

Personal Info Dependents

Planned Filing Status		
Filing Status		
Taxpayer Information	Taxpayer	Spouse
First Name & Middle Initial		
Last Name		
Title / Suffix		
On 12/31, what was your marital status?		
SSN		
Date of Birth (mm/dd/yyyy)		
Occupation		
Form of Id and Location of Issuance		
ID Number		
ID Issue Date		
ID Expiration Date		
NY State Document Number (if you lived or worked in NY)		
Address Information		
Street Address		
Apartment / Unit Number		
City		
State		
Zip		
County		
Resident of what state as of 12/31?		
If you moved during the year, list all states where you resided during the tax year and the date you moved out of that state		
Dependent Information	Dependent 1	Dependent 2
First Name & Middle Initial		
Last Name		
Suffix		
Date of Birth (mm/dd/yyyy)		
SSN		
Relationship to Taxpayer		
Months Lived At Home This Year		
What was your total qualified childcare cost for this dependent?		
Did this dependent have any post-secondary tuition expenses?		
Is This Dependent over age 18 and Disabled?		
Is This Dependent over age 19 and a Student?		
Dependent Information	Dependent 3	Dependent 4
First Name & Middle Initial		
Last Name		
Suffix		
Date of Birth (mm/dd/yyyy)		
SSN		
Relationship to Taxpayer		
Months Lived At Home This Year		
What was your total qualified childcare cost for this dependent?		
Did this dependent have any post-secondary tuition expenses?		
Is This Dependent over age 18 and Disabled?		
Is This Dependent over age 19 and a Student?		
Dependent Information	Dependent 5	Dependent 6
First Name & Middle Initial		
Last Name		
Suffix		
Date of Birth (mm/dd/yyyy)		
SSN		
Relationship to Taxpayer		
Months Lived At Home This Year		
What was your total qualified childcare cost for this dependent?		
Did this dependent have any post-secondary tuition expenses?		
Is This Dependent over age 18 and Disabled?		
Is This Dependent over age 19 and a Student?		
Dependent Information	Dependent 7	Dependent 8
First Name & Middle Initial		
Last Name		
Suffix		
Date of Birth (mm/dd/yyyy)		
SSN		
Relationship to Taxpayer		
Months Lived At Home This Year		
What was your total qualified childcare cost for this dependent?		
Did this dependent have any post-secondary tuition expenses?		
Is This Dependent over age 18 and Disabled?		

If PWA prepared your taxes last year and nothing in this section has changed from that time, you can leave everything in this section blank **EXCEPT the ID info (line 9-12) which is required for everyone, every year.**

Many state revenue agencies are requesting ID information in an effort to combat stolen-identity tax fraud. Please provide the info in on lines 9-12. For line 9, most people should answer "Driver's License" and "XX" where XX is the state of issue.

If you are filing a NY resident return, you must also enter the Document Number of your NYS Driver's License on line 13. It is an 8 or 10 digit number at the bottom of the NY license (or state ID) or on the back if issued after 1/28/14.

If PWA prepared your taxes last year and if your address did not change from last year and you did not temporarily reside anywhere else during the tax year, you can leave this section blank, except for "County". Please fill that in no matter what as it is a new question to help with state returns.

If PWA prepared your taxes last year and no dependent information has changed, list the names of your dependents. You can skip DOB, SSN, and Relationship. Please fill in all other dependent info (months at home, childcare, edu expenses, disabled, and student questions).

If dependents were added in the last year, list all information for new dependents.

If you had dependents last year who are not dependents this year, please list the name and indicate "NO LONGER DEPENDENT" on the SSN line.

- Notes:
- 1) For Months Lived At Home This Year, include all months prior to the birth of a baby and all months temporarily away at college.
  - 2) What is "qualified childcare"? Generally, it's daycare, preschool, summer camp, or at home care (nanny, etc.) where the nanny is paid legally (FICA/FUTA contributions, W-2, etc.).

Please Continue To Part 2 on the Questionnaire Tab and answer ALL questions. Provide follow-up documentation where needed.

Questionnaire

Indicate yes/no response with 'x' in the appropriate cell. Provide additional detail in the Comment field as required for each question.

