

MARCH 15, 2020--Deadline to submit information before an extension may be required

To be sure that we have the most up-to-date contact information, please complete the following items:

Name: _____

Address: _____

Check the box if this is a new address ☐ Date of move _____

County of Residence as of 1/1/19: Taxpayer _____
Spouse _____

Preferred Phone Number(s): Taxpayer _____ Type _____
Spouse _____ Type _____

Email Address(es): Taxpayer _____
Spouse _____

Preparer Permissions

Yes No N/A

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- 1 If necessary, do you want the IRS and/or the Indiana Department of Revenue (or other applicable state agency) to be able to discuss the returns with the preparer?

Tax Return Delivery

Please see the green insert included with this packet for more information on Safe Send Returns, our new paperless delivery process, before answering the following question.

Which method do you prefer?
Choose One ☐ A) Paper
☐ B) Paperless

Refund Information

If you have an overpayment of 2019 taxes, do you want the excess:

Choose One

☐ ☐

- A) Refunded?
B) Applied to your 2020 estimated taxes?

Yes No

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- 2 If you are to receive a refund, do you want it deposited directly into your bank account?
If yes, where would you like it deposited?

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- Same account as last year
New account, please provide a voided check or the following bank information:

Bank Name _____ Type of Account _____
Bank Routing Number _____ Your Account Number _____

Yes No N/A

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If married, is this a joint account?

Information Requests/Verification

Yes No

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- 3 I/We agree to provide Rader & Rader CPAs with all necessary documentation and to respond to requests for information in a timely manner. I/We understand that information not provided in a timely manner may result in late filing and penalties.

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- 4 I/We have submitted this information for the sole purpose of preparing my/our tax return(s). Each item can be substantiated by receipts, canceled checks, or other documents. This information is true, correct, and complete to the best of my/our knowledge.

Estimated Tax Payments

☐ Check this box if you did not make any estimated tax payments for 2019.

	Date Paid	Federal - IRS Amount Paid	Date Paid	State - IDR Amount Paid
2019 1st Quarter (due 4-17-19)				
2019 2nd Quarter (due 6-15-19)				
2019 3rd Quarter (due 9-15-19)				
2019 4th Quarter (due 1-15-20)				

Yes No

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- 5 Do you expect any significant changes to 2020's income or tax withholding (ie. sale of business, job loss, large pay raise) that would require a change to your estimated tax payments for next year?

If so, please explain: _____

Personal Information

Yes No N/A

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- 6 Did your marital status change during the year?

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- 7 Did you pay any rent in 2019 for your personal residence in Indiana?

Address of Property Rented _____

Landlord's Name & Addr _____

No. of months rented _____ Total Amount of Rent Paid in 2019 \$ _____

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- 8 Did your occupation change during the year?

If yes, what was your occupation in 2019? Taxpayer _____ Spouse _____

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- 9 Could you be claimed as a dependent for 2019 on another person's tax return?

Dependent Information

Yes No

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- 10 Do you have any dependents? If no, skip to question 18.

Due to the new tax law changes, an increased number of returns qualify for the Child Tax Credit. In order to claim the credit, you must provide a document dated in 2019 showing the address of your dependent(s) under the age of 18. Acceptable documents include: medical bills, school records, childcare records, healthcare provider statement, etc.

Yes No N/A

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- 11 Included with my/our documentation is a document from the above list for each dependent under the age of 18.

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- 12 Were there any changes in dependents from the previous year?

Please note any changes (including full name, d/o/b & SS # for any additions)

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- 13 Do you have any children over the age of 18 that you support who were unmarried at the end of 2019?

If you answered yes:

Yes

No

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Are they a full-time student?

Did they earn less than \$12,000 in 2019?

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- 14 Did you have any children under age 19 (or under 24 if a full-time student) at the end of 2019 with total investment income in excess of \$1,100?

Yes No N/A

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- 15 Did you pay for the care of one or more dependents to enable you to work, look for work, or while a full-time student?

If so, please include the following on to whom it was paid:

Name & Address	Fed ID/Soc Sec #	Amt Paid	Dependent's Name
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

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- 16 If divorced, are there any agreements in place dictating when each spouse can claim a child? If you are claiming a child who did not live with you over half the year, you must provide a signed copy of Form 8332.

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- 17 Was a dependent child of yours enrolled in an accredited private school (K-12) or home school in '19?
Number of dependents attending private or home school _____
Name of private school (or enter home school) _____

Purchases, Sales & Debt (Please include appropriate documentation)

Yes No N/A

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- 18 In 2019, did you start a business, purchase rental or royalty property, or acquire an interest in a partnership or S corporation?

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- 19 Did you sell stocks, bonds or other investment property in 2019? (not in a retirement plan)

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- 20 Did you exercise any stock options during the year or were you granted any?

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- 21 Did you have any investments that became completely worthless in 2019 (not in a retirement plan) or any money you loaned to someone that became totally uncollectible in 2019?

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- 22 Did you sell any securities at a loss and buy identical securities within 30 days before or after?

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- 23 Did you foreclose on or abandon any property in 2019 or have any debts cancelled or forgiven? If yes, please include your 1099-C.

