

Yes No

A. QUESTIONS THAT REQUIRE ANSWERS

3. DEMOGRAPHICS - Did any of the following information change from prior year? (The demographics we have on file can be found in the organizer, click the right arrows to get to the organizer)

- * Email address, mailing address or telephone
- * Marital status - include date of marriage or divorce
- * State of residency - include date moved and other state
- * New dependents - include full name, date of birth, SSN
- * No longer dependents - include date moved out and if they are still a dependent*

- a. If Yes, provide details with your tax packet or here:

4. US CITIZEN - Were you (and your spouse, if applicable) a US citizen or resident alien for all of 2020?*

- a. If No, please include details in your tax packet or here:

5. DRIVERS LICENSES - Do we need updated Driver's License information for you (and spouse's, if applicable)? (Your DL information we have can be found on the organizer, click right arrow.)*

- a. If Yes, include each of your DL info as follows with your tax packet or here:

- * Issuing state
- * ID #
- * Issue and expiration dates

6. IP PIN - Did you receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity left?*

- a. If Yes, provide PIN letter with tax packet or provide PIN # here:

Yes No

7. BANK ACCOUNT VERIFICATION - do we need updated bank account information? (Your bank info we have will be on your organizer, click the right arrows.).Or are you a new client that needs to give us your bank account information?*
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a. If Yes, include updated routing and account number in your packet or here:

8. HEALTHCARE MARKETPLACE - Were you enrolled/covered under the NM healthcare marketplace, aka Obamacare (with or without subsidies)? Many low income families utilize the marketplace for subsidized health insurance coverage. If yes, include form 1095-A with your tax packet.*
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9. VIRTUAL CURRENCIES (ie: bit coin, etc) - Did you (or your spouse, if applicable) have any sales of virtual currencies, or received virtual currencies as payment for goods or services? If yes, provide details with tax packet.*
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10. FOREIGN ACCOUNTS - Do you (or your spouse, if applicable) own or have any control over foreign accounts? The IRS has severe penalties if not reported on your annual tax return.*
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a. If Yes, at any time of the year was the US value in excess of \$10,000? If yes, please include the following for each account with your tax packet or here:

* Name and address of financial institution

* Account number

* Highest US\$ value at any time during the year

11. HOUSEHOLD EMPLOYEE - Is there anyone that provides services in your home that could be considered a Household Employee (cleaning, childcare, etc.), and paid more than \$2200 annually?*
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a. If Yes, please include the following info with your tax packet or include here:

* Name and address of provider

* SSN of provider

* Total paid during the year (NOT receipts)

Yes No

12. MISCELLANEOUS INCOME SOURCES: Were any of the following applicable to you during the year?

- * Start or sell a new business, rental property or investment property?
- * Receive any unemployment?
- * Receive any awards, prizes, or hobby income?
- * Receive Gambling or lottery winnings?(If yes, include any gambling losses)*

a. If Yes, provide tax docs/details with tax packet or explain here:

13. OTHER STATES: Do you have any out of state income that would result in multi-state tax liabilities from earned income, rental income, partnership/S corp income, or sale of any property/investment?*

a. If Yes, provide details with your tax packet or explain here:

14. CASH DONATIONS - Did you donate cash to charitable organization(s)?*

a. If Yes, include total spent in your tax packet (NOT receipts, just totals) or here:

15. TEACHER EXPENSES - Are you a teacher that spent money on classroom supplies (does not include homeschooling)?*

a. If Yes, include total spent (NOT receipts) with your tax packet or here:

16. 3RD STIMULUS CHECK - Did you received the 3rd stimulus check? Maximum amount would be \$1400 per person on return. IRS sent out letter 1444-C shortly after the checks, and letter 6475 in January of this year. You can check the amount by creating an account here: <https://tinyurl.com/IRS-link>*

a. If Yes, provide the amount(s) received with your tax packet or one of the letters or enter the total amount here:

Yes No

17. 2020 401K COVID RELIEF - Did you take distributions from a 401k in 2020 that you spread the tax liability over 3 years, or paid back (any or part) in 2021?*

a. If Yes, provide information in tax packet or here:

ESTIMATED TAX PAYMENTS - SKIP if not applicable

18. 2021 ESTIMATES PAID - Did you pay quarterly estimated tax payments for 2021?

a. If Yes, provide each amount and date for fed and state with your tax packet or here:

19. 2022 ESTIMATES TO CALCULATE - Do you want Kefauver CPA to calculate quarterlies for 2022?

a. If Yes, tell us what to base the estimates on, 2021's taxes or you will provide an estimate of 2022's income with your packet or here:

HOME RESIDENCE SALE - SKIP if not applicable

20. Did you sell your principal residence during the year?

a. If Yes, provide the following with your tax packet or here:

* 1099-S and closing statement

* your basis (basis is your original purchase price plus all improvements since you purchased the house)

21. Have you used the home residence sale exclusion in the last two years?

22. Did you (and your spouse) live in your home for 2 out of the last 5 years?

a. If No, how many years did you live in it over the last 5?

Yes No

DEPENDENTS / TAX CREDITS / TUITION - SKIP if not applicable

23. DUE DILIGENCE - complete and sign the due diligence included with this questionnaire and provide proof that your kids lived with you in 2021. More info included with due diligence, use right arrows to get to it.

24. ADVANCED CHILD TAX CREDIT - Did you receive the advanced child tax credit amounts in 2021? These payments started 7/15/21 unless you elected out. You should receive letter 6419, or you create an account @ <https://tinyurl.com/IRS-link>

- a. If Yes, include letter 6419 or the total received with your tax packet or here:

25. CHILD CARE - Did you pay for child care while you (and your spouse, if applicable) worked, looked for work, or while a full-time student?

- a. If Yes, Provide the following details for each provider in tax packet or here:
* provider name, address and federal ID or SSN
* total paid for the year (do not include receipts, just a total)

26. TUITION - Is there a student included on your return that:

- * Is pursuing a degree or other education credential
- * Is enrolled at least 1/2 time for at least 1 academic period in 2021
- * AND does not have a felony drug conviction at the end of the year?

- a. If Yes, Include in your tax packet or here the following:
* As of the beginning of 2021, had the student(s) completed the first 4 years of postsecondary education?
* Form 1098-T showing total tuition paid (required by the IRS)
* Additional expenses outside the 1098-T such as books, class fees, etc.

Yes No

BUSINESS &/OR RENTAL - SKIP if not applicable

27. BUSINESS and or RENTAL INCOME and EXPENSES - do you have a business & /or rental?

a. If Yes, include a summary (NOT receipts) of income and expenses for each business or rental in your tax packet or here:

28. 1099's - Did you pay any individual or LLC over \$600 for services, interest or rent in 2021?

a. If Yes, did you or will you issue a 1099?

29. 1099's part 2 - If you did not yet file 1099's did you want Kefauver CPA to prepare them for you?

a. If Yes, provide the following with your tax packet or here:

* Name and address

* Federal ID or SSN

* Total amount paid in 2021

30. For all rental properties, any personal use days during the year?

a. If Yes, how many?

F. ANYTHING ELSE?

31. Is there anything else we need to know prior to preparing your return, any thing on this questionnaire, or questions you have for us? If so, let us know here...
