2024 TAX INFORMATION AND QUESTIONNAIRE

This organizer/questionnaire is not all inclusive and does not cover all possible tax issues related to your tax reporting responsibilities.

Your Printed Name____________________________ Spouse Printed Name(if applicable)____________________

Please mark YES or NO, and if yes, provide all proper documentation:

YES NO

☐ ☐ Did address, phone #, email change in 2024? Please provide updated info on the Engagement Letter.

☐ ☐ Are You/Spouse between ages 18-24, working and/or going to college, AND living with or receiving support from parents or others? (provide W2 & 1098-T from the college) *If so, we need to discuss these tax issues.*

☐ ☐ Are you/spouse being claimed (or are eligible to be claimed) as a dependent on anyone else's return?

☐ ☐ Did you/spouse/dependents attend college/pay tuition. Provide 1098T & books/supplies receipts.

☐ ☐ Did any births, adoptions, marriages, divorces, or deaths occur in your family since last year? Provide as applicable: social security card for new dependents/spouses, divorce decree, death certificate. *If spouse passed away during 2024, there are complex issues surrounding probate/estate/trusts, and income tax filing requirements.*

☐ ☐ Have you/spouse been a victim of tax return identity theft and assigned an identity theft protection six-digit PIN by the IRS? You must provide the yearly letter showing your 2024 PIN. OR, you can obtain PIN at www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin. Once you have it, we need it to efile.

☐ ☐ In 2024 did you have an interest in or signature authority over a financial account in a foreign country? Were you the grantor of, or transferor to, a foreign trust? Did you receive income from a foreign source and/or pay taxes to a foreign government? Did you sell assets in a foreign country? Please provide data and/or a copy of your FinCen filing. Do you own any part of a foreign business?

☐ ☐ Did you and/or spouse make a gift of more than $18,000 to any one person in 2024?

☐ ☐ Are you/spouse claiming dependents for 2024? If so, list name, date of birth, where the dependent lived, & estimated dependent income. Note: *"Joint custody" is not a determining factor for reflecting a child as a tax dependent.*

____

____

Provide additional dependent info on another page please.

☐ ☐ Did you/souse/dependents have health insurance coverage purchased through Marketplace, aka "Obamacare"? You must provide the 1095A. (Healthcare.gov)

☐ ☐ Did you/spouse obtain health insurance or health share outside of any employer policy and not through the Marketplace. Please provide a summary of personal health insurance premiums paid out of pocket.

☐ ☐ If you/spouse worked for an employer, please provide ALL W-2 wages statements.

☐ ☐ If you/spouse are Self-Employed, as a sole proprietor or single member LLC; provide ALL 1099NEC, 1099K, etc. forms. A reconciled Profit and Loss and Balance Sheet are needed for accurate self-employment reporting. Please refer to the website to obtain useful organizers for self-employment.

☐ ☐ Interest income? (Form(s) 1099-INT). Dividend income? (Form(s) 1099-DIV)?

☐ ☐ Gambling income? (Form(s) W-2G). Be sure to include any gambling loss summaries.

☐ ☐ Social security or Railroad Retirement benefits? (Form(s) SSA-1099 & RRB-1099)

☐ ☐ Disability income, or unemployment income? (1099G, 1099Misc, W2)

☐ ☐ Alimony? How much did you receive?______ or how much did you pay?_________ Year of Divorce____

☐ ☐ Other: Did you receive tip income NOT reported on a W2? Did you barter/trade services for goods or services with someone else? Did you earn income from a hobby? Did you receive a legal settlement? If you or spouse received a 1099K from Venmo/Airbnb/Paypal etc – please provide the 1099K and details as to the transactions.

☐ ☐ Were you/spouse relieved of debt during 2024? (credit card/car/home/personal loans, etc)

☐ ☐ Did you/spouse start or acquire a new business? Did you sell any part of an existing business?

☐ ☐ Did you exchange any securities or investments? You will receive a 1099-B to reflect all brokerage account(s) activity. This includes stock options w/employer – ISO/NSO/RSUs/same-day sells.

☐ ☐ Did you buy or sell real estate for investment or personal use? Provide closing documents.

☐ ☐ Did you refinance any real estate loans? If so, provide re-fi closing docs. Provide all 1098 Mortgage Interest statements for personal home(s) and/or rental properties. Only qualified purposes will allow deduction of home interest. Mortgage interest may be limited based on the date and loan amount.

☐ ☐ Did you transact a 1031 Like-Kind exchange: one investment property for another? And/or, at any time, have you invested in Opportunity Zone (QOZ) in prior years. Please provide details and documentation.

☐ ☐ Did any security/investment become worthless during 2024? Did any *documented and enforceable* loans you gave to others before or during 2024, become uncollectible during 2024? Provide documentation.

☐ ☐ Did you receive, sell, send, exchange? You should have proper reports showing EACH buy/sale/exchange. *Each transaction must be individually reported.* 1) Selling (Converting) crypto to US Dollars 2) Trading one crypto for another 3) Spending crypto directly for goods or services 4) Mining crypto from your own computers 5) Staking or lending crypto and receiving payment in crypto, etc.

