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Enrolled Agent registered with the IRS

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Rockwall, TX & Ellsworth, ME

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Year-End Tax Client Planning Questionnaire

Client Information

- Name, address, and contact information
- Filing status (Single, Married Filing Jointly, Head of Household, etc.)
- List of dependents, with ages and relationship to the taxpayer
- Estimated income for the year

Income Sources

- Wages (W-2 income)
- Self-employment or business income (1099 income or Schedule C)
- Rental income and expenses
- Investment income (interest, dividends, capital gains/losses)
- Retirement distributions (IRAs, 401(k)s, pensions)
- Other sources (Social Security, alimony, etc.)

Investments & Capital Gains

- Details on any investments sold during the year
- Any capital losses that could offset gains
- Anticipated investment transactions before year-end

Retirement & Tax-Advantaged Accounts

- Contributions to IRA, Roth IRA, 401(k), or other retirement plans
- Interest in converting any Traditional IRAs to Roth IRAs
- Use of health savings accounts (HSAs), flexible spending accounts (FSAs)

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Deductions & Credits

- Home mortgage interest and property taxes
- Charitable contributions (cash and non-cash)
- Medical expenses exceeding AGI limits
- Education expenses (tuition, 529 plans)
- Adoption expenses, child care, and child tax credits
- Energy-efficient home improvement credits

Significant Life Events

- Marriage, divorce, birth of a child, or adoption
- New home purchase or sale
- Major medical expenses
- Job change, relocation, or new business start

Estimated Tax Payments

- Amount and date of any estimated taxes paid
- Adjustments required for withholdings or estimated tax payments

Tax Planning Goals

- Areas of interest for tax savings (e.g., retirement planning, asset protection)
- Future planning (estate, gifting, succession planning)

2. Tax Document & Deduction Checklist

Personal Documents

- Social Security numbers for taxpayer, spouse, and dependents
- Driver's licenses or state IDs for taxpayer and spouse

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Income Documentation

- W-2 Forms from employers
- 1099 Forms (self-employment, dividends, interest, rental income, etc.)
- Schedule K-1s (partnerships, S-Corporations, trusts)
- SSA-1099 (Social Security benefits)

Retirement & Investment

- 1099-R Forms (IRA/401(k) distributions)
- Annual statements for IRAs, 401(k)s, HSAs
- 1099-B Forms (stock, bond, mutual fund sales)
- Records of any retirement contributions

Deductions

- 1098 Forms (mortgage interest)
- Property tax statements
- Receipts for charitable contributions
- Medical bills and health insurance premiums (if not deducted on W-2)
- Statements for tuition and education expenses (1098-T)

Other Relevant Documentation

- Estimated tax payment receipts
- Receipts or invoices for business expenses (if applicable)
- Real estate transactions (home purchase/sale details)
- Prior year tax return (for carryover of losses, credits)

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Questions? Contact Us: (214)997-3668

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