Yes	No	Comment	Personal Information	More Info
			If you are due any refunds would you like them to be direct deposited? If yes, list <b>bank name, routing number, account number, and checking or savings</b> in Comment or indicate "Same As Last Year"	
			If you owe any tax, would you like the amount to be directly debited from your bank account? If yes, list <b>bank name, routing number, account number, and checking or savings</b> in Comment or indicate "Same As Last Year". Note: withdrawal date can be set by you and nothing will be filed before your approval / time to prepare for withdrawal.	
			Do you want to allocate \$3 to the Presidential Election Campaign Fund?	
			Does your spouse want to allocate \$3 to the Presidential Election Campaign Fund?	
			Did your marital status change during the year? (If yes, <b>indicate from what to what in Comment</b> . If you got divorced or married, please <b>indicate the date of the status change</b> in the Comment as well.	
			Did your address change during the year? (If yes, list previous address in Comment)	
			Did you change your state of residence during the year? (If yes, <b>list date you established residence in the new state</b> ). Can skip this if you entered this info on the PersonalInfo tab for all states.	
			Did you have health insurance for you, your spouse, and all dependents for the entire year? Note: The Federal penalty for not having health insurance remained at \$0 for 2021, but some states still impose penalties, so please answer the question anyway. If you answer no and it matters for your state, we'll contact you for more info.	
			Did you enroll in a health plan through your (or your spouse's) employer? If yes, please include Form 1095-B (from insurer, who might be your employer in some cases) and Form 1095-C (from employer) <b>if you received them</b> . Note that the deadline to send these forms was extended again for tax year 2020 so you may not receive them before filing. We can work around this if you marked "Yes" to the previous question about having insurance for the entire year or if maintaining health coverage is not an issue in your state. MA residents, please also include Form MA-1099-HC	<a href="#">Link</a>
			Did you enroll in a health plan through a health insurance marketplace (e.g. ACA or Obamacare exchange)? If yes, please include <b>Form 1095-A</b> , which should have been sent to you by the exchange (mandatory for filing in most cases).	
			Did you work in any states other than your 12/31 state of residency? (If yes, <b>list the states</b> )	
			Have you received an Identity Protection PIN (IPPIN) from the IRS (most people haven't, so don't worry if you don't know what this is). If you have, this number is required to EFILE. Please <b>include the IPPIN in the Comment</b> and who it pertains to (taxpayer, spouse, or a child) or include the letter the IRS sent to you with your tax docs.	
Yes	No	Comment	Dependents	More Info
			Were there any changes to dependents this year? (If yes, describe in Comment). If you're not sure whether someone is your dependent or not, the link to the right will walk you through a Q/A to determine it.	<a href="#">Link</a>
			Were any of your unmarried children who might be claimed as dependents 19 years of age or older at the end of last year? (If yes, indicate who in Comment)	
			Did you incur any qualified childcare expenses AND, did you (and your spouse if you're married) have earned income? If yes, please <b>complete the QualifiedChildcare</b> tab or provide additional statements with equivalent information. Include childcare costs even if they were reimbursed by a dependent care flexible spending account (FSA) as that reimbursement must be justified on your return	
			Did you have any children under age 19 or full-time students under age 24 at the end of the year with interest and dividend income in excess of \$1050, or total investment income in excess of \$2100?	
			Can you be claimed as a dependent on someone else's return this year? (If yes, who's? Did they claim you?)	
Yes	No	Comment	Income	More Info
			Did you receive any disability income? (If yes, please include the W-2, 1099-G, or other document that captures this income)	
			Did you receive any unemployment income? (If yes, please include the 1099-G)	
			Did you receive any social security income? (If yes, please include the 1099-SSA)	
			Did you pay or receive any alimony. (If yes, <b>indicate pay or receive, how much, and the date on which your divorce was final</b> - new for 2019 due to changed tax rules for the way alimony is handled after 12/31/18 - in Comment)	
			Did you receive any interest from any financial institution? (If yes, please include the 1099-INT for that interest, or list the institutions and interest amounts in the comment field.) <b>Note that a 1099-INT will only be issued if you received &gt;= \$10 from the institution and you may have to download it from their website)</b>	
			Did you receive any dividends? (If yes, please include the 1099-DIV or Consolidated 1099-B showing those dividends). <b>If you have brokerage accounts managed by PWA, indicate Yes to this question with "TDA" in the comment</b> . No form is needed. PWA has access to all TDA tax docs.	
			Did you receive any gambling winnings? (If yes, include the amounts, and if applicable, the W-2G that you received).	
			Did you receive any rental or royalty income? (If yes, please <b>download and complete a Rental Property Income &amp; Expense Summary</b> xls or pdf from the Tax Prep Documents section of our website). <a href="#">Link Here</a> ----->	<a href="#">Link</a>
			Did you receive any 1099-MISC or have any other self-employment income? (If yes, please <b>include any 1099-MISC and indicate "No Expenses" in the Comment field or complete a Small Business Income &amp; Expense Summary</b> xls or pdf from the Tax Prep Documents section of our website) <a href="#">Link Here</a> ----->	<a href="#">Link</a>
			Did you receive or do you expect to receive a K-1 for income related to a partnership, S-Corp, or trust in which you own a share? (If yes, and you have received the K-1, please include it with your tax documents. If you expect it but have not received it, indicate "Yes" and list the entity name in the comment field.	
			Did you receive any unreported tip income? (If yes, indicate total amount in Comment.)	
			Did you have any foreign income or pay any foreign taxes? (If yes, please provide a summary of income earned by source country for each person in the household as well as taxes paid to each country).	

