

Name: _____
Address: _____
Email: _____
Phone #: _____

1. Do you wish to contribute \$3 to the presidential campaign fund ? Yes No
2. Did your marital status change during the year ? Yes No
If yes, explain _____
3. Did you have dependents in 2019 ? Yes No
If yes complete due diligence worksheet on page 4
4. Can you be claimed as a dependent by another taxpayer ? Yes No
5. Did you or your dependent receive an *Identity Protection PIN(IP PIN)* from the IRS or have you been a victim of identity theft ? **IF YES, ATTACH IRS LETTER** Yes No
6. **ESTIMATED PAYMENTS** -Did you pay quarterly state and/or federal estimated payments? Yes No
 List any estimated payments below (**DO NOT include any taxes withheld**)

	<u>FEDERAL</u>	<u>Date Paid</u>	<u>NJ</u>	<u>Date Paid</u>	<u>_____</u>	<u>Date Paid</u>
Applied (2018)	\$	_____	\$	_____	\$	_____
1st Quarter	\$	_____	\$	_____	\$	_____
2nd Quarter	\$	_____	\$	_____	\$	_____
3rd Quarter	\$	_____	\$	_____	\$	_____
4th Quarter	\$	_____	\$	_____	\$	_____

7. Health insurance paid direct (**NOT** via payroll or pension) \$ _____
If your health insurance was through your employment or retirement attach year end paystub
If your health insurance was through the marketplace you must provide Form 1095-A
8. Total medical expenses paid in 2019 (Drs., Rx, Lab Tests, Hospital, Dental, Etc.) \$ _____
9. Medical mileage Miles _____
10. Mortgage interest or home equity interest - **Attach Form 1098**
11. Real estate taxes paid in 2019 \$ _____
 Primary residence \$ _____
 Vacation home / other \$ _____
 Homestead rebate received \$ _____
12. Rent paid on primary residence NJ \$ _____
13. Charitable contributions - CASH \$ _____

NON-CASH (*Must complete below*)

Name of organization _____	Date of donation _____
Description of donation _____	Value of donation \$ _____
Name of organization _____	Date of donation _____
Description of donation _____	Value of donation \$ _____
Name of organization _____	Date of donation _____
Description of donation _____	Value of donation \$ _____

Questionnaire Continued

14. Did you start a new business in 2019 ? <i>If yes download and complete a business checklist from our website</i>	Yes	No
15. Did you purchase a new rental property in 2019 ? <i>If yes download and complete a rental checklist from our website</i>	Yes	No
16. Did you acquire a new or additional interest in a Partnership or S-Corporation ?	Yes	No
17. Did you purchase any real estate (primary residence, vacation home, other) ? <i>If yes attach the settlement sheet from the purchase of the house</i>	Yes	No
18. Did you sell any real estate (primary residence, vacation home, other) ? <i>If yes provide the following information</i>	Yes	No
Purchase date and price of home Date _____ \$ _____		
Cost of any improvements to home \$ _____		
<i>Settlement sheet from the sale of home (Attach)</i>		
19. Did you foreclose or abandon a principal residence or other real property ?	Yes	No
20. Did you sell an existing business, rental, or other property ?	Yes	No
21. Did you lend money with the understanding of repayment and this year it became totally uncollectable ?	Yes	No
22. Did you have any debts canceled or forgiven this year (home mortgage or student loans) ? <i>If yes attach form 1099-C</i>	Yes	No
23. Were any major purchases made in 2019 to utilize a sales tax deduction(cars, boats, etc.) ? <i>If yes attach bill of sale from purchase of item</i>	Yes	No
24. Did you purchase a qualified plug-in electric drive vehicle or fuel cell vehicle in 2019 ? <i>If yes attach bill of sale from purchase of vehicle</i>	Yes	No
25. Did you donate a vehicle or boat during the year ? <i>If yes attach form 1098-C</i>	Yes	No
26. Did you receive any unemployment benefits during the year ? <i>If yes print form 1099-G from NJ website myunemployment.nj.gov</i>	Yes	No
27. Did you receive any tip income not reported to your employer this year ? <i>If yes list total tips received \$ _____</i>	Yes	No
28. Did any of your life insurance policies mature, or did you surrender any policies ?	Yes	No
29. Did you receive any awards, prizes, hobby income, gambling or lottery winnings ? <i>If yes provide W2-G or 1099-MISC and casino statement for net payout</i>	Yes	No
30. Did you have any sales or other exchanges of virtual currencies, use virtual currency to pay for goods or services, or are holding them as an investment (Bitcoin, Crypto) ? <i>If yes download the Virtual Currency Worksheet from our website to list the type, date, time, amount, and quantity of each transaction</i>	Yes	No
31. Did you begin receiving social security benefits this year ?	Yes	No
32. Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan ? (<i>NOT through employer</i>) <i>If yes designate type and amount Type Amount \$ _____</i>	Yes	No

