amount incurred in 2023 & paid in 2024:
Goodwill/Salvation Army/ Other		Amount incurred in 2022 & paid in 2023:

# RENTAL INCOME & EXPENSES

Location & Description of Property	Date Aquired	No. Days Personal Use	Ownership Percentage	% Owner Occupied
Prop #1				
Prop #2				
Prop #3				
Prop #4				
Prop #5				
Prop #6				

Enter Income & Expenses Amount at 100%	Prop #1	Prop #2	Prop #3	Prop #4	Prop #5	Prop #6
<b>Total Gross Income Received</b>						
Association Dues						
Advertising						
Auto & Travel						
Cleaning & Maintenance						
Commissions						
Gardening & Landscaping						
Insurance						
Interest- Mortgage Paid to Banks						
Interest- Other						
Legal & Professional Fees						
Licenses & Permits						
Management Fees						
Office Expenses						
Pest Control						
Repairs- Carpenter & Screens						
Painting & Decorating						
Plumbing & Electrical						
Roofing						
Supplies						
Taxes- Property/Real Estate						
Other						
Security & Safety						
Trash Removal						
Telephone						
Utilities						
Replacements						
Salaries & Wages (Bring Payroll Records Required)						
Other -						
Depreciation (Bring Schedules)						
Totals						
<b>Type of Property</b>						

- 1 = Single Family Residence
- 2 = Multi-Family Residence
- 3 = Vacation/Short-Term Rental
- 4 = Commercial
- 5 = Land
- 6 = Royalties
- 7 = Self-Rental

**NOTES:**

**Be sure to bring your escrow papers, county tax bill or other proof of cost and receipts or purchase contracts for any large purchase.**

# BUSINESS INCOME (SCHEDULE C)

## THE FOLLOWING IS A GUIDELINE, BRING YOUR PROFIT & LOSS OR INCOME STATEMENTS. BUSINESS INCOME & EXPENSE - SCHEDULE C

Business Name					
Business Profession					
Business Activity Including Product or Service					
Employer Identification Number (EIN)					
Business Address if different from personal					
City, State, Zipcode					
Accounting Method	Cash	Accrual	Other	Travel - Airfare	
Inventory Method	Cost	Lower C/M	Other	- Lodging	
Who Operates this Business	Taxpayer	Spouse		- Meals	
				- Other	
<b>INCOME - BRING ALL 1099's</b>				Education Expenses	
Gross Receipts/ Total Income				Employee Benefit Programs	
Returns & Allowances				Freight & Delivery	
Other Income				Gifts	
<b>COST OF GOOD SOLD</b>				Insurance	
Purchases				Interest Expense - Mortgage	
Cost of Items for Personal Use				Interest Expense - Other	
Beginning Inventory				Janitorial Service	
Cost of Labor				Laundry & Cleaning	
Materials & Supplies				Legal & Professional Fees	
Other Costs				Licenses & Permits	
Ending Inventory				Meals	
<b>EXPENSES</b>				Office Expense	
Accounting				Outside / Contract Services	
Advertising				Parking	
Amortization (Bring Schedule)				Pension & Profit Sharing Plans	
Bad Debts				Postage	
Bank Service Charges				Printing	
Car & Truck Expense				Rent or Lease of Machinery/Equipment	
Cellular Phone Charges				Rent or Lease of Other Business Property	
Collection Expenses				Repairs	
Commissions				Research Expense	
Computer Upgrade				Security & Safety	
Computer Software				Storage	
Online Charges				Supplies	
Depreciation (Bring Schedules)				Telephone	
Dues & Publications				Tools	
Taxes - Business				Wages (Payroll Records-Required)	
- Payroll				Office in Home- Sqft. of Office	
- Property				Office in Home- Total Sqft. of Home	
- Other				Office in Home- Rent	
				Office in Home- Insurance	
				Office in Home- Utilities	
				Office in Home- Supplies	



# BUSINESS USE OF HOME (8829)

**PLEASE ENTER 2020 INDIRECT EXPENSES IN FULL. NONBUSINESS PORTION WILL CARRY TO SCHEDULE A. BUSINESS PERCENTAGE WILL BE APPLIED TO INDIRECT EXPENSES ONLY.**

Business Use Area (square footage)			
Total Area of Home (square footage)			
% (.xx) or Amount of Gross Income from Home if not 100%			
% (.xx) or amount of expenses from home if not 100%			
<b>INDIRECT EXPENSES</b>		<b>DIRECT EXPENSES</b>	
NOTE: Indirect expenses are for keeping up and running your entire home. They benefit both the business and personal parts of your home.		NOTE: Direct expenses benefit only the business part of your home. They include painting or repairs made to specific areas or rooms used for business.	
Mortgage interest		Mortgage interest	
Real estate taxes		Real estate taxes	
Casualty losses		Casualty losses	
Insurance		Insurance	
Rent		Rent	
Repairs and Maintenance		Repairs and Maintenance	
Utilities		Utilities	
Excess mortgage interest		Excess mortgage interest	
Excess real estate taxes		Excess real estate taxes	
Other indirect expenses:		Other direct expenses:	

# EMPLOYEE/VEHICLE BUS. EXP (2106)

<b>General Information</b>	
Occupation, if different from Form 1040	
Taxpayer or Spouse	
<b>Employee Business Expenses</b>	
Meal and Entertainment expense	
Reimbursement for meals and entertainment not on W-2, box 1	
Local transportation (bus, taxi, train, etc.)	
Travel expenses while away from home overnight	
Reimbursements not included on Form W-2, box 1	
Other business expenses:	

**Please include any of the following documentation that pertains to you in your upload.**

• **Last year's tax return (new client)**

- Full Name, Spouse, dependents
- Birthdays – Month/Day/Year
- Social security numbers for all dependents
- W-2 forms for wages
- 1099 forms for interest, dividends, retirement, social security, unemployment, & other income
- Year-end statements from mutual funds
- K-1 forms from partnerships, corporations, & estates
- Rental or self-employment income and expense
- Purchase and sale information for anything sold during the year
- All other statements of income
- IRA year end statements
- Medical expenses
- Records of estimated taxes paid
- Property tax statements
- 1098 forms for mortgage or student loan interest
- Donations of money to charity
- Donations of property to charity
- Volunteer expenses and mileage
- Amounts paid for higher education
- Job related expenses
- Investment related expenses
- Childcare provider's name, address, social security or EIN number, and amount paid

## Other Tax Form Links

### 2023 Expense Forms

1. [Entertainment Expenses](#)
2. [Education Head of Household Expenses](#)
3. [Firefighter Paramedic Expenses](#)
4. [Law Enforcement Expenses](#)
5. [Medical Professionals](#)
6. [Real Estate Industry Expenses](#)
7. [Teaching Expenses](#)
8. [Travel Expenses](#)

### Additional Questionnaires

1. [Corporation Questionnaire](#)
2. [Partnership Questionnaire](#)

### Additional Forms

1. [Business Use of Home](#)
2. [Sole Proprietorship Organizer](#)
3. [Rental Property Organizer](#)
4. [Royalty Income Organizer](#)
5. [Farm Income Organizer](#)

