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To: Prospective Client

From: Neil S. Kahn

Date: December 2018

Subject: Checklist for 2018 Income Tax Returns

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This memo is intended to assist you in preparing the information necessary to complete your 2018 Income Tax Returns. Please fill out prior to our meeting and bring this and documentation to substantiate your yes answers.

QUESTIONS

If any of the following items pertain to you or your spouse for the year 2018, check the appropriate box and include all pertinent details and statements.

PERSONAL INFORMATION

Did your address change?..... [ ] [ ] YES NO  
New Address: \_\_\_\_\_  
\_\_\_\_\_

Current telephone numbers:

Home \_\_\_\_\_  
Work (Taxpayer) \_\_\_\_\_  
Work (Spouse) \_\_\_\_\_  
Cell (Taxpayer) \_\_\_\_\_  
Cell (Spouse) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

What is your date of birth? \_\_\_\_\_

What is your spouse's date of birth? \_\_\_\_\_

Did your marital status change during the year?..... [ ] [ ]

PERSONAL INFORMATION

YES NO

Drivers License

Taxpayer [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]  
Issue Date [ ][ ][ ][ ]  
Expiration Date [ ][ ][ ][ ]  
Issuance State [ ][ ]

Spouse [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]  
Issue Date [ ][ ][ ][ ]  
Expiration Date [ ][ ][ ][ ]  
Issuance State [ ][ ]

Financial Institution: \_\_\_\_\_

Routing number: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]  
Checking number: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]  
Savings number: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Did this information change from last year? ..... [ ][ ]

GENERAL

Do you wish to designate \$3 to the Presidential Election Campaign Fund?..... [ ][ ]  
Does your spouse wish to designate \$3 to the Presidential Election Campaign Fund?..... [ ][ ]  
Were you notified by the Internal Revenue Service or other taxing agency of changes to a prior year's return?..... [ ][ ]

ELECTRONIC FUNDS

If you are entitled to a refund, do you want the taxing authorities to direct deposit this refund?..... [ ][ ]

If so, please provide:

Percentage to checking \_\_\_\_\_  
Percentage to savings \_\_\_\_\_  
Total 100%

If a payment is due with the filing of your tax return, would you like to use electronic funds withdrawal?..... [ ][ ]  
If yes, this will occur on April 15<sup>th</sup> unless you choose another date. Would you like a different withdrawal date?..... [ ][ ]

DEPENDENTS

YES NO

- Are there any changes in dependents from the prior year? [ ] [ ]
- Are any of your dependents filing their own tax return or have unearned income in excess of \$1,050.00?..... [ ] [ ]
- Are any of your dependents not citizens or residents of the U.S.?..... [ ] [ ]
- Are you claiming dependent children that did not live with you?..... [ ] [ ]

PURCHASES, SALES AND DEBT

- Did you sell, purchase or exchange any real estate during the year? If yes, attach closing statements..... [ ] [ ]
- Did you refinance the mortgage on your personal residence or take out a home-equity loan in 2018?..... [ ] [ ]  
If yes, attach closing statements.
- Did you have uncollectible debts or securities that became totally worthless during the year?..... [ ] [ ]
- Did you sell any property in 2018 for which you will receive payments in future years?..... [ ] [ ]
- Did you have any debts cancelled, forgiven, or refinanced during the year?..... [ ] [ ]
- Did you purchase any rental property or acquire an interest in a partnership or S corporation during 2018? [ ] [ ]
- Did you sell any rental property or an existing interest in a partnership or S corporation during the year?..... [ ] [ ]
- Did you start a new business during the year?..... [ ] [ ]

RETIREMENT PLANS

- Did you receive any money from a pension plan, profit-sharing plan, or IRA during the year?..... [ ] [ ]
- Have you or your spouse established a self-employed retirement plan for which contributions are deductible? [ ] [ ]
- Did you or your spouse set up a Coverdell (educational) IRA during 2018 for anybody?..... [ ] [ ]
- Did you make any contributions to an education savings or 529 Plan account? ..... [ ] [ ]
- Do you or your spouse presently own an IRA?..... [ ] [ ]
- Did you or your spouse withdraw monies from an IRA to purchase a principle residence, pay for education expenses, or to pay medical expenses?..... [ ] [ ]

OTHER INCOME

- Did you receive any Social Security benefits?..... [ ] [ ]
- Did you receive any disability payments this year?..... [ ] [ ]
- Did you receive any alimony or maintenance payments?..... [ ] [ ]
- Did you receive any money from educational savings plans? Attach Form 1099-Q..... [ ] [ ]

DEDUCTIONS

YES NO

- Did you receive a penalty on early withdrawal of savings? [ ] [ ]
- Did you pay alimony or separate maintenance payments?.... [ ] [ ]
- Did you pay any student loan interest during the year? .. [ ] [ ]
- Did you make any noncash charitable contributions? ..... [ ] [ ]
- Do you have evidence to substantiate charitable  
contributions? ..... [ ] [ ]
- Did you make gifts of more than \$15,000.00? ..... [ ] [ ]

Tax law and IRS regulations allow a deduction for expenditures with respect to vehicle expense, travel away, meals and lodging away from home, and certain business gifts only if substantiation of the item can be provided by adequate records or sufficient corroborative evidence. Information that must be available includes:

- Amount
- Time and place of travel or meal
- Date and description of a gift
- Business purpose
- Business relationship to the person

- Do you have any substantiation, as previously described,  
for vehicle, travel and gift expenses to be deducted... [ ] [ ]
- Is this substantiation in the form of written  
documentation?..... [ ] [ ]
- Did you receive any reimbursement for vehicle, travel and  
gift expenses from your employer?..... [ ] [ ]
- Did you make any payments in 2018 that would require you  
to file Form(s) 1099?..... [ ] [ ]
- If "Yes", did you or will you file all required 1099s?... [ ] [ ]

CREDITS

- Did you pay for child or dependent care?..... [ ] [ ]
- Did you pay an individual for domestic services performed  
in your home?..... [ ] [ ]
- Did you purchase a new hybrid or alternative motor vehicle  
during 2018? ..... [ ] [ ]
- Did you pay post-secondary tuition and fees in a degree  
or certificate program during 2018?..Attach Form 1098-T [ ] [ ]
- Did you make energy efficient improvements to your main  
residence during 2018? ..... [ ] [ ]

HEALTH CARE COVERAGE

- Were you and your dependents covered by minimal essential  
health coverage for the entire year?..... [ ] [ ]
- Did you or your dependents receive any Forms 1095-A, 1095-B  
or 1095-Cs? If yes, please provide a copy of all forms. [ ] [ ]

FOREIGN ACCOUNTS AND TRUSTS

YES NO

Did you have a financial interest in or signature authority  
over a foreign financial account during the year?..... [ ] [ ]  
Did you receive a distribution from, or were you the grantor  
of, or transferor to, a foreign trust during 2018?..... [ ] [ ]

I understand that my tax returns will be prepared from information I provide you through written and verbal communications and that this information will not be verified or audited.

To the best of my knowledge, the information above is accurate.

\_\_\_\_\_  
Signature of Taxpayer

\_\_\_\_\_  
Signature of Spouse