## Questionnaire

Yes	No	Comment	Retirement Plans	More Info
			Did you receive a distribution from a retirement plan (401(k), IRA, Roth IRA, Education IRA, SEP, SIMPLE, Profit Sharing Plan, etc.) <b>including rollovers</b> ? (If yes, please include the 1099-R showing the distribution)	
			Did you receive a distribution from an insurance policy or annuity? (If yes, please include the 1099-R showing the distribution)	
			Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA? (If yes, please include the 1099-R showing the distribution unless the converted account is PWA managed and at TD Ameritrade... we have access to those)	
			Did you transfer or roll over any amount from one retirement plan to another retirement plan? (If yes, please include the 1099-R showing the distribution)	
			Did you contribute to a retirement plan (401(k), IRA, Roth IRA, Education IRA, SEP, SIMPLE, Profit Sharing Plan, etc.)? (If yes, indicate which in Comment)	
			If you qualify to contribute to a Traditional IRA or Roth IRA and you haven't already, do you want to?	
Yes	No	Comment	Purchases, Sales, Real Estate, Debt	More Info
			Did you sell any stocks, bonds or other investment property? (If yes, please include the 1099-B from your broker or other documentation showing sale price, acquisition cost, and acquisition date. Note, if the account is PWA managed at TD Ameritrade, no need to send anything... we have access online, but still check "Yes" and indicate "TDA").	
			At any time during 2021, did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency (e.g. Bitcoin, Ethereum, etc)? <b>Please note, this question now appears on your official tax forms from the IRS (starting in 2020).</b> If yes, please provide details for each sell / exchange transaction including the date of sale, value of sale in USD, date of corresponding purchase, and value of corresponding purchase in USD. Note that any spend of digital currencies or transfer of one digital currency to another is treated as a sale (i.e. if you bought something directly in bitcoin, it's treated as a sale of bitcoin).	
			Did you acquire, sell, or participate in a program involving your employer stock, other than a 401k (e.g RSUs, ESPP, Options, etc.)? (If yes, provide any documentation you received for the transactions. We will follow up for more information)	
			Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan? (If yes, please include the Settlement Statement / Closing Disclosure for the transaction)	
			Did you sell a rental property? (If yes, please include the Settlement Statement / Closing Disclosure for the transaction)	
			Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S-Corporation, Trust, or REMIC? (If yes, indicate type of business in Comment)	
			Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use or business assets to personal use? (If yes, please provide a list of assets and what happened to them)	
			Did you have any debts cancelled or forgiven?(Foreclosures / Short Sales) (If yes, please include the 1099-C received for the transaction)	
			Did you make an investment in a Qualified Opportunity Zone (QOZ) or participate in a tax-free exchange of real estate (1031 exchange)?	
			Did anyone owe you money which had become uncollectible?	
			Did you make any energy efficient improvements to your primary home that qualify for a tax credit (see <a href="#">Link Here</a> for more info: -----> <a href="#">Link</a> )	
			Do you qualify for any other tax credits for any purchases that you made (e.g. Electric Vehicle)?	
			Did you purchase a new vehicle, boat, or aircraft? (If yes, please provide the purchase confirmation / receipt showing any sales tax paid)	
Yes	No	Comment	Adjustments	More Info
			Are you a teacher? If yes, indicate the amount spent (up to \$255) on items for your classroom which were not reimbursed.	
			Did you have a health savings account ("HSA")? (Note, this is different from a flexible spending account ("FSA") and different from a Health Reimbursement Account ("HRA")). If yes, list any amount that you contributed to the HSA out-of-pocket for the tax year (excludes all employer contributions and all contributions made through payroll). Include form 5498SA from the HSA provider and, if you withdrew any money from the HSA during the year, include form 1099SA as well.	
			If you had a high-deductible health plan and qualify to make a contribution to a Health Savings Account (HSA) (i.e. you did not max out already for the tax year), do you want to make a contributions? This is highly recommended given that contributions carry over indefinitely, are tax deductible on the way in, and tax-free on the way out if used to pay for medical expenses, even if you no longer have a HDHP at the time of payment.	
			Did you pay any student loan interest? (If yes, please include the 1098-E showing the amount paid)	

