

TAX DOCUMENTS REQUEST LIST

The Tax Preaux

Dear Valued Client,

The New Year is finally here! As we welcome it, we are also beginning preparations for the filing of income tax returns. This document has been prepared to aid in accurate, more efficient filing. You can assist us in completing your return and minimizing your tax liability by kindly attaching and bringing in all the necessary, applicable tax documents listed below. Please gather them before your appointment with us. By doing so, your meeting with us will be more successful. You can also send requested documents directly through email at thetaxpreaux@gmail.com. Please contact us directly at 713-416-9360 if you have any questions regarding this list. This list is not comprehensive. Additional documents may be needed.

- Social Security cards, a Social Security number verification letter, or other U.S. government verification document for all persons you may list on the return. (birth certificates, school records, legal filings, lease, etc.)
- Birth dates for all persons listed on return.
- Copies of last year's federal and state returns, if you have them.
- All income statements: Forms W-2 and 1099, Social Security, Unemployment and other statements such as pensions, stocks, interest and any documents showing taxes withheld.
- If you own or run a business or farm, collect records of all your income.
- All records of expenses, such as tuition, mortgage interest, or real estate taxes.
- If you own or run a business or farm, collect records of all your expenses.
- All information reporting forms such as the 1095-A, 1095-B or 1095-C.
- Bank routing numbers and account numbers to direct deposit any refund.
- Dependent child-care information: name and address of paid caretakers, business EIN, caretaker's social security number or other tax identification number.

We appreciate your assistance for providing us this essential information.

Sincerely,

The Tax Preaux



The Tax Preaux
Baton Rouge, LA
713-416-9360

CLIENT QUESTIONNAIRE

New Client _____ or Returning Client _____

HOW DID YOU HEAR ABOUT US? Instagram _____ Facebook _____ Street Sign/
Flyer _____ Other _____

Referral Name: _____

TAXPAYER NAME (FIRST, LAST): _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

OCCUPATION: _____ EMAIL ADDRESS: _____

CONTACT NUMBER: _____ ALT: _____

SPOUSE NAME (FIRST, LAST): _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

OCCUPATION: _____ EMAIL ADDRESS: _____

CONTACT NUMBER: _____ ALT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ APT# _____

FILING STATUS: _____ SINGLE _____ HEAD OF HOUSEHOLD _____ MARRIED/JOINT _____ MARRIED/
SEPARATE _____ WIDOWER

DEPENDENT INFORMATION (QUALIFYING CHILD/RELATIVE)

NAME(FIRST, LAST)	SOCIAL SECURITY NUMBER	DATE OF BIRTH	RELATIONSHIP	DID THEY LIVE WITH YOU ALL YEAR? Y/N

DID YOU PAY FOR CHILDCARE? ----- Y OR N

DO YOU WANT TO APPLY FOR A TAX REFUND ADVANCE? ----- Y OR N

DO YOU ATTEND COLLEGE? ----- Y OR N

DO YOU OWN A HOME? ----- Y OR N

CONSENT TO SUBSCRIBE TO EMAILS----- Y OR N

CONSENT TO SUBSCRIBE TO TEXT MESSAGES _____ Y OR N

THE TAX PREAUX WILL PREPARE YOUR INDIVIDUAL FEDERAL TAX RETURN BASED SOLELY UPON THE INFORMATION YOU PROVIDE AND TAKES NO RESPONSIBILITY FOR MISINFORMATION, MISREPRESENTATION OR OMISSION DURING TAX PREPERATION. WE WILL NOT AUDIT OR VERIFY THE INFORMATION YOU HAVE PROVIDED. YOU, THE TAX PAYER, ARE ULTIMALTY RESPONSIBLE FOR THE INFORMATION CONTAINED HEREIN THAT ASSISTS THE TAX PREAUX IN FILING YOUR TAX RETURN. THE TAXPAYER NAMED ON THE ABOVE DOCUMENT HAS PROVIDED **to THE TAX PREAUX**, THE ATTACHED AND REQUIRED TAX INFORMATION TO THE BEST OF HIS/HER KNOWLEDGE, THIS INFORMATION IS ACCURATE, FACTUAL, AND COMPLETE. **THE TAXPAYER(S) ARE ULTIMALTY RESPONSIBLE FOR THE PREPERATION AND FILING OF YOUR FEDERAL TAX RETURN. AS YOUR TAX PREPARER, IT IS MY DUTY AS TO ENSURE THAT I AM DOING MY DUE DILIGENCE AND ENSURING THE RETURN REFLECTS THE IRS STANDARDS/CODES BEFORE TRANSMITTING TO THE IRS. I RESERVE THE RIGHT TO REFUSE CLIENTS.**

Taxpayer Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

Diligence Questions

Filing Status

Single:

