



CLIENT NAME _____
(Last) (First)

2013 Required Individual Questionnaire

If any of the following items pertain to you or your spouse or registered domestic partner (RDP) for tax year 2013, please check the appropriate box and provide additional information as necessary.

Yes No PERSONAL INFORMATION

- Did your marital status change during the year?
- Did your address change during the year?
- Could you be claimed as a dependent on another person's tax return for 2013?
- Are you a Registered Domestic Partner with the California Secretary of State?

Yes No DEPENDENTS

- Were there any changes in dependents?
- Were any of your unmarried children who might be claimed as dependents 19 years of age or older (or 24 or older if student) at the end of 2013?
- Did you have any children under age 19 or full-time students under age 24 at the end of 2013, with interest and dividend income in excess of \$1,000, or total investment income in excess of \$2,000?
- Did you have any adoption related expenses in 2013?

Yes No INCOME

- Did you receive unreported tip income of \$20 or more in any month?
- Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents?
- Did you receive any disability income?
- Did you have any foreign income or pay any foreign taxes?
- Did you have any other income that was not disclosed on forms W-2 or 1099?
- Did you receive any unemployment compensation?

Yes No PURCHASES, SALES AND DEBT

- Did you purchase rental or royalty property in 2013?

Did you buy or sell any stocks, bonds or other investment property in 2013?

Yes No PURCHASES, SALES AND DEBT CONTINUED

- Did you sell or do you plan to sell any dividend generating stocks or mutual funds during the first 60 days of 2013?
- Did you purchase, sell, or refinance your principal or second home, or did you take a home equity loan? If you sold a home in 2013, had you previously claimed any federal or state credit on the home sold?
- Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell sources, insulation, exterior doors/windows, skylights or qualified heating/air?
- Did you claim a credit for energy efficient property in 2010, 2011 or 2012?
- Did you have any debts cancelled or forgiven? (This would include a home foreclosure or short sale or loan modification which decreased the amount of principal on your loan)
- Did anyone owe you money which had become uncollectible?
- Did you pay sales or use tax on the purchase of a vehicle, boat, aircraft or other special item in 2013?

Yes No RETIREMENT PLANS

- Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
- Did you transfer or rollover any amount from one retirement plan to another retirement plan?
- Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?
- Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA in 2013?
- Did you or are you interested in contributing any IRA proceeds directly to charity?

Yes No EDUCATION

- Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program?
- Did you, your spouse, or a dependent incur any tuition expenses or books and supplies that are required to attend a college, university or vocational school? Please provide us with form 1098-T received from the educational institution.
- If you are a teacher, did you incur classroom related expenses?

Yes No ITEMIZED DEDUCTIONS

- Did you incur a loss because of damaged or stolen property?
- Did you incur Mortgage Insurance Premiums with a new loan in 2013?
- Did you work out of town for part of the year?
- Did you use your car on the job (other than to and from work)?

Yes No ITEMIZED DEDUCTIONS CONTINUED

- If you want to claim unreimbursed mileage for business/work did you maintain mileage logs? **Mileage logs are required to substantiate business/work related use of vehicles. Estimates are not allowed.**
- Did you make any monetary (ie. cash, check, credit card, etc) charitable contributions?
- Did you make any nonmonetary (i.e. property) charitable contributions and if so, can you prove they were in good condition?

Charitable Contribution Substantiation Information Required		
Amount	Documentation	Substantiation
Monetary contributions of less than \$250	Bank record	Includes canceled check; bank, credit union, or credit card statement showing name; and transaction posting date (credit card)
	Written communication from charity	Name of charity, date, and amount of contribution
	Payroll deduction	Pledge card and pay stub, W-2 wage statement, or other document furnished by employer, including total amount withheld for charity
Monetary contributions of \$250 or more	Written acknowledgment from the charity for each donation	Name of charity, date, amount paid, description, and estimate of value of goods or services provided by the charity
Nonmonetary contributions of less than \$250	Receipt from donee or reliable records	
Nonmonetary contributions greater than \$250 and not more than \$500	Contemporaneous * written acknowledgment	Name of charity, date, amount paid, and description (but not value) of goods or services provided by the charity
Nonmonetary contributions greater than \$500 and not more than \$5,000	Written acknowledgment	All of the above, plus how you got the property, date you got the property, and cost or other basis

*A written acknowledgment is contemporaneous if it is obtained by the taxpayer on or before the earlier of the date the taxpayer files the original tax return for the year of the contribution or the due date (including extensions) for filing the original tax return.