Questionnaire

Yes	No	Comment	Deductions	More Info
<p>Please note that as of 2019, for Federal purposes, the standard deduction has increased substantially, the maximum amount of state/local tax that can be deducted is capped at \$10k (for both singles and married filing jointly), and deductions for all unreimbursed employee expenses (e.g. mileage, meals &amp; entertainment, union dues, etc.) have been eliminated. This means many more people will claim the standard deduction than in prior years. If you know that you will not be able to itemize <b>and that no itemized deductions could help your state taxes either</b>, please indicate that in the first question below. This is not recommended. We'd much rather have all your tax documents and potential deductions and calculate it for you! The Federal standard deduction for 2021 is \$12,550 Single, \$18,800 Head of Household, and \$25,100 Married Filing Jointly</p>				
			Are you certain that you WILL NOT itemize deductions this year for both Federal and State tax purposes? If yes, check the Yes box and you can skip all other questions in this section.	
			Did you incur a loss because of property damaged or destroyed in a Federal declared disaster? If yes, please list the disaster. We will contact you for more information.	
			Did you pay medical costs (including COBRA premiums, but excluding all other insurance premiums) that may have exceeded 7.5% of your gross income for the year? If yes, please provide details and the total amount spend. Exclude anything that was reimbursed by insurance or a FSA/HRA/HSA.	
			Did you pay for auto registration / tags in a state where the payment amount is based on the value of the vehicle? (If yes, please include receipt or deductible amount... note that you have to subtract \$35 from the Registration Tax paid for each vehicle in MN and you can only use the VLF portion of the amount paid in CA). See web reference Here: ->	<a href="#">Link</a>
			Did you pay any mortgage interest on a residence or second home? If yes, please include the form 1098 received from your mortgage company. If you own multiple homes, please indicate which 1098 goes with which home.	
			Did any of the mortgage interest in the previous question come from a home equity loan / home equity line of credit / cash-out refinancing, where the loan proceeds were used for purposes other than to buy, build, or substantially improve your home?	
			Did you pay any mortgage insurance premiums ("PMI", "MIP", "up-front MIP") on a residence or second home? If yes, please include the form 1098 received from your mortgage company or provide the amount you paid in mortgage insurance for the year for each home in the comments.	
			Did you pay any property taxes for a residence, second home, plot of land, or any other non-rental property? If yes, indicate <b>how much by property unless it's paid through escrow and shown on the 1098 for your mortgage</b> . Note, the municipal tax year of the property tax bill is not relevant. Only count taxes actually paid in this calendar year. For this reason, <b>uploading tax bills does not help unless you include the date they were paid</b> .	
			Did you make any charitable contributions? If yes, please fill out the CharitableContributions tab in this worksheet. You must fill it out in full. Leaving boxes blank will just lead to an email asking for the missing information. Alternative formats are ok, but must provide a list of all cash contributions ( <b>org, date, amount</b> ) and non-cash contributions ( <b>org, org address, date, description, amount, how acquired, and what method you used to value the items</b> ) either way	
			Do you have a Donor Advised Fund (DAF)? (Most people don't... you'd know if you do). If yes, make sure you <b>include contributions to the DAF</b> as charitable contributions on the previous line but <b>exclude grants made from the DAF</b> from charitable contributions on the previous line.	
			Did you incur any out-of-pocket unreimbursed expenses for charity? If yes, provide the total expense by date by charitable organization with your tax documents.	
			Did you drive your owned car for charitable purpose and keep a mileage log? If yes, provide the total miles by date by charitable organization with your tax documents.	
			Did you pay into a long-term care insurance contract? Note: Long Term Care is different from Long-Term Disability Insurance.	
			Did you use your car on the job as an employee other than commuting to and from work? If yes, please provide a mileage worksheet with the year/make/model of car, when it was first used for business, what the starting and ending mileage are for the year, and the total business miles driven. Note that employee mileage is no longer deductible for Federal tax, but may be deductible for state tax.	
			Did you maintain a portion of your residence exclusively as an office? (If yes, we will contact you for more details). Note: Only answer yes [if you are self-employed AND use the office space exclusively as an office for your business] OR [if you are an employee AND use the office space exclusively as an office for your job, AND do so for the convenience of your employer (i.e. not because you choose to work from home sometimes).] Note that home office deductions for employees are no longer allowed for Federal tax, but may still be allowed for state tax.	
			Do you pay any other costs to do your job that were not reimbursed by your employer? Note that these are no longer deductible for Federal tax, but may be deductible for state tax.	
			Did you incur any other miscellaneous deductible items? Note that these are no longer deductible for Federal tax, but may be deductible for state tax. See <a href="#">Link Here</a> for more info: ----->	<a href="#">Link</a>
Yes	No	Comment	Education	More Info
			Did you receive a distribution from an Education Savings Account, 529 Plan, or other Qualified Tuition Program? (If yes, please include the 1099-Q and corresponding 1098-T. Also include a <b>statement of the student's account</b> from the university's financial website showing all charges / payments during the tax year as some qualified expenses are not shown on the 1098-T.)	
			Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school? (If yes, please include the 1098-T. Also include a statement of the student's account from the university's financial website showing all charges / payments during the tax year as some qualified expenses are not shown on the 1098-T.)	
			Did you make a contribution to a 529 Plan? (If yes, please list the amount by beneficiary or provide the relevant account statement)	
			Did you make a contribution to an Educational Savings Account (this is not a 529 plan)? If yes, indicate how much and to what plan in Comment.	