Others that lived in your home that is not reported on this tax return? _____ Income \$ _____

Is this person biologically related to your dependent(s)? _____ If yes, to what relationship? _____

Preparer Notes as to why the above named relative is not claiming the child on the above named relative's tax return: _____

Head of Household: Single parent paying more than ½ cost of keeping up a home

Monthly Income: _____ (wages, child support, other income)

	Amount you paid	Total Cost
Property Taxes		
Rent		
Mortgage interest expense		
Utility Charges		
Upkeep and Repairs		
Property Insurance		
Food Consumed on the premises		
Other Household expenses		
Totals		

Do not count money or other assistance received from the government such as any public assistance/TANF/SNAP PROGRAM, ETC. in the amount you paid towards housing costs/expenses.

Taxpayer has provided all answers to the above questions to be true and correct to the best of the taxpayer's knowledge. Taxpayer has been informed that claiming a dependent for EITC/CTC/AOTC/HOTI or other can result in an audit, fines and penalties if information provided to preparer is incorrect.

Preparer signature _____

Date inquiries were made _____

Answers were provided by taxpayer on the above date unless otherwise noted here: _____

Diligence Questions

All Taxpayers:

1. Are you married? _____
2. Have you ever been disallowed the EITC/AOTC/CTC? If so, when? _____
3. Did you live in the United States and where? _____
4. If you are a single parent, where's the other parent(s) of your child/children? _____
5. What is the name of the other parent(s)? _____
6. Why is the other parent of the child/children not claiming the child? _____
7. Explain why the dependent(s) have different last names than the taxpayer _____
8. If you are separated/divorced, when did you last live in the same home? _____
9. Do you have joint custody of your child? _____
 - a. How long did the child live in your home during this tax year? _____
 - b. How long did your child/children live in the other parent's home during this tax year? _____
 - c. How much income did the other parent have during this tax year? _____
 - d. Do you have a signed Form 8332? _____
10. Did anyone else live in the home that provides financial support for your child/dependent(s)? _____
 - a. *If yes, who lives there and how much do they pay* _____
11. Does the taxpayer have full custody of their dependent(s)? _____
12. Is this your biological dependent(s) ? _____
13. How old were you when your oldest child was born that is listed on this return? _____
 - a. If the taxpayer was under the age of 18, explain circumstances and who/how the child was cared for until the taxpayer was old enough to support and care for her own child _____
14. How many months did the dependent(s) live in your home during the tax year ? _____
15. Can anyone else claim your dependent(s) as a dependent on their tax return? _____
16. Is your dependent married? _____
17. If you live alone, who babysits while you work (for children 12 & younger)? Name: _____
18. Do you receive any other type of supplemental, non taxable income such as child support, welfare benefits, social security, etc? _____
 - a. *If so, how much and what kind?* _____

Not Biological Child:

19. If this is not your biological child, what is your relationship to the dependent? _____
20. Did the dependent live in your home for more than 6 months? _____
21. Do you have custody? _____ If so, through what court/agency? _____

Diligence Questions

22. Who are the biological parents? _____
23. Where do the biological parents live? _____
24. What were the circumstances leading to the dependent(s) being placed in your home? _____

25. Do you receive any financial aid for this child such as WIC, Medicaid, SNAP, listed on your health insurance policy, etc? _____
If yes, which ones? _____
26. Are you listed as the guardian for this dependent(s) on school records, medical records, daycare records, or place of worship records? _____

College Credits

27. Which college did the student attend? _____
28. Did student attend at least half time? _____ Degree Seeking? _____
29. Did this student receive a tuition statement from the school? _____ Other Books/Materials \$ _____
30. Did this student work while attending school? _____ If so, how much did they earn? _____
31. How many tax years have you claimed the AOTC? _____ Drug Related Felonies? _____

PLEASE PROVIDE BURSAR STATEMENT OF ACCOUNT HISTORY AND COPY OF 1098T FORM FROM THE COLLEGE

Disabled at any age:

32. If your dependent is over the age of 18 and Disabled, what is the nature of the disability? _____
33. Has this dependent been declared disabled by a physician? _____ If so, can you provide documentation? _____
34. Does dependent receive social security/disability benefits? _____ If so, how much do they receive? _____
35. Are you listed as the Social Security Representative Payee for this dependent? _____
36. Is this the dependent(s) expected to recover in the next year? _____
37. If this is not your biological child, why is this child living with you and not another family member? _____

38. Where are the biological parents of your disabled dependent(s)? _____
39. Who cares for the disabled dependent while the taxpayer works? _____

CAN YOU, THE TAXPAYER, PROVIDE SCHOOL/MEDICAL/DAYCARE/PLACE OF WORSHIP/BIRTH CERTIFICATES UPON REQUEST FROM THE GOVERNMENT? _____
