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	Full name/s	Primary Phone	E-Mail Address
Taxpayer			
Spouse			

☐ No Address Change Address ____________________

☐ No Change in Dependents City/State/ Zip ____________________

	Social Security Number	Date of Birth	Occupation	Pres. Campaign?
Taxpayer				Yes or No
Spouse				Yes or No

Filing status: (Circle one) Single Married filing jointly Married filing separately Head of household

Dependents: Full name	Social Security No.	Relationship	Date of Birth	Months Lived at Home	Child have Income?	Full-Time Student?
					Y or N	Y or N
					Y or N	Y or N
					Y or N	Y or N
					Y or N	Y or N

*Please make sure your dependent does not claim him or herself on their own tax return. If they claim themselves then your Federal Return will be rejected by the IRS.

Please provide your Current Driver's License Information. If you have a state-issued ID, please provide us a copy. This is for e-filing security.

	Driver's License #	*State*	*Issue Date*	*Expiration Date*
Taxpayer				
	Driver's License #	*State*	*Issue Date*	*Expiration Date*
Spouse				

Please answer the following required questions:

1. Once your return is completed, how would you like us to contact you? Please circle.

   Email Primary Phone

2. Once your Federal Tax Return is compelete how would you like to receive your copy? Please circle.

   Paper Copy Only Electronic Copy Only (Will be uploaded to Secure Portal) Both

3. Refund preference:
   - ☐ Check by Mail
   - ☐ Apply to 2024
   - ☐ Direct Deposit

4. Preference if you owe tax:
   - ☐ Write a Check
   - ☐ Charge a credit card
   - ☐ Use Electronic Withdrawal

5. Banking Information: Please complete and attach a voided check. *Please complete even if we have your banking information from last year so we know for sure that is the bank account to use this year.*

Name of Bank	*Bank Routing Number*	*Bank Account Number*	*Type of Account*

6. If you were a victim of identity theft with the IRS, you should have received an Identity Protection PIN. Please write down your PIN # below or provide the IRS Letter with the PIN #.

   Taxpayer __________ Spouse __________ Dependent __________

7. Do you want us to prepare any state returns? If yes, please list:
   Did you live in Tennessee the entire year? yes or no If no, what other state did you live in and from what dates:
   State: __________ From: __________ To: __________

8. Do you want us to prepare any of your children's federal/state tax returns? Please circle YES or NO
   If yes, list name of children __________ __________

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Questions

This is a list of important questions that aids us in preparing your tax return. Please attach any documentation for all "yes" answers.
Please answer all questions.

General Questions

1	Did you make any major purchases (vehicle, boat, etc.) in 2023 that you paid sales tax on? If yes, provide us the invoice.	☐ Yes	☐ No
2	Did you purchase a new or used Electric Vehicle, Plug-In, Hybrid Electric Vehicle, or Fuel Cell Vehicle during the year? If yes, provide the deal sheet, showing the year, make, model, VIN, and date the vehicle was placed in service. Please note, not every taxpayer can receive this credit. This credit is based on your Adjusted Gross Income.	☐ Yes	☐ No
3	Did you have any childcare expenses during the year? If yes, please provide a daycare statement for each child.	☐ Yes	☐ No
4	Did you start a new business or sell an existing business in 2023?	☐ Yes	☐ No
5	Did you purchase or sell any rental properties during 2023? If yes, we will need the closing statements.	☐ Yes	☐ No
6	Did you issue any Forms 1099-NEC to independent contractors who you paid more than $600 in 2023?	☐ Yes	☐ No
7	Did you make a donation greater than $250 to a charity? If yes, we will need a contemporaneous written acknowledgment (letter or form) from the charity showing the date and amount of the contribution.	☐ Yes	☐ No

