



2017 Tax Appointment Checklist and Questionnaire
TO PAY LESS AND GET YOUR REFUND QUICKER

Please take a few minutes before your appointment to answer this questionnaire and review the checklist of requested documentation.
 Your efforts help us to speed a larger refund to your door!

YOU MAY SKIP SECTIONS THAT DO NOT APPLY - IF IN DOUBT, DON'T SKIP!

YOU are responsible for the information on your tax return - please provide complete and accurate information.

To combat ID theft, for 2017 returns, we are required to verify your identity with Driver's License or State ID, please provide for taxpayer and spouse if applicable

Name: _____ Date: _____ Yes No

Personal Information / Dependents

Do names and social security numbers of the taxpayers and any dependents EXACTLY match the social security cards?		
On December 31, 2017, Were you <input type="checkbox"/> Married <input type="checkbox"/> Single?		
If you are married and filing separately from your spouse, do they itemize deductions?		
If your name has changed since your last tax filing, have you notified Social Security?		
Do you have any new dependents in 2017? <input type="checkbox"/> Child, <input type="checkbox"/> Adopted Child, <input type="checkbox"/> Foster Child, <input type="checkbox"/> Parent, <input type="checkbox"/> Other		
If claiming any dependent not living in your custody, a signed Form 8332 is required (we can provide this form in advance)		
Are any dependents that you claimed in 2016 now claiming their own exemption or being claimed by someone else?		
Do you help support anyone else who may or may not live with you?		
Does anyone else live with you who is not listed on your tax return? Names _____, _____		
Did you pay for <input type="checkbox"/> child or <input type="checkbox"/> adult daycare?		
If yes, has your provider has been certified by the State of Maine as a "Step 4 Child Care Quality Daycare"?		
The provider should furnish a receipt showing the amount paid, their name, address, ID number and Quality number, if applicable.		

General

Do you have ALL records to substantiate the personal and business deductions you are claiming on your 2017 tax return, including a MILEAGE LOG?		
Did you (and your spouse and dependents, if applicable) have health insurance for all of 2017 which qualified as "Minimum Essential Coverage" under the Affordable Care Act?		
If yes, was the coverage obtained <input type="checkbox"/> on the "Exchange", <input type="checkbox"/> through your employer, <input type="checkbox"/> retirement plan, <input type="checkbox"/> Medicare or <input type="checkbox"/> other source		
We will need Form 1095-A if purchased from the Exchange and Forms 1095-B or 1095-C if from other sources		
Did you <input type="checkbox"/> pay or <input type="checkbox"/> receive alimony in 2017?		
Did you work or live in a state other than Maine in 2017?		
Do you need to file a State Tax Return other than Maine for any reason?		
Did the IRS, Maine or any State tax authority make changes to one of your prior tax returns during the last year?		
Do you know of any changes to a prior year's information which would require an amended return?		
Have you been a victim of tax related identity theft?		
If you received an Identity Theft Pin from the IRS, please bring it to your appointment.		
Did you pay anyone not in business \$2000 or more in 2017 for housekeeping, babysitting, home health care, yard work or etc.?		
Did you have bank accounts in a foreign country that together had a balance of over \$10,000 at any time in 2017?		
Did you have foreign assets (stock, pension, life insurance, etc.) worth over \$50,000 (100,000 if married) in 2017?		
Did you make gifts of over \$14,000 (cash or property) to an individual during 2017?		
Do you have children under 18 (or full time student 18-23) who had investment income greater than \$350?		
Did you make estimated Federal or State income tax payments?		
Please bring proof of payments. (The Jan. 2018 payment is for tax year 2017 and the Jan. 2017 payment is for tax year 2016)		
Would you like to have your refund directly deposited to your accounts?		
Please provide the routing and account numbers for up to three accounts, including savings, checking, investment or IRA accounts. You can also opt to purchase U.S. Savings Bonds with your refund.		
Note: The State of Maine permits deposits to only one bank account.		
Would you like to have our tax preparation fees deducted from your refund (A \$25.00 transaction fee applies)?		