- If you made any monetary or nonmonetary charitable contributions, do you have the required documentation and substantiation as outlined above?

Yes No ESTIMATED TAXES

- Did you apply an overpayment of 2012 taxes to your 2013 estimated tax (instead of being refunded)?
- If you have an overpayment of 2013 taxes, do you want the excess applied to your 2014 estimated taxes instead of being refunded?
- Do you expect your 2014 taxable income and withholdings to be different from 2013?

Yes No RENTAL PROPERTY AND BUSINESS OWNERS

- Did you pay any independent contractors for their services in 2013?
- Did you provide Form 1099's to all independent contractors and unincorporated vendors for which you paid at least \$600 during the tax year? **Significant penalties may apply for not issuing Form 1099's or misclassifying employees as independent contractors. We will not be responsible for advising you with respect to independent contractor status as part of our services. If you have any questions regarding the classification of employees versus independent contractors, we strongly encourage you to consult with legal counsel experienced in employment practice matters.**
- Did you start a business or farm or acquire an interest in a partnership, LLC, s-corporation, trust, or REMIC?
- Did you purchase or dispose of any rental or business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to rental or business use?

Yes No MISCELLANEOUS

- Do you want to electronically file your tax return?
- Do you (and your spouse or RDP) want to allocate \$3 to the Presidential Election Campaign Fund?
- May the IRS discuss your tax return with your preparer?
- Was your home rented out or used for business?
- Did you incur moving expenses due to a change of employment?
- Did you engage the services of any household employees?
- Were you notified or audited by either the Internal Revenue Service or a State taxing agency?
- Did you make any gifts to an individual that total more than \$14,000, or any gifts to a trust?
- Did you sponsor a foreign exchange student in 2013?
- 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?
- Is the aggregate value of all foreign accounts in which you have authority equal to or in excess of \$10,000?
- Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust?
- Do you have an interest in a "specified foreign financial asset" in which the aggregate value of all such assets is greater than \$50,000? (For example securities issued by foreign persons, interest in a foreign entity, any financial instrument or contract held for investment that has a foreign issuer or counterparty)
- Did you (or someone on your behalf, including your employer) make contributions to a health savings account (HSA) this year? Or, did you receive an HSA distribution or acquire an interest in an HSA due to the death of the account beneficiary?
- Did you purchase merchandise outside of California or over the internet where no sales tax was paid?

Yes No MISCELLANEOUS CONTINUED

Did you have a medical savings account (MSA), a Medicare Advantage MSA, or acquire an interest in an MSA, or a Medicare Advantage MSA because of the death of the account holder? Or, were you a policyholder who received payments under a long-term care (LTC) insurance contract or received any accelerated death benefits from a life insurance policy?

Did you pay any credit card or debit card fees when paying Federal or state income taxes electronically or by phone?

Yes No PLANNING – Insurance needs may change annually based on life events including, but not limited to, changes in employment/income, having a new child, acquiring a new home or rental property, or having a child that is now driving.

Are you interested in meeting with a professional insurance advisor to review your family’s liability insurance needs, including auto, homeowners and/or renters, and umbrella insurance?

Have you established a will and/or trust?

If you have a will and/or trust, are you interested in a review of your will and/or trust to ensure it is up to date based on your current family and financial situation and based on current estate tax laws?

If you do not have an established will or trust would you be interested in more information about them?

Are you interested in meeting with a professional financial advisor to review your family’s financial insurance needs, including life insurance, disability insurance, and long-term care?

Are you interested in a review of your beneficiary designations listed on your retirement plans, insurance plans and IRA’s?

Additional Questions or Comments

REQUIRED SIGNATURES

_____ Date _____
Taxpayer(s)

_____ Date _____
Taxpayer(s)

_____ Date _____
Preparer