Retirement Distributions and Contributions

8	**Distributions:** Did you make a withdrawal from a Traditional IRA, Roth IRA, Non-Deductible IRA, or any other Retirement Plan in 2023? If yes, please make sure we have your Form **1099-R's** and Form **5498's**. *What was your reason for withdrawal? Higher education expenses, medical expenses, first-time home buyer, IRS levy or disability? These are some of the exceptions to the 10% penalty.* *Please list your reason for withdrawal here:* ______	Taxpayer ☐ Yes Spouse ☐ Yes	☐ No ☐ No
9	Did you make a Qualified Charitable Distribution as part of your Required Minimum Distribution (RMD)? If yes, please provide a letter from the charitable organization and Form 1099R.	☐ Yes	☐ No
10	Did you convert a regular IRA to a Roth IRA in 2023? If yes provide the amount and documentation. ______	☐ Yes	☐ No

Retirement Contributions:

11 Did you or your spouse make a contribution to:

	Type of retirement:	Date Made:	Amount:		
Taxpayer	Traditional IRA	______	$	☐ Yes	☐ No
	Roth IRA	______	$	☐ Yes	☐ No
	Non-Deductible IRA	______	$	☐ Yes	☐ No
	Other Retirement Plans (SEP, Solo 401K)	______	$	☐ Yes	☐ No
		Date Made:	Amount:		
Spouse	Traditional IRA	______	$	☐ Yes	☐ No
	Roth IRA	______	$	☐ Yes	☐ No
	Non-Deductible IRA	______	$	☐ Yes	☐ No
	Other Retirement Plans (SEP, Solo 401K)	______	$	☐ Yes	☐ No

Miscellaneous Income

12	Did you receive a K-1 from a partnership, S Corporation, trust, or estate for 2023? If yes, please provide the K-1.	☐ Yes	☐ No
13	Did you buy or sell any stocks, bonds, or other investments during 2023? If yes, please provide Forms 1099-B.	☐ Yes	☐ No
14	Did you have any gambling winnings in 2023? This includes winnings for online betting. *If yes, please provide Form W-2G (Certain Gambling Winnings), Casino Statements, etc.*	☐ Yes	☐ No
15	Did you start receiving social security benefits in 2023? If yes, please provide the Form 1099-SSA for 2023.	☐ Yes	☐ No
16	Did you receive income or incur expenses associated with a short-term rental (e.g.Airbnb, VRBO, or HomeAway)?	☐ Yes	☐ No
17	Did you receive a Form 1099-K for Third Party Network Transactions? If yes, please provide the document and the reason you received this form.	☐ Yes	☐ No

Mortgage Questions

18	Did you sell and/or purchase or refinance a home in 2023? (if yes, please provide closing statements)	☐ Yes	☐ No
19	Did you receive a Form 1098-Mortgage Interest Statement for a HELOC? If yes what was it used for? ______ Initial loan amount? $ ______ Name of mortgage company: ______	☐ Yes	☐ No
20	Did you improve your home with energy efficient home improvements such as exterior doors, windows, skylights, or insulation that qualifies for the energy credit? If yes, please provide us the invoice and certification form.	☐ Yes	☐ No

Itemized Deductions

21 Do your itemized deductions exceed the following amounts:

Single / Married Filing Separately	$13,850	☐ Yes	☐ No
Married Filing Jointly	$27,700	☐ Yes	☐ No
Head of Household	$20,800	☐ Yes	☐ No

Examples of itemized deductions are medical expenses > 7.5% of your adjusted gross income, real estate taxes, mortgage interest, and charitable contributions. If yes, please provide documentation.

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Health Insurance / Health Savings Account (HSA)

22	Did you and/or your dependents have health coverage for the entire year of 2023? If yes, was the health insurance employer-provided? Please circle: Pre-tax or Post-tax How much were your out of pocket premiums paid in 2023? Taxpayer ____ Spouse ____	☐ Yes	☐ No
23	For those that are self-employed, how much did you pay in health insurance premiums in 2023? ____ * Self-employed health insurance can include: health insurance, dental insurance, long-term care insurance, etc. Please provide a detailed breakdown of each premium.	☐ Yes	☐ No
24	Did you enroll for Marketplace Coverage through healthcare.gov under the Affordable Care Act? If yes, please provide us with any **Form 1095-A** you received. This form is required to prepare your tax return.	☐ Yes	☐ No
25	Did you contribute to an HSA? If so, how much did you contribute and how much did your employer contribute for 2023? Is it family coverage or individual coverage? **Please circle:** Family or Individual How much did you pay into your HSA in 2023? $ ____ ***Please provide Form 5498-SA***	☐ Yes	☐ No
26	Did you receive a distribution from a HSA in 2023? If yes, please provide us with ***Form 1099-SA.*** If yes, was your distribution 100% used for qualified medical expenses? If no, how much was used for medical expenses? ____	☐ Yes ☐ Yes	☐ No ☐ No