Earned Income

Did you work for an employer?		
Bring W-2s and final pay stub from all employers		
Did you receive or sell stock from an employer stock plan?		
Bring grant and exercise statements		
Were you <u>self-employed either full or part-time, or did you own rental property?</u>		
Did you <u>start</u> or terminate a business or <u>buy</u> or <u>sell</u> a rental property?		
Do you participate in the "Sharing Economy" renting your home (AirBNB), Car (Uber, Lyft, Jane) or other?		
Did your business (rentals are exempt) make any payments (mostly for services or rent) over \$600 to an individual or unincorporated business, requiring a Form 1099 to be filed?		
If yes, have you filed these forms with the IRS and the service provider?		
Do you purchase gas or diesel fuel "at the pump" for off highway business or farm use?		
If you use software such as QuickBooks for record keeping, please bring an accountant's or backup copy of your file on a flash drive.		
If not, bring a complete list of income from all sources, a categorized summary of expenditures, and beginning and ending inventory, if applicable. Don't overlook health insurance premiums.		
Please provide complete payroll records including copies of ALL federal and state payroll tax returns and W-2 Forms.		
If any real estate <u>purchases</u> and/or <u>improvements</u> , Please provide the date and cost, the HUD closing statement and tax bill.		
If any vehicle or equipment <u>purchases</u> or <u>trades</u> , a list of items, dates and cost (please bring invoices on large purchases).		
If any assets were <u>sold</u> , <u>traded</u> or <u>abandoned</u> , include date and selling price		
Please review your current depreciation list (from last year's return) and tell us of any assets you no longer own		
New clients, please provide a depreciation report from prior year return		
If any auto or home office use, see below.		

Vehicle Use

Other than for commuting, did you use your vehicle in your work (<u>job</u>, <u>self-employment</u> or <u>rental</u>)?		
Note: Vehicle Expenses will not be allowed by the IRS without adequate records verifying business use.		
Please provide your MILEAGE LOG or a SEPARATE, WRITTEN statement for EACH vehicle used including:		
Sales invoice if new vehicle purchase		
Beginning & ending mileage for 2017 BUSINESS mileage for the year, for EACH activity		
Registration and excise tax Interest on vehicle loan Parking and tolls		
If using "actual expense method", gas, repairs, insurance and other expenses		

Business Use of Home

Do you use a portion of your home exclusively as an <u>office</u>, <u>shop</u> or <u>for storage</u> in connection with your work? (W-2 income or self-employment)?		
Bring the total amounts paid for <u>mortgage interest</u> , <u>property tax</u> , <u>rent</u> (if applicable), <u>insurance</u> , <u>utilities</u> , <u>repairs</u> , <u>improvements</u> , <u>trash removal</u> , <u>plowing</u> and <u>other expenses</u> .		
If first business use, we need the cost of your home with improvements and a current real estate tax bill, the measurements of your home and the area used for office, shop or storage.		
For daycare, we also need the total hours the home was used for daycare during the entire year.		
If using optional "Standard Allowance Method", we only need the measurement of the business portion of your home.		

Retirement Income

Did you receive income from <u>Social Security</u>, <u>Disability</u>, or <u>Pension Plan (401, 403, 457)</u>?		
Are you a retired public safety officer (<u>police officer</u> , <u>firefighter</u> , <u>game warden</u>)?		
Did you receive income from <u>Investment plan (Annuity)</u>, <u>Traditional IRA</u> or <u>Roth IRA</u> ?		
Have you or your spouse ever made a contribution to a traditional IRA that wasn't fully deductible?		
Bring your SSA 1099 and/or 1099-R forms and year end pay stub(s) for each plan.		
If this was a distribution before age 59 1/2, was it due to <u>disability</u>, <u>death</u>, <u>divorce</u>, <u>first-time home purchase</u>, <u>education</u>, <u>medical expenses</u>, <u>unemployment</u>, <u>military service</u>, <u>separation from company (after age 55)</u> or <u>IRS levy</u>?		
Did (or will) you take any withdrawals from a retirement plan [401(k), 403(b), IRA] in 2015, 2016 or before April 18, 2018?		
(We may have this for established clients - This may affect the retirement savings contribution credit.)		
If you are age 70 1/2 and have an IRA or other retirement plan, have you taken your Required Minimum Distribution?		
Did you have a payment from your IRA paid directly to a charity?		

