

Dear Client:

Enclosed you will find our *2018 Tax Return Questionnaire & Checklist* we provide to new and existing clients; this tool will assist in collecting necessary information for us to properly prepare your income tax returns. It is very important that you complete the questionnaire in its entirety, so that we can ensure that we avoid any potential for missed opportunities that could result in a reduction of your overall tax liability.

Due to new tax law rules, tax preparation process became more complex from this year. GurramTax has updated its pricing and fee structure accordingly, so your tax preparation fee may increase from last year.

The filing deadline for your personal income tax returns is **April 15, 2019**. To meet this filing deadline the enclosed *2018 Tax Return Questionnaire & Checklist* must be completed at submitted to us by **March 25, 2018**. Any information received after that date may require that an extension be filed for your individual returns.

If an extension of time is required, any tax due must be paid with that extension. Any taxes not paid by the filing deadline may be subject to late payment penalties and interest assessed by the IRS.

NOTE: We prepare only Federal and State income tax returns. We do not prepare local/city taxes for most areas. You need to take care of city taxes by yourself. This is applicable for the states who has local taxes – Example: Pennsylvania, Ohio, Missori and Michigan etc.

Please do not hesitate to contact us should you have questions regarding our *2018 Tax Return Questionnaire & Checklist*.

Sincerely,

GurramTax Team

**Required details for tax preparation: (Fill the info that applies to you)**

|  |  |  |
| --- | --- | --- |
| **Details** | **Tax Payer** | **Spouse** |
| First Name |  |  |
| Middle Initial |  |  |
| Last Name |  |  |
| SSN / ITIN |  |  |
| Date of Birth |  |  |
| Occupation |  |  |
| Phone Number |  |  |
| Email address |  |  |
| Current Address |  |  |

**Bank Details for Refund Direct Deposit / Balance due direct debit option**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Bank in US** | **account type (checking/savings)** | **Bank Routing #** | **Account #** |
|  |  |  |  |

**Please submit DRIVER’S LICENSE / STATE ID scanned copies for tax payer and spouse for e-filing. Tax returns without driver license can be e-filed but will take longer time to process.**

|  |  |
| --- | --- |
| **Foreign Bank Questions** | **Answer Yes or No** |
| Any Foreign bank accounts? |  |
| More than $10,000 in Foreign Bank at any time during the Tax Year 2018? |  |
| If yes (need to file FBAR by April 15th 2019),  Enter name of the country |  |
| If yes, do you have more than $50,000 (for single) or more than $100,000 (for married)? (Y/N) |  |
| If Yes, I will send another document for required information. IRS link below for more information:  <https://www.irs.gov/Businesses/Corporations/Do-I-need-to-file-Form-8938-Statement-of-Specified-Foreign-Financial-Assets> |  |

**Medical Insurance**

|  |  |
| --- | --- |
|  | **Answer Yes or No** |
| Did you and your family have health insurance coverage for all of 2018? |  |
| If “Yes” – Did you have coverage through your work?  If “Yes” and receive a 1095A doc, please provide. |  |
| Did you have coverage from Market Place (Obamacare)?  If “Yes” provide 1095A doc |  |
| Do not have complete coverage, please explain the coverage details: |  |

**Dependents (add additional tables if needed)**

|  |  |  |
| --- | --- | --- |
| **List Dependent Info** | **Dependent 1** | **Dependent 2** |
| First Name |  |  |
| Last Name |  |  |
| SSN / ITIN |  |  |
| Date of Birth |  |  |
| Relationship to Taxpayer |  |  |
| Number of months stayed in US with taxpayer |  |  |
| Income (if dependent has any) |  |  |
| Visa status as of Dec 31 (if applicable) |  |  |

**Day care expenses (Both parents, if married, must be working or fulltime students to get this credit)**

|  |  |
| --- | --- |
| Name of the dependent for whom expenses were incurred |  |
| Name of the Institution/Person to whom the amount was paid |  |
| Federal ID/SSN of whom the amount paid |  |
| Address of the Institution (Street Address, City, State, Zip) |  |
| Amount paid |  |
| Amount reimbursed by your Employer |  |

**Residency details (If you lived at the same state entire year, skip this**).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Taxpayer** | | **Spouse** | |
| **States resided in 2018** | **From Date** | **To Date** | **From Date** | **To Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Moving Expenses are deductible in some state tax returns but not in Federal from 2018. Armed forces can deduct moving expenses in both Federal and State returns. (If you move within the US and paid all or some expenses out of your pocket)**

|  |  |
| --- | --- |
| Total expenses paid by you |  |
| Employer reimbursement |  |
| Distance between old and new location |  |

**Deductible moving expenses:** airfare, taxi fare, tips, cost of moving home goods, cost of moving cars, and lodging expenses up to one week, transportation expenses at new place up to one month, storage up to one month. Travel is limited to one trip per person.

If you drive your own vehicle, expenses can be figured either using actual out of pocket expenses for gas and oil, or the standard mileage rate for moving (for 2018, 17￠ per mile), plus parking fees and tolls.