Foreign Information and Virtual Currency

27	Did you have an interest in or signature over a bank or brokerage account in a foreign country with a value greater than $10,000 at any time during 2023? If yes, please provide the following details: Name of Bank, Address, Account number, Value	☐ Yes	☐ No
28	Did you receive a distribution from or were you a grantor of or transferor to a foreign trust? If yes, what country? ____ Note: As part of your filing obligations you are required to report the maximum value of specified foreign financial assets, which include financial accounts with foreign institutions and certain other foreign non-account investment assets that exceed certain thresholds. **(You are responsible for informing us of all your foreign assets)**, so we can properly advise of your federal filing obligations.	☐ Yes	☐ No
29	At any time during 2023, did you: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or financial interest in a digital asset)?	☐ Yes	☐ No

Estimated Tax Payments

30 Please list your estimated tax payments made for the 2023 tax year.

	Federal	*State*
Applied from prior year return	$	$
1st Quarter / due April 18, 2023	$	$
2nd Quarter / due June 15, 2023	$	$
3rd Quarter / due September 15, 2023	$	$
4th Quarter / due January 16, 2024	$	$
Total Estimated Tax Payments for 2023	$	$

31	Did you receive any state or local income tax refunds from prior years? If yes, provide documentation.	☐ Yes	☐ No

Vehicle Information for Business Use

32 Must have a mileage log to substantiate your vehicle expense for businesss.

	Vehicle 1	**Vehicle 2**
Make / Model		
Date Purchased		
Cost		
Auto Mileage in 2023		
Business Mileage - 0.655 per mile		
Commuting		
Personal		
Total		

This information is required even if actual expenses are claimed instead of mileage rate deduction.

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Due Diligence Questionnaire

MUST be filled out to claim Head of Household (HOH), Earned Income Credit (EIC), Child Tax Credit (CTC), and/or American Opportunity Tax Credit (AOTC).

Head of Household (HOH)

1	Were you unmarried on the last day of the tax year and did you provide more than half of the cost of keeping up a home for the year for a qualifying person? ***Please provide documentation to substantiate the HOH filing status claimed on your return such as: proof of over half the support for your qualifying person, and proof of them living with you for over 6 months.***	☐Yes	☐ No

Earned Income Credit (EIC)

2	Do you understand the rules about claiming the EIC when a child is the child of more than one qualifying taxpayer?	☐Yes	☐ No
3	Are you aware of the "tie-breaker" rules, and has it been determined that you are, in fact, eligible to claim the EIC for said child/ children?	☐Yes	☐ No
4	Do you know that unless you have received a Form 8332 from the custodial parent, you may not claim the EIC if the child/ children have not lived with you for over half the year, even if you have supported the child?	☐Yes	☐ No

Child Tax Credit (CTC) / Additional Child Tax Credit (ACTC)

5	Was the Earned Income Credit, Child Tax Credit, or Additional Child Tax Credit disallowed or reduced in the previous year?	☐Yes	☐ No
6	Has the child lived with you for over half the year? (if "no," answer questions 7 & 8.)	☐Yes	☐ No
7	Is there an active Form 8332, Release / Revocation of Claim to Exemption for Child by Custodial Parent, or similar statement in place? *Please attach if "yes."*	☐Yes	☐ No
8	Have you released the claim to another person? If yes, you cannot claim the child tax credit.	☐Yes	☐ No
9	Can you provide documentation to substanitate your answers? For example daycare statements, utilities, court documents.	☐Yes	☐ No