☐ ☐ Did you sell any assets/property using the installment method? Did you receive proceeds from a prior year installment sale? *(Are you carrying a note for assets you sold, and the buyer is making payments to you)*?

☐ ☐ Provide all K1s from Partnerships/LLCs/S-Corp/Trusts. K1s have more than one page – provide ALL pages (front/back/K2/K3/basis/state detail), including publicly traded partnerships in your brokerage accounts.

☐ ☐ Do you have a rental real estate property? Each property must be separate; Income and expenses must be assigned to each property individually. Note: Husband and Wife rentals may require a separate LLC filing!

☐ ☐ Do you own a Farm (animals or crops)? This is a business and requires agriculture activity reporting (Schedule F), w/depreciation, possible payroll, separate business checking account, proper financials. If you are crop-sharing/pasture renting/green belt activity, this is also a business activity that must be reported.

☐ ☐ Did you/spouse receive any distributions from any retirement accounts (401k/IRAs/ROTH/pension plan(s)? (Include all 1099Rs)

☐ ☐ Did you/spouse <u>rollover</u> (not convert) one retirement plan into another plan–usually upon leaving a job, or with strategic planning for ROTH conversions? (1099-R)

☐ ☐ Did you/spouse <u>convert</u> a traditional IRA to a Roth IRA? (1099-R). This requires careful planning!

☐ ☐ Did you/spouse <u>contribute to</u> an individual IRA/SEP/Solo 401k/ROTH, etc. (*NOT an employer plan).*

☐ ☐ Did you donate all/some of your/spouse RMD directly to a qualified non-profit (QCD)? (provide 1099R and donation letter or receipt). *This means the funds never came to you but went directly to charity instead.*

☐ ☐ Did you/spouse receive distributions from or contribute to a Health Savings Acct? (1099-SA).

☐ ☐ Did you make payments on a student loan? (1098-E)? Was the loan on a deferment?

☐ ☐ Did you pay expenses for the care of your child/children or other dependent so you could work or go to school? Provide name, address, SS# or EIN of daycare provider(s) and amount paid. If you/spouse pay for a household employee? *(in-home Nanny or Housekeeper)* You may be subject to nanny tax rules?

☐ ☐ Did you purchase a 'clean fuel' or EV in 2024? Provide full purchase receipt with VIN.

☐ ☐ Did you make energy efficient improvements to your home during 2024? Provide receipts.

☐ ☐ Did you make charitable donations to non-profit churches/schools/homeless, etc? Provide receipts.

☐ ☐ Did you provide any NON-cash donations to a qualified non-profit? Provide receipt w/detail of items.

☐ ☐ Did you make any <u>Estimated tax payments</u> for the tax year of 2024? Provide 1040ES amounts and dates. *Note these are not optional, penalties will be assessed if the "look-back" rule was not followed.*

☐ ☐ Do you want refunds directly deposited? Provide a voided check or account information.

PLEASE CHECK THE WEBSITE <u>www.mytaxladyrocks.com</u> FOR HELPFUL INFORMATION & TAX ORGANIZERS

<u>INSTRUCTIONS FOR SUBMITTING YOUR TAX INFORMATION</u>

1) Complete this yellow Questionnaire – all three pages, and sign and date the green Tax Prep Agreement.
2) **SCAN all three pages of the Questionnaire and the Agreement, with all your tax documents, as one large PDF. Then save the scanned documents to your computer as a PDF file.** (*avoid scanning and sending single pages, one-at-a-time*). Do not send your PDF file in an email – to avoid potentially harmful file viruses to our technology system, or security breaches, <u>WE WILL NOT OPEN EMAIL ATTACHMENTS</u>.
3) Go to <u>www.mytaxladyrocks.com</u> and link to SmartVault. Log into your SmartVault and attach/upload the PDF tax information file you just scanned and created. DO NOT MAIL SENSITIVE OR ORIGINAL DOCUMENTS. You are welcome to bring your documents to the office during office hours and we will scan it all for you and return originals to you.
4) We will receive notification you have uploaded data, and usually within 24 hours we will download your info and get your file on our schedule for completion. (The questionnaire and prep agreement must be provided with your documents for your return to be added to our schedule).
5) If you would like to schedule a 30-minute "wrap-up" appointment (by phone or in the office) please call the office to schedule that appointment when you upload the last of your information - ALL tax information must be provided at least 10 workdays before your desired appointment time.
6) Once the return is completed, a review copy with the efile authorization will be emailed to you via a Secure DOCUSIGN link. After you have reviewed the return, signed and dated 8879, and provided payment for tax prep, the return is efiled.
7) After the return is efiled and accepted, you will receive your final copy via your SmartVault portal.

***Tax returns are no longer prepared "as you wait" – Sorry, the good ole' days are over. The tax code is too complicated, and more time is now required to properly review all the facts and consider all issues for your tax benefit. If you prefer to have both a 30-minute document review appointment <u>and</u> then another 30-minute wrap-up appointment (office/phone/zoom), there will be an additional second appointment fee added to tax preparation.*

<u>ALL TAX INFORMATION MUST BE PROVIDED BY MARCH 25TH FOR 4/15/25 DEADLINE</u>