

## Short Questionnaire for Individuals - 2020

**Your return will be delayed if you do not complete the questionnaire**

Your name: \_\_\_\_\_

Yes    No    N/A

1	Did IRS or any state or local government change a prior year's return? Please enclose a copy of the government correspondence you have not already provided.
2	Did you include all sources and potential sources of U.S. and worldwide income? Including, but not limited to, gambling winnings, prizes, Uber/gig work.
3	At any time during 2020, did you have an interest in or a signature or other authority over a bank or other financial account in a foreign country? ANY country other than the U.S. is a foreign country. Foreign accounts include life insurance, annuities, retirement accounts, and other accounts. For example, did you have signature authority for a foreign relatives' bank account or your employer's foreign account? This question does not deal with the ownership of foreign stocks or bonds that are held in a U.S. financial account.  a. If <b>yes</b> , did the total value of all such foreign accounts exceed \$10,000 at any time during the year? If <b>yes</b> then please include details on each account.
4	Were you the grantor of or transferor to a foreign trust that existed at any time in 2020? Answer yes even if you did not have a beneficial ownership in the trust.
5	If you made any charitable contributions, do you have a receipt or bank record (cancelled check, credit card receipt, debit card receipt, etc.) for each contribution? If <b>no</b> , then you are not entitled to a deduction and should omit the contribution from your information. There is an exception for contributions of <b>less</b> than \$250 when it is impractical to get a receipt or bank record. A good example would be a contribution to a Salvation Army bell ringer. In such a situation, you should record the date, place, and amount of the contribution.
6	For all charitable contributions of \$250 or more (i.e. over \$249), do you have a receipt that includes (also applies to noncash contributions of household items):  The name and address of the charity, complete description of the contribution, the dollar amount - if cash, the date/year of contribution, and a statement showing the value of anything you received from the charity or a statement that you did not receive anything from the charity.
7	Do you have records, as described below, to support these business expenses? Tax law and IRS regulations allow deductions for travel, meals, and gifts <b>ONLY</b> if adequate records can be presented. Information must include: <b>1)</b> Amount; <b>2)</b> Time and place; <b>3)</b> Date; <b>4)</b> Business purpose; <b>5)</b> Description of gift(s); and <b>6)</b> Business relationship of recipient. <b>Entertainment is no longer deductible.</b>
8	Have you ever refinanced the mortgage on your residence and increased the balance for any reason other than a home improvement? If so, we need details.
9	At any time during 2020, did you receive, sell, send, exchange, hold, or otherwise acquire any financial interest in any virtual currency?
10	Did you receive a Form 1095-A from the Healthcare Exchange? If so, please include it.
11	If you are self-employed, did you have any COVID-19 loans (PPP, EIDL), EIDL grant, employees out due to COVID-19 (e.g., care for kids out of school), or retain employees while your business suffered.
12	Did you purchase anything from outside your state of residence for which you did not pay sales tax (but would be subject to sales tax if purchased in state) and bring that item into your resident state? If yes, please provide a total of such out of state purchases. Most states have a table to use to calculate the sales tax due based upon your income. If you prefer to use the table, write " <b>table</b> " in the amount field and only list purchases of \$1,000 or more.

Total out of state purchases on which you did not pay sales tax



\$
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