



REQUIRED INDIVIDUAL QUESTIONNAIRE

If any of the following items pertain to you or your spouse or registered domestic partner (RDP) for tax year 2020, please check the appropriate box and provide additional information as necessary.

PERSONAL INFORMATION:	
1. Did your marital status change during the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Did your address change during the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Could you be claimed as a dependent on another person's tax return for 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. If not married, are you a Registered Domestic Partner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are there any changes to your bank account information used for tax refund direct deposits or electronic tax payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you have an IRS issued Identity Protection PIN (IP PIN) for this tax year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DEPENDENTS:	
7. Were there any changes in dependents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. 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 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Did you have any children under age 19 or full-time students under age 24 at the end of 2020, with interest and dividend income in excess of \$1,100, or total investment income in excess of \$2,200?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Did you have any adoption related expenses in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Did you support anyone other than your children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Did you sponsor a foreign exchange student in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
HEALTHCARE COVERAGE:	
13. Did you and your dependents have health care coverage for the full-year 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Did you receive IRS document Form 1095-A (Health insurance marketplace statement) or California Form 3895 (for CA residents only)? If yes, please provide us with a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
INCOME:	
15. Did you receive unreported tip income of \$20 or more in any month?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Did you receive any non-taxable sick pay or disability income?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Did you receive proceeds from a lawsuit or settlement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Did you receive or pay any alimony or separate maintenance payments under a valid divorce decree that became effective prior to 1/1/2019?	<input type="checkbox"/> Yes <input type="checkbox"/> No

20. Did you have any foreign income or pay any foreign taxes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Did you receive any unemployment compensation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Did you receive any bartering income?	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Did you receive any installment payments on property sales that occurred prior to 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Did you have any other income that was not disclosed on forms W-2 or 1099?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PURCHASES, SALES AND DEBT:	
25. Did you purchase rental or royalty property in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Did you buy or sell any stocks, bonds or other investment property in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
27. Did you purchase, sell, or refinance your principal or second home, or did you take a home equity loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
28. If you sold a home in 2020, had you previously claimed any federal or state tax credit on the home sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No
29. Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell sources?	<input type="checkbox"/> Yes <input type="checkbox"/> No
30. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No
31. Did anyone owe you money which had become uncollectible?	<input type="checkbox"/> Yes <input type="checkbox"/> No
32. Did you pay sales or use tax on the purchase of a vehicle, boat, aircraft or other special item in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
RETIREMENT PLANS:	
33. Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
34. If yes, was the distribution from your retirement plan for COVID reasons, or for the birth or adoption of a child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
35. Did you receive RMD distributions and returned all or a portion of it back to your retirement account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
36. Did you transfer or rollover any amount from one retirement plan to another retirement plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
37. Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
38. Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
39. Did you or are you interested in contributing any IRA proceeds directly to charity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
40. Do you have basis (from making non-deductible contributions) in any IRA accounts as of 12/31/2019?	<input type="checkbox"/> Yes <input type="checkbox"/> No
41. Did you make any non-deductible IRA contributions this year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
EDUCATION:	
42. Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
43. If you are a teacher, did you incur classroom related expenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
44. Did you pay interest on education/student loans?	<input type="checkbox"/> Yes <input type="checkbox"/> No