Questionnaire Continued

33. Did you, your spouse, or your dependents attend a college, university or trade school during the year ? Yes No
If yes you **must** attach form **1098-T** and the following information listed below
Cost of room & board \$ _____
Cost of books & supplies \$ _____
-
34. Did you make any withdrawals from an education savings or 529 Plan account ? Yes No
If yes attach Form 1099-Q
-
35. Did you make any contributions to an education savings or 529 Plan account ? Yes No
If yes please list amount \$ _____
-
36. Did you pay any student loan interest this year ? Yes No
If yes attach Form 1098-E
-
37. Would you like a worksheet to aid in the completion of your Free Application for Federal Student Aid (FAFSA) with the U.S Department of Education ? Yes No
-
38. Did you cash any Series EE or I U.S. savings bonds issued after 1989 ? Yes No
If yes attach documentation or 1099-INT
-
39. If you are a teacher did you have any educator expenses ? Yes No
If yes list the total amount \$ _____
-
40. Did you pay an individual as a household employee this year ? Yes No
-
41. Did you directly have any foreign income or pay any foreign taxes during the year ? Yes No
-
42. Do you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country ? Yes No
-
43. Did you have health insurance for all of 2019 ? Yes No
If yes attach Form 1095-A, B, or C
If no, list months without coverage
-
44. Did you participate in an employee sponsored Health Expense Plan ? Yes No
If you participated in a HSA or MSA attach Form 1099-SA and Form 5498
If you had an employer sponsored FSA attach year-end paystub
-
45. Did you pay or receive alimony this year ? Yes No
Alimony paid \$ _____ *Alimony received* \$ _____
Recipient's SSN _____
Date of original divorce agreement _____
-
46. Do you expect a large fluctuation in income, deductions, or withholding next year? Yes No

** **REMEMBER** to include the year-end paystub for ALL EMPLOYMENT **

Forms and checklists can be found on our website
haltercpa.com

Contact Charles Keller if you have any questions:
Email: charles@haltercpa.com
Phone: 856-478-0770 EXT: 107

Due Diligence Worksheet

If you are not claiming any dependents other than your spouse initial here _____ and sign and date the bottom of this page.

**** MUST BE COMPLETED AND SIGNED IF YOU MEET ANY OF THE FOLLOWING:**

- 1 - You are filing as head of household
- 2 - You are claiming a dependent other than your spouse
- 3 - You have a dependent in college

List members of your household who you wish to claim as dependents

<u>Name</u>	<u>Age at 12/31/19</u>	<u>Months in Household*</u>	<u>Attending College</u>		<u>Wages Earned</u>
			<u>Yes</u>	<u>No</u>	
_____	_____	_____	Yes	No	\$ _____
_____	_____	_____	Yes	No	\$ _____
_____	_____	_____	Yes	No	\$ _____
_____	_____	_____	Yes	No	\$ _____

** Include months in college*

NOTE ~ If you have a new dependent attach a copy of their social security card and provide their date of birth

Do you have documentation to substantiate that all listed above were members of your household for 6 months or longer in 2019 ? Yes No

Circle records you have to verify dependent's address **Health Insurance** **School Records** **Medical Records**

Can anyone else claim any of the dependents listed above ? Yes No

**** If the above answer is yes see tiebreaker rules below.**

Are all dependents citizens, nationals, or residents of the United States ? Yes No

Has any dependent been convicted of any federal or state felony class offense for possession or distribution of a controlled substance as of the end of the year ? Yes No

Were you unmarried or considered unmarried on the last day of the tax year ? Yes No

Did you provide more than half of the cost of keeping up a home for all dependents ? Yes No

Do you have documentation to prove the above question ? Yes No

Tiebreaker Rules:

- 1 - If only one of the taxpayers is the child's parent, then the child is the qualifying child of that parent.
- 2 - If the child's parents do not file a joint return, then the child is the qualifying child of the parent with whom the child lived the longest during the year.
- 3 - If the child resided with both parents equally during the year and the parents do not file a joint return, then the child is the qualifying child of the parent with the highest adjusted gross income (AGI).
- 4 - If none of the taxpayers claiming the child are the child's parent, then the child is the qualifying child of the person with the highest AGI.
- 5 - If the parents may claim the child as a qualifying child, but do not actually do so, then the child may be the qualifying child of any other taxpayer but only if the other taxpayer's AGI is higher than the AGI of either parent. In case of parents who file jointly, their AGI is divided equally to make this determination.

**** I have read all of the above statements and answered all of the questions to the best of my knowledge.**

Signature: _____ **Date:** _____

DO NOT EMAIL