**Not deductible moving expenses:** Cost of meals while travelling, temporary living expenses, and house hunting expenses before or after the move.

**Miscellaneous other Income:**

|  |  |
| --- | --- |
| Jury duty pay |  |
| Gambling / Lottery Winnings (not reported on W2G) |  |
| Amount of alimony paid or received, including Recipient’s name and SSN |  |

**Deductions – Adjustment to income**

|  |  |
| --- | --- |
| Educator expense (if you are a teacher) |  |
| HSA contribution (which is not through your work) |  |
| Traditional IRA contributions (if any) |  |

**Questionnaire:**

|  |  |
| --- | --- |
| First time home buyer credit on 2008 return? If yes, how much? (Some taxpayers are required to repay) |  |
| Rental income for Tax Year 2018?  If yes, also provide separate list of expenses |  |
| Business income for Tax Year 2018?  If yes, also provide separate list of expenses |  |
| Unexpected damage or loss of property and not covered by insurance? Please give details. |  |
| Made any estimated tax payments during the Tax year? If yes, please give details for both Federal and State tax payments. |  |

**Itemized deductions**

For out-of-pocket medical expenses, they have to be more than 7.5% of your total income (AGI) before you can deduct any of the expenses. For us to determine if you qualify for this deduction, please provide:

|  |  |
| --- | --- |
| Medical Insurance premiums (If you pay for your own health insurance and it is not from work) |  |
| Prescription Medicine + Eye glasses + Dental expenses |  |
| Any other medical expense paid out of your pocket |  |

|  |  |
| --- | --- |
| Home Mortgage Interest paid (provide 1099)  Allowed to take mortgage interest on primary and secondary home |  |

(You may take home mortgage Interest paid in foreign country also – need statement from foreign bank)

|  |  |
| --- | --- |
| Real estate taxes paid (in US only, any number of homes) |  |
| Car registration fee (any number of vehicles you own)  The amount should be ONLY the registration fee and not the check you write that includes other processing fees or taxes. |  |

**Charitable contributions**

|  |  |
| --- | --- |
| Contributions by Cash / Check  (may list by charity organization, or provide total) |  |
| Non-cash contributions (need to have receipts from organization if it is more than $500) |  |

**Miscellaneous deductions (subject to 2% AGI limitation) – Not applicable in Federal from 2018. Some states allow this deduction.**

|  |  |
| --- | --- |
| Union Dues |  |
| Safe Deposit box |  |
| Last year Tax prep fee |  |
| Visa processing fee (work visa only) |  |
| Uniforms + cost of cleaning (suits do not qualify) |  |
| Documented gambling losses (must have documentation) |  |
| Education expenses for Doctorate or Master’s degree or additional Bachelor degrees (Tuition fee + books)  Only list if you do not receive a 1098-T |  |
| Job hunting expenses (list type of expense and amount) |  |

**Unreimbursed business expenses, if any (only if required for work and not reimbursed by employer) – Not applicable in Federal from 2018. Some states allow this deduction.**

|  |  |
| --- | --- |
| Flight tickets, tips, taxi fare |  |
| Number of days away from home |  |
| Hotel expenses, tips, Monthly rent |  |

**Fill this info if you are on F1 or J1 visa or if you moved to US in 2018**

|  |  |
| --- | --- |
| Date you came to US first time |  |
| Your visa type |  |

Days you are in US for past 3 years, you may use the following link. Please list number of days separately for 2015, 2016 & 2018. <http://www.timeanddate.com/date/duration.html>

|  |  |  |
| --- | --- | --- |
| 2016 | 2017 | 2018 |
|  |  |  |

**Include following documents if you have any**

If you have any foreign income (India or other countries) in 2018? If yes, provide pay slips or other documents to show the income.

W2 wage statement

Unemployment compensation, State and local tax refunds (1099-G)

Miscellaneous Income including rent (1099-misc)

Retirement plan distributions, pensions and annuities (1099-R)

Social security/RR Benefits ((RRB-1099)

Partnership, S corporation & Trust income (Sch.K1)

Mortgage Interest (1098)

Sale of your home or other real estate (1099-S)

Interest/Dividend income (1099-INT/OID/DIV)

Stock transactions (1099-B)

Tuition & Education Fee (1098-T) – plus receipts for books if not included on 1098-T

Student Loan Interest (1098-E)

Health Insurance Statement (1095-A)

**State deductions:**

Some states have additional deductions. Fill the following information if you have any of these. We will use these if it applies to your state.

**Rent paid:** (If you lived in multiple states, mention the each state separately).

**MA state** **Commuting Expenses:** Deduction for tolls paid through EZ Pass or weekly or monthly transit commuter passes for MBTA transit or commuter rail (not including those that are reimbursed)

**College Tuition paid:**

**529 College savings plan contributions:**

MN started giving a deduction of up to $3000 for 529 plan contributions from 2018. You may contribute in any state plan and the plan beneficiary can be other than your family members.

**Minnesota: K-12 Education Expenses:**

**Private school tuition for grades K-12:**

**Political Contributions:**

**CT State: Property Tax paid on a leased/owned vehicle:**

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**Notes to Tax Preparer:**