

BERMAN & SONS, LTD.

Tax Interview Checklist

TAX YEAR 2023

CLIENT'S NAME _____

PHONE: _____

Email Address: _____ Do you authorize us to send secure communication (tax returns/tax sensitive information) via the provided email address? Yes/No

Marital Status (as of 12/31/23) Legally married ____ Unmarried ____ Divorced ____ if yes, divorce final in 2023? ____
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

Did your address change in 2023 (move or buy/sell home)? **Provide new address.** Yes/No

Is there a change in the number of dependents from last year? (Graduate college, got married) 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 sell any items online or through a third-party processor (PayPal, Ebay, Amazon, etc.)? Yes/No
(Please provide 1099-K)

Did you operate a business or generate a profit? Yes/No

Did you receive or pay any alimony? (Not child support – pre 2019 divorces only) Yes/No
If paid, name of person paid to: _____ SS# _____ (recipient)
Amount paid or received \$ _____

Have you received any unemployment income? Include 1099G (download from IDES account) Yes/No

Did you receive social security or disability benefits? Include tax statement(s) **form SSA-1099** Yes/No

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

Did you receive any distributions from a retirement fund or IRA (including rollovers)? Yes/No
(401K, IRAs, Pension, or Annuity) Include Form(s) 1099-R.

Did you make contributions to any IRA account for 2023? (Outside of employer plan) Yes/No
Type of IRA Traditional / Roth Amount(s) contributed _____ / _____

Did you have any debt cancelled/forgiven (credit card, etc.) or a mortgage principal 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? Provide all brokerage Yes/No
Annual tax forms (1099s) and/or all sale and purchase statements/documents.

Did you receive, sell, exchange, or otherwise dispose of any digital / virtual currencies? Yes/No

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/owner/beneficiary of an S-Corp, Partnership, LLC, Estate, Trust, etc? Yes/No
 Provide all K-1 forms. (Single member LLCs file a Schedule C on their personal tax return).
- Do any of your dependent children (**under age of 24 as of 12/31/23**) have nonwage income in excess of \$1,250? Include all tax/bank/brokerage statements. Yes/No
- Did you or your dependents attend college in 2023? – **need student activity and bursar statements** Yes/No
 Provide **proof** of tuition/books paid, **Form 1098-T** (online), and details of any scholarships awarded to student.
- Did you contribute/withdraw (provide Form 1098-Q) money from an educational IRA or college savings plan? Yes/No
 Provide Dec Statement for any State plans and provide records to show verification of qualified expenses (withdrawals).
- Did you pay interest on any college loan(s)? Include Form 1098-E(s). Yes/No
- Do you have any 2nd mortgages or home equity loans? Include Form 1098 for **each** loan. Yes/No
- Did you refinance any mortgages/equity loans in 2023? Include settlement statement(s). 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 in 2023? Include settlement/closing statement(s). Yes/No
- 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 your dependents, **grades K-12**, in excess of \$250.00? **include for each** 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 1099-SA** Yes/No
- Did you make any quarterly estimated payments for the 2023 tax year? Provide dates and amounts. Yes/No
- Did you purchase health insurance through healthcare.gov? If yes, Form 1095A is **REQUIRED** Yes/No
You can obtain the 1095-A from your online account or check with your broker (if applicable).
- Did you install any energy-saving improvements in/on your home? (windows, doors, A/C, etc.) Yes/No

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

Direct Deposit information: **check if same as 2022** - **if different**, fill in the information below.

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**