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- 24 Did you purchase, sell, or refinance your principal home or second home, or did you take out a home equity loan? **(If yes, please provide a copy of your closing papers.)**

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- 25 Did you make any out-of-state purchases (by telephone, internet, mail, etc) that the seller did not collect sales tax? If yes, provide amount of purchases: _____

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- 26 Did you make any residential energy-efficient improvements or purchases? If yes, please provide documentation.

Retirement Plans (Please be sure to include all 1099's)

Yes No N/A

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- 27 Did you receive any distributions from a retirement plan: 401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.? If yes, please include your 1099's (1099-R, SSA-1099, etc).

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- 28 If you were **70 1/2 or older at the end of 2019** and have an IRA or retirement plan, did you take out your required minimum distribution (RMD)?

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- 29 Will you or your spouse reach the age of **72 in 2020**? If yes, will you take out your required minimum distribution? **(Starting in 2020 the age for RMDs has been raised to 72)**

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- 30 Did you "roll over" a profit-sharing, IRA, or retirement plan distribution into another plan in 2019? If yes, please include any 1099's you received.

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- 31 Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.) through your employer in 2019?

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- 32 Did you make a contribution to a retirement plan NOT through your employer in 2019?

Yes No

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33 Did you convert part or all of your traditional, SEP, or SIMPLE IRA into a Roth IRA in 2019?
If yes, please include any 1099's you received.

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34 Are you interested in making additional contributions to a retirement plan (IRA, etc.) for 2019?

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35 Did you inherit an IRA or a retirement account during 2019?

Education Deductions

Yes No N/A

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36 Did you make any contributions during the year into Indiana's 529 Plan (College Choice)?
If so, complete the chart below or provide your year-end statement(s).

Account Number	Amount Contributed

☐ ☐

37 Did you receive a distribution from an Education Savings Account or a 529 Plan?
If yes, please include all 1099-Q's you received.

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38 Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school?

If yes, you must include the following items:

- A) 1098-T for each college/university/vocational school
- B) Billing statements for each college/university/vocational school
- C) Amounts paid for books and other necessary supplies

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38b If you answered yes to #38, was the student convicted, before the end of 2019, of a felony for possession or distribution of a controlled substance?

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39 If you are eligible for and planning to claim a deduction or credit for your child's education expenses, have you made sure your student is not claiming a deduction or credit for the same expenses?

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40 Did you pay any student loan interest for which you were legally obligated to pay? If yes, please include any 1098-E's you received.

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41 Did you make any charitable contributions to a College or University located in Indiana?

College/Univ _____ Date Given _____ Amount \$ _____
College/Univ _____ Date Given _____ Amount \$ _____

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42 Did you cash any Series EE or I US Savings Bonds issued after 1989?

Health Care

Yes No N/A

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43 Did you buy health insurance from the exchange? We must report and reconcile the premium assistance credit on your tax return. If so, please include the Form 1095-A or 1099-H that you received.

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44 Did you or your spouse have a Health Savings Account (HSA) or Medical Savings Account (MSA) in 2019? Note - these are different than a Flexible Spending Account.

If yes, please provide Forms 1099-SA and/or 5498-SA **and** complete the following:

HSA/MSA Plan Type: family or individual plan?	
Was your plan in effect for the entire year?	
If no, which months was it in effect?	
What were your total medical expenses for 2019? (include what you took withdrawals for)	\$
How much did you contribute for 2019?	\$

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45 Did you pay long-term care (LTC) premiums in 2019? If yes, how much? \$ _____
Did they qualify for the Indiana Partnership LTC policy premiums deduction?

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46 Did you **receive** long-term care (LTC) insurance payments? If so, provide amount: \$ _____

Miscellaneous (Please include all 1099's, W-2G's, etc.)

Yes No N/A

- ☐ ☐ 47 Did you receive any social security, disability, or unemployment benefits?
- ☐ ☐ 48 Did you receive any awards, prizes, hobby income, gambling or lottery winnings?
- ☐ ☐ 49 Did you or any of your dependents receive an Identity Protection PIN from the Internal Revenue Service or have you been a victim of identity theft? If yes, please provide the information.
- ☐ ☐ 50 At any time during 2019, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? If so, please provide us details to the transactions.
- ☐ ☐ 51 Were you notified by the IRS or other taxing authority of any changes in prior year returns?
- ☐ ☐ 52 Did you move at least 50 miles because of military orders?
- ☐ ☐ ☐ 53 Did you use any part of your home exclusively for a business you own? (**N/A if your business is a corporation**)
- ☐ ☐ 54 Did you pay any individual (not a business) \$2,100 or more to perform household services in 2019?
- ☐ ☐ ☐ 55 **In order for charitable donations to be deductible, you must have receipts for all cash donations or for checks of \$250 or more. Do you have the required receipts?**
- ☐ ☐ 56 Did you gift more than \$15,000 to any individual during 2019?
- ☐ ☐ 57 Did you or your spouse own any financial assets located in a foreign country? (This does not include foreign stocks held in a US brokerage account.)
- ☐ ☐ 58 Did you have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?
- ☐ ☐ 59 Did you get a distribution from, or were you a grantor of or transferor to, a foreign trust?

Taxpayer Signature Date_____
Spouse Signature Date