Questionnaire

Yes	No	Comment	Miscellaneous	More Info
			Did you have <b>cash</b> charitable contributions at all for 2021? If yes, <b>please list them in the CharitableContribution tab whether or not you plan to itemize.</b> New for 2021 is the ability to deduct up to \$300 single / \$600 married of cash contributions whether you itemize or not.	
			Do you owe any "use tax" to your resident state? Use tax is generally due when you purchase goods from outside the state and bring them in or purchase them in a way that sales tax is not collected (e.g. some internet sites). If you do owe use tax, most states allow you to provide an itemized list, or opt to use a lookup table based on income and zip code. <b>If you answer yes to this question, please indicate "Itemized List" or "Lookup Table" in the comment field.</b> If you choose "Itemized List" provide the list with your tax docs (date of purchase, vendor, description, amount paid).	
			Did you receive a stimulus payment in early 2021? If yes, <b>how much? Include Letter 6475 from the IRS, received in Dec 2021 or Jan 2022.</b>	
			Did you receive Advanced Child Tax credits in 2021? These would have been deposited in your bank account or sent to you by check on the 15th of every month from July to Dec. If yes, <b>how much did you receive in total? Include Letter 6419 from the IRS, received in Dec 2021 or Jan 2022.</b>	
			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?	
			Did you have an interest in or any authority over any foreign accounts or assets held in foreign financial institutions that exceeded \$50,000 in value at any time during the year?	
			During the tax year, did you receive any gifts (cash or property) from a non-resident alien?	
			Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust?	
			Did you incur moving expenses due to a change of employment? (If yes, please complete the Moving Expense Worksheet. Note that moving expenses are no longer deductible for Federal tax, but may still be deductible for State tax. <a href="#">Link Here: -----&gt;</a>	<a href="#">Link</a>
			Did you engage the services of any household employees? For more information, see <a href="#">Link Here: --&gt;</a>	<a href="#">Link</a>
			Were you notified or audited by either the Internal Revenue Service or the State taxing agency?	
			Did you or your spouse make any gifts to an individual that total more than \$15,000, or any gifts to a trust?	
			Did you make any Federal or State quarterly estimated tax payments? If yes, provide the dates and amounts with your tax documents.	
			Did you review the email that you received from PWA last year after our first pass through your tax docs to see if it reminds you of anything you might be missing? The subject line would have been "2020 Tax: Follow-Up". If you can't find it and need another copy, just ask. <b>Please don't submit this form until you can answer yes to this question.</b>	

END OF SHEET 2. If you have childcare expenses, please continue to QualifiedChildcare sheet If you have childcare expenses, please continue to QualifiedChildcare sheet  
 If you have charitable contributions, please continue to CharitableContributions sheet  
 If you may qualify for the Child Tax Credit (generally meaning children under 16 and income < \$450k), please see the ChildTaxCredit tab for additional questions





The following are tax preparer due diligence questions that must be answered by the taxpayer prior to filing for the Child Tax Credit. Indicate yes/no response with 'x' in the appropriate cell. Provide additional detail in the Comment field as required for each question.

Question	Yes	No	Comment
Can you provide documentation that shows that all of your children are your children, lived with you for more than half the year, and didn't provide more than half of their own support for the year (not asking you to provide it, just asking if you can provide it)?			
Did you ever claim the Child Tax Credit or Additional Child Tax Credit in a previous year only to have the IRS disallow your claim at a later date?			
Is there any other person who can claim your children as their dependent?			
Have you "released claim" for the Child Tax Credit or Additional Child Tax Credit to another person such as an ex-spouse?			
Are all children citizens of the US?			