Interest, Dividends, and Capital Gains

Did you receive <u>interest</u>, <u>dividends</u>, <u>capital gains distributions</u> or did you sell <u>stock</u> or <u>mutual funds</u>?		
Please provide all 1099 Forms, the Year End Brokerage Statements (this may have a lot of useful information) and brokerage fees.		
Did you trade (buy or sell) currencies (actual - foreign or "cyber" - Bitcoin, etc.) during 2017?		
Did any stocks, bonds or securities that you own become worthless this year?		
Did you sell <u>your home</u>, <u>timber</u>, <u>land</u>, <u>vacation property</u> or <u>other assets</u>?		
Bring all 1099-S or other forms, the HUD statement, the purchase date(s), cost, and any additional investments (improvements), etc.		
Did you exchange real estate or other assets you owned for similar assets (commonly referred to as a Sec. 1031 exchange)?		

Other Income

Did you receive any money from any other source?		
<u>Unemployment</u> (1099-G), <u>Cancelled/forgiven/partially forgiven debt</u> (Form 1099-A or Form 1099-C) (for credit cards or mortgage for example), <u>Health care and/or Insurance reimbursements</u> , <u>Disability payments</u> , <u>Education</u> , <u>Scholarships</u> , <u>Gambling</u> (Form W-2G), <u>Jury duty</u> , <u>Other 1099M Forms</u> , <u>Alimony received</u> (child support is not alimony), <u>Form K-1 from corporation/partnership/trust/estate</u> , <u>Inheritance</u> , <u>Income from a hobby</u> , <u>Damage award for personal injury</u> , <u>Sickness or Discrimination</u> , <u>Bartering income</u> or <u>any other income</u> . Please provide all forms that you receive: We can advise you of the taxability of this income.		

Itemized Deductions

Do you pay for <u>health</u>, <u>Medicare</u>, <u>Medicare supplement</u> or <u>long term care insurance</u>?		
Include premiums paid directly and/or from your pay or pension check, unless paid on a pre-tax basis Also provide Form 1095-A issued by the Exchange and 1095-B or 1095-C if received		
Have you paid medical bills for your family (or possibly others)? (Must exceed 10% of your income to deduct)		
Include <u>doctors</u> , <u>dentists</u> , <u>prescriptions</u> , <u>insulin</u> , <u>eyeglasses</u> , <u>contact lenses and solution</u> , <u>medical supplies</u> , <u>hearing aids and batteries</u> , <u>other medically necessary expenses</u> , and <u>home renovations made for medical reasons</u> . Include mileage to and from hospitals, medical appointments and pharmacies and <u>lodging</u> if applicable.		
Did you buy a <u>motor vehicle</u>, <u>building materials</u>, <u>boat</u> or <u>other large purchase</u>?		
Please bring your receipt(s); the sales tax may be deductible		
Did you register an <u>auto</u>, <u>truck</u>, <u>motorcycle</u>, <u>boat</u> or <u>RV</u>?		
Please bring the excise tax amount (and maybe the registration) for each.		
Did you own a <u>home</u>, <u>second home (including timeshare)</u>, <u>motorhome</u> or <u>boat that qualifies</u> or <u>other property</u>?		
Please provide property tax and/or mortgage interest statements (Form 1098) If you <u>purchased</u> or <u>refinanced</u> in 2017, please bring the HUD closing statement		
Have you made <u>cash contributions to charity</u>? You must have receipts (cancelled checks are okay under \$250).		
Written acknowledgement from the charity is required for all contributions and donations of \$250 or more. List total contributions to each charity, including those deducted from your pay Don't forget <u>out of pocket expenses</u> or <u>mileage</u> incurred as a volunteer doing charitable work		
Have you made <u>donations of property</u> (<u>clothes</u>, <u>furniture</u>, <u>computers</u>, <u>bottles</u>, <u>food</u>, <u>auto</u>, <u>stock</u>, <u>land</u>, <u>artwork</u> or collectable, <u>other appreciated property</u>, etc.) to charity?		
If you donated an auto, the charity must provide a statement of value. Please provide the donation date, charity's name and the value of donated property (appraisals are needed if over \$5000). If the total non cash donations for the year are over \$500, also provide the charity's address For suggested values see http://www.satruck.org/donation-value-guide or http://www.goodwillnne.org/donate/donation-guide		
Did you have a <u>casualty loss</u>, or property taken from you by <u>destruction</u>, <u>theft</u>, <u>seizure</u> or <u>condemnation</u>?		
Generally this loss (after insurance reimbursement) must be more than 10% of your income, unless in a Federally declared disaster area. Tell us the nature, loss amount and amount of any insurance reimbursement		
Did you have to pay job expenses for which you were not reimbursed?		
<u>work supplies</u> , <u>dues</u> , <u>tools</u> , <u>uniforms</u> , <u>classes</u> , <u>job search</u> , <u>other</u> . If any <u>auto</u> or <u>home office use</u> , see above		
Did you have <u>legal</u>, <u>investment or brokerage fees</u>, or <u>gambling</u> or <u>hobby expenses (only to the extent of income)</u>?		

