

NEIL S. KAHN, P.C.  
CERTIFIED PUBLIC ACCOUNTANTS  
KAHN-CO PROFESSIONAL BUILDING  
31547 W. THIRTEEN MILE ROAD  
FARMINGTON HILLS, MICHIGAN 48334

Neil S. Kahn, CPA  
[nsk@neilskahnpc.com](mailto:nsk@neilskahnpc.com)

PHONE (248) 324-0980 FAX (248) 324-0808  
[www.neilskahnpc.com](http://www.neilskahnpc.com)

Ashley BK Grubbs, CPA  
[abkg@neilskahnpc.com](mailto:abkg@neilskahnpc.com)

To: Prospective Client

From: Neil S. Kahn

Date: December 2016

Subject: Checklist for 2016 Income Tax Returns

This memo is intended to assist you in preparing the information necessary to complete your 2016 Income Tax Returns. Please fill out prior to our meeting and bring this and documentation to substantiate your yes answers.

GENERAL

	YES	NO
Do you wish to designate \$3 to the Presidential Election Campaign Fund?.....	[ ]	[ ]
Does your spouse wish to designate \$3 to the Presidential Election Campaign Fund?.....	[ ]	[ ]
Were you notified by the Internal Revenue Service or other taxing agency of changes to a prior year's return?.....	[ ]	[ ]
If you are entitled to a refund, do you want the taxing authorities to direct deposit this refund?.....	[ ]	[ ]
If so, please provide:		

Name of Financial Institution: \_\_\_\_\_

Routing number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
Checking number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
Savings number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Percentage to checking \_\_\_\_\_  
Percentage to savings \_\_\_\_\_  
Total 100%

Did this information change from last year? ..... [ ] [ ]

PERSONAL INFORMATION

Did your address change?..... [ ] [ ]  
New Address: \_\_\_\_\_  
\_\_\_\_\_

PERSONAL INFORMATION

YES NO

Current telephone numbers:

- Home \_\_\_\_\_
- Work (Taxpayer) \_\_\_\_\_
- Work (Spouse) \_\_\_\_\_
- Cell (Taxpayer) \_\_\_\_\_
- Cell (Spouse) \_\_\_\_\_
- E-Mail address \_\_\_\_\_

What is your date of birth? \_\_\_\_\_

What is your spouse's date of birth? \_\_\_\_\_

Did your marital status change during the year?..... [ ] [ ]

DEPENDENTS

Are there any changes in dependents from the prior year? [ ] [ ]

Are any of your dependents filing their own tax return or have unearned income in excess of \$1,050.00?..... [ ] [ ]

Are any of your dependents not citizens or residents of the U.S.?..... [ ] [ ]

Are you claiming dependent children that did not live with you?..... [ ] [ ]

PURCHASES, SALES AND DEBT

Did you sell, purchase or exchange any real estate during the year? If yes, attach closing statements..... [ ] [ ]

Did you refinance the mortgage on your personal residence or take out a home-equity loan in 2016?..... [ ] [ ]  
If yes, attach closing statements.

Did you have uncollectible debts or securities that became totally worthless during the year?..... [ ] [ ]

Did you sell any property in 2016 for which you will receive payments in future years?..... [ ] [ ]

Did you sell any stock at a loss and buy similar stock 30 days before or 30 days after the sale?..... [ ] [ ]

Did you have any debts cancelled, forgiven, or refinanced during the year?..... [ ] [ ]

Did you purchase any rental property or acquire an interest in a partnership or S corporation during 2016? [ ] [ ]

Did you sell any rental property or an existing interest in a partnership or S corporation during the year?..... [ ] [ ]

Did you start a new business during the year?..... [ ] [ ]

Did you receive over \$10,000.00 cash in a single transaction in your trade or business?..... [ ] [ ]

Did you receive form 1099-K (Payment Card and Third Party Network Transactions)?..... [ ] [ ]

RETIREMENT PLANS

Did you receive any money from a pension plan, profit-sharing plan, or IRA during the year?..... [ ] [ ]  
Are you or your spouse covered under an employer provided retirement plan?..... [ ] [ ]  
Have you or your spouse established a self-employed retirement plan for which contributions are deductible? [ ] [ ]  
Did you or your spouse set up a Coverdell (educational) IRA during 2016 for anybody?..... [ ] [ ]  
Did you make any contributions to an education savings or 529 Plan account? ..... [ ] [ ]  
Do you or your spouse presently own an IRA?..... [ ] [ ]  
Did you or your spouse use your IRA as security for a loan during 2016?..... [ ] [ ]  
Did you or your spouse withdraw monies from an IRA to purchase a principle residence, pay for education expenses, or pay medical expenses?..... [ ] [ ]

OTHER INCOME

Did you receive any Social Security benefits?..... [ ] [ ]  
Did you receive any non-taxable interest?..... [ ] [ ]  
Did you receive any disability payments this year?..... [ ] [ ]  
Did you receive any alimony or maintenance payments?..... [ ] [ ]  
Did you receive any money from life insurance policies?... [ ] [ ]  
Did you receive any money from educational savings plans? Attach Form 1099-Q..... [ ] [ ]

DEDUCTIONS

Did you receive a penalty on early withdrawal of savings? [ ] [ ]  
Did you pay alimony or separate maintenance payