

**BERMAN & SONS, LTD.**  
Tax Interview Checklist

TAX YEAR 2018

CLIENT'S NAME \_\_\_\_\_ PHONE: \_\_\_\_\_

Email Address: \_\_\_\_\_ Do you authorize us to communicate tax returns/tax sensitive information via the provided email address? Yes/No Nonsensitive information (annual letter)? Yes/No

Marital Status (as of 12/31/18) Legally married \_\_\_\_\_ Unmarried \_\_\_\_\_ Divorced \_\_\_\_\_ if yes, divorce final in 2018? \_\_\_\_\_  
If legally married and not filing a joint return, did you live with your spouse during any part of the last six months of the year? Yes or No  
If unmarried, is anyone else eligible to claim you as a dependent? Yes or No

Have any tax returns from the past 3 years been changed or audited by the IRS or State? Yes/No  
If yes, please provide detail and all notices received from IRS/state

Is there a change in the number of dependents from last year? Yes/No  
Dependent to remove: name(s) only \_\_\_\_\_  
Dependent to add: \_\_\_\_\_  
(name, SS#, birthdate, relationship, # of months lived in home) (attach separate sheet if adding more than 1 dependent)  
**(new dependents may require additional documentation)**

Did you receive any income for goods sold or services rendered that is not reported on a W-2 or 1099? Yes/No  
(ie: self-employment/side job/e-commerce income) Please include all income and expenses. See website for worksheets.

Did you receive or pay any alimony? (Not child support) Yes/No  
Name of person paid to: \_\_\_\_\_, SS# \_\_\_\_\_  
Amount Paid \$ \_\_\_\_\_

Have you received any unemployment income? Include 1099G Yes/No

Did you receive SS retirement or SSI benefits? Include statement(s) from SSA Yes/No

Did you have any gambling winnings/losses? Include all W2G's and loss documentation Yes/No

Did you receive any distributions from a retirement fund or IRA (including rollovers)? Yes/No  
Include Form(s) 1099-R.

Did you make contributions to any IRA account for 2018? Yes/No  
Type of IRA Traditional / Roth Amount contributed \_\_\_\_\_ / \_\_\_\_\_

Did you have any debt cancelled/forgiven (credit card, etc.) or a mortgage principle reduction? Yes/No  
Include all Forms 1099-C.

Do you have any bank accounts or financial holdings outside the U.S.? Yes/No

Did you sell any stocks, bonds, mutual funds or other assets? Yes/No  
Include all sale and purchase statements/documents.

Did you purchase/sell or operate any Rental Property during the tax year? Yes/No  
For purchase/sale, provide settlement statement. Include all items of income and related expenses. See website for rental property worksheet(s).

Are you a member/beneficiary of an S-Corp, Partnership, Estate, Trust, etc? Include all K-1 forms. Yes/No

Do any of your dependent children (**under age of 24 as of 12/31/18**) have nonwage income in excess of \$1,050? Include all tax/bank/brokerage statements. Yes/No

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- Did you pay college tuition/expenses for yourself or dependents in 2018? Yes/No  
 If additional supplies/equipment were required by the college, please enclose a detailed list.  
 Provide proof of tuition/books paid, **Form 1098-T**, and details of any scholarships awarded to student.
- Did you contribute/withdraw money from an educational IRA or 529 plan? Include Form 1098-Q. Yes/No  
 Provide records to show verification of qualified expenses
- Did you pay interest on college loans? Include Form 1098-E. Yes/No
- Do you have any 2<sup>nd</sup> mortgages or home equity loans? Include Form 1098 for each loan. Yes/No
- Did you refinance any mortgages/equity loans? Include settlement statement. Yes/No
- Did you make any substantial retail purchases? (ie: car, boat, camper, home improvement supplies) Provide receipts. Yes/No
- Did you buy or sell a personal residence? Include settlement statement(s). Yes/No
- Did you claim the First Time Homebuyer Credit on your 2008 tax return? (for payback) Yes/No
- Did you have any retail purchases for which no sales tax was paid? Yes/No  
 If yes, amount of non-taxed purchases \$ \_\_\_\_\_ or see website for worksheet
- Did you pay for any Child Care expenses while you worked? Statement from provider(s) or Yes/No  
 Name of provider: \_\_\_\_\_ SS# or FEIN \_\_\_\_\_  
 Address: \_\_\_\_\_ Amount paid \$ \_\_\_\_\_  
 # of children in daycare \_\_\_\_\_  
 Employer dependent care benefits (flex) on W2? Yes/No
- Did you pay registration fees/tuition for you dependents, grades K-12, in excess of \$250.00? Yes/No  
 Name of student(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_  
 Name of school(s) \_\_\_\_\_ Amount paid for tuition/books \$ \_\_\_\_\_
- Did you contribute to or withdraw money from an HSA account? Provide forms 5498-SA and/or 1099-SA Yes/No
- Did you make any estimated payments for the 2018 tax year? Provide dates and amounts. Yes/No
- Have you enclosed all 1095 forms verifying health insurance for everyone listed on your tax return? Yes/No  
 If no, fill out the health care worksheet to provide details on coverage.

**If any answers to the above are yes, we need the documentation or requested to support the income/deduction.**

Direct Deposit information: check if same as 2017   
 Bank Name: \_\_\_\_\_ Account number: \_\_\_\_\_  
 Routing Number: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

This information is true and correct to the best of my/our knowledge. All items of income have been reported and all items of expense are supported by receipt, canceled check, or other evidence.

SIGNATURES: \_\_\_\_\_  
**PRIMARY TAXPAYER** **SPOUSE (JOINT RETURN)** **DATE** **Preparer**

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