45. 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. Form 1098-T is now required in order to claim a deduction or credit.	<input type="checkbox"/> Yes <input type="checkbox"/> No
ITEMIZED DEDUCTIONS:	
46. Did you incur a loss because of damaged or stolen property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
47. Did you work out of town for part of the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
48. Did you use your car on the job (other than to and from work)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
49. 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
50. Did you make any monetary (ie. cash, check, credit card, etc) charitable contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
51. Did you make any nonmonetary (i.e. property) charitable contributions and if so, can you prove they were in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
52. If you made any monetary or nonmonetary charitable contributions, do you have the required documentation and substantiation as outlined in our Tax Preparation Checklist?	<input type="checkbox"/> Yes <input type="checkbox"/> No
53. Did you incur Mortgage Insurance Premiums with a new loan in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
54. Did you pay points to purchase a home or refinance a mortgage in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
55. Do you have a total mortgage balance borrowed against your home in excess of \$750,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ESTIMATED TAXES:	
56. Did you apply an overpayment of 2019 taxes to your 2020 estimated tax (instead of being refunded)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
57. If you have an overpayment of 2020 taxes, do you want the excess applied to your 2021 estimated taxes instead of being refunded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
58. Did you make any IRS or state estimated tax payments for 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
59. Do you expect your 2021 taxable income and withholdings to be significantly different from 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
60. Are you required to pay your state taxes electronically?	<input type="checkbox"/> Yes <input type="checkbox"/> No
RENTAL PROPERTY AND BUSINESS OWNERS:	
61. Did you pay any independent contractors for their services in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
62. Did you provide Form 1099's to all independent contractors and unincorporated vendors for which you paid via cash or check \$600 or more during the tax year? Payments made via credit card are excluded. 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
63. Did you start a business or farm or acquire an interest in a business, entity or trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No
64. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
65. If you have a business, did you receive any EIDL, PPP or Covid related loan from any source?	<input type="checkbox"/> Yes <input type="checkbox"/> No
66. If you have a business, did you have any Covid related or PPP loan amounts forgiven?	<input type="checkbox"/> Yes <input type="checkbox"/> No

67. If you have a business, did you take any employee retention credits or defer any payroll taxes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
68. If you have a business, did you provide employees with sick and family leave related to Covid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
FOREIGN ITEMS:	
69. 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"/> Yes <input type="checkbox"/> No
70. Was the aggregate value of all foreign accounts in which you have authority over equal to or in excess of \$10,000 on any calendar day in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
71. Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No
72. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No
73. Are you an officer, director, shareholder, or trustee or have any other interest in a foreign entity or trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No
VIRTUAL CURRENCY: The sale or exchange of virtual currencies, or the use of virtual currencies to pay for goods or services, or holding virtual currencies as an investment, generally has tax consequences that could result in tax liability.	
74. Did you hold or invest in any virtual currency as of 12/31/19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
75. Did you pay for any goods or services using virtual currency in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
76. Did you receive, sell, send, exchange, trade or otherwise acquire any financial interest in virtual currency in 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No
MISCELLANEOUS:	
77. Did you receive one or more economic impact (Federal stimulus) payments? If yes, please provide the details of each payment below: 1st Payment Amount _____ Date (MM/YYYY) _____ <input type="checkbox"/> Payment Not Received 2nd Payment Amount _____ Date (MM/YYYY) _____ <input type="checkbox"/> Payment Not Received	
78. Do you (and your spouse or RDP) want to allocate \$3 to the Presidential Election Campaign Fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No
79. Was your home rented out or used for business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
80. Are you a member of the Armed Forces of the United States on active duty who moved pursuant to a military order related to a permanent change of station?	<input type="checkbox"/> Yes <input type="checkbox"/> No
81. Did you engage the services of any household employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
82. Did you receive a notice from or were you audited by either the IRS or a State taxing agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
83. Did you make any gifts to an individual that total more than \$15,000, or any gifts to a trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No
84. Did you purchase merchandise outside of your state of residency or over the internet where no sales tax was paid? (Some states require or request you voluntarily pay this on your income tax returns)	<input type="checkbox"/> Yes <input type="checkbox"/> No
85. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

86. Do you have an HSA account that earned any interest, dividend, capital gain or other investment income in 2020? If yes, please provide statements for 2020.	<input type="checkbox"/> Yes <input type="checkbox"/> No
87. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
88. Did you receive a distribution from an Achieving a Better Life Experience (ABLE) savings account?	<input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL QUESTIONS OR COMMENTS:

REQUIRED SIGNATURES:

_____ TAXPAYER NAME	_____ TAXPAYER SIGNATURE	_____ DATE
_____ TAXPAYER NAME	_____ TAXPAYER SIGNATURE	_____ DATE