Education Credits

10	Have you provided proof, such as a Form 1098-T and receipts, for the qualified tuition and related expenses? *Any "billed" but unpaid expenses do not qualify. (**Only include amounts PAID in 2023** for tuition, fees, books, computer equipment, etc)*	☐Yes	☐ No
11	Please circle one: Student Name___________________________ Freshman Sophomore Junior Senior Masters PhD Other Student Name___________________________ Freshman Sophomore Junior Senior Masters PhD Other Student Name___________________________ Freshman Sophomore Junior Senior Masters PhD Other		
12	Were any college expenses paid from funds in a 529 account or Coverdell account? If yes, please provide Form 1099-Q. If yes, how much was paid with the 529 Funds or Coverdell Funds? ____________________	☐Yes	☐ No
13	Did you pay student loan interest for yourself, your spouse, or your dependent in 2023? If yes please provide the Form 1098-E Student Loan Interest Statement	☐Yes	☐ No
14	Did you receive forgiveness on a qualifying federal student loan?	☐Yes	☐ No

Comments

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CHECKLIST

Please attach the original forms to document your income and expenses

- ☐ **Wages: Form W - 2**
- ☐ **Retirement Income: Form 1099 - R**
- ☐ **Interest Income: Form 1099 - INT**
- ☐ **Dividend Income: Form 1099 - DIV**
- ☐ **Sale of Stocks & Bonds: Form 1099 - B**
- ☐ **Education Savings Withdrawal: Form 1099-Q**
- ☐ **Independent Contractors: Form 1099- NEC**
- ☐ **Unemployment Compensation: Form 1099 - G**
- ☐ **State Income Tax Refund: Form 1099 - G**
- ☐ **Partnerships, S- Corporations, Estates & Trusts Income: Schedule K -1s**
- ☐ **Jury Duty**
- ☐ **Gambling Winnings or Losses: Form W-2G**
- ☐ **Cancellation of Debt: Form 1099-C**
- ☐ **Alimony Income - for divorces final before 12-31-18**
- ☐ **Other Income:**
- ☐ **Educator Expenses up to $300 for Teachers** (Must work at least 900 hours)
- ☐ **Form 1099-K : Third Pary Network Transactions**

☐ **Income and Expenses from Sole Proprietor: Schedule C** (Please provide a full list of your income and expenses as well as any new assets bought in 2023 with the cost and the purchase date, as well as any assets you sold).
You are responsible for ensuring that personal expenses are segregated from business expenses and that expenses such as meals, travel, vehicle use, gifts, and related expenses are supported by necessary records required by the IRS.

☐ **Rental Income and Expenses: Schedule E** (Please provide rental income and expenses, new assets bought in 2023 with the cost and the purchase date, sale of any old assets, fair rental days, and personal days used for the property).

☐ **Social Security Benefits: Form 1099 - SSA**

☐ **Farm Income: Schedule F** (Please provide a full list of income and expenses and new assets purchased in 2023 with the cost and purchase date, and sale of any old assets)

ITEMIZED DEDUCTIONS

☐ **Medical:**

Health and Dental Insurance Premiums	**Nursing Home Care**
Long-Term Care Premiums	**Doctor, Dentist, Hospital, Lab**
Prescription, Glasses, Other	**Auto Mileage:**

☐ **Real Estate Taxes: Personal Residence, Second Homes, Lots, Land**

☐ **Sales Tax: Cars, Boats, Motorcycle, New Home Construction, or Major Home Renovations**

☐ **State Income Taxes**

☐ **Interest Paid:**

Home Mortgage Interest Loan - Form 1098 **Interest deductions are limited on loans up to $750,000 after 1/1/2018**
Home Equity Loan- <u>NO LONGER DEDUCTIBLE FOR LOANS BEGINNING AFTER 1/1/2018, UNLESS FOR HOME IMPROVEMENTS</u>
What were the proceeds from your home equity loan used for? ______________
Points Paid on Original Loan __________
Points Paid on Refinance __________ **Date of Refinance** ______________ **# of years** ______________
Investment Interest __________

☐ **Charitable Contributions: Cash, Non-Cash & Charitable mileage rate is $0.14/mile**

☐ **Child / Dependent Care Expenses:**

Daycare Name ______________ **Federal ID #** ______________
Address ______________ **Amount Paid** ______________
____