Credits and Adjustments to Income

Did you or any family member attend classes at a college or trade school in 2017? Names _____, _____ Bring form 1098-T AND a <u>DETAILED STATEMENT OF ACCOUNT ISSUED BY THE COLLEGE OR SCHOOL.</u> Also include amounts paid for books and supplies.		
Are you paying student loans? Please provide the interest statement (Form 1098-E)		
Did you or your spouse work 900 hours in a school district and purchase materials for classroom use?		
Did you participate in a Health Savings Account? [This is different than a cafeteria or flex-pay plan] Please bring Forms 1099-SA and 5498-SA (or other record of contributions)		
Did (or will) you contribute to a Traditional or Roth IRA or Health Savings Account for 2017 by April 15, 2018?		
Did you purchase a new Electric or "Plug-in Hybrid" vehicle? Non-refundable credits may be available.		
Did you buy a new home in 2008 and participate in the first-time homebuyer (loan) program? Do you still own and use this home as your primary residence? (yearly payments, up to \$500, are required as part of your filing) If no, has the loan been repaid?		

State of Maine

Have you made purchases on-line, in another state or directly (private sale) for which you may owe Maine sales tax?		
You may qualify for the Maine Opportunity Tax Credit - a credit based on certain education loan repayments made in 2017. Did you graduate (Associates or Bachelor's degree) from a Maine College after 2007, work in Maine and make Student Loan payments? Did you graduate (Associates or Bachelor's degree) from a non-Maine College after 2015, work in Maine and make Student Loan payments? Did you obtain a graduate degree from a Maine College after 2015, work in Maine and make Student Loan payments? Do you make educational loan payments for an employee? If eligible, please bring 2017 transaction history showing the monthly amount due and payment amount First time applicants will additionally need their college transcript		
The Maine Property Tax and Rent Refund Program was replaced by the Property Tax Fairness Credit during 2015 This is for households with less than \$33,333 (single), \$43,333 (head of household) or \$53,333 (joint) income and is now filed with your Maine Tax Return Please provide the amount of property tax or rent paid in 2017 and your landlord's name and phone number if applicable		

Tax Planning

Do you expect significant changes in income, deductions, or dependents for 2018?		
Do you plan to retire in 2018? If so, would you like to talk with Jack about retirement planning?		
Estimated payments can be scheduled as an automatic payment. Would you find this helpful?		

Administrative Matters

Would you like your copy of the tax return on disc?		
May we contact you by e-mail? Preferred E-Mail Address _____		
If you have dependents who need to file a tax return, would you like help with those returns? If so, please provide a consent form (available by mail, fax or at www.jackskehan.com), signed by your dependent		

Reminders

Visit us at our website - www.jackskehan.com and on Facebook often for newsletters, tax news and tips. We provide a complimentary consultation (up to an hour or so) from May thru December for all clients.		
Have you applied for the Homestead or Veteran's Real Estate Tax Exemption through your local city or town?		

Payment for Services

Payment is due when you sign and receive your completed tax forms.
Cash, Check, Debit Cards, Visa, MasterCard and Discover are accepted.
Also available is a RT (Refund Transfer) where our fee is taken directly from your refund.
Please advise your preparer during your appointment interview if desired.

Comments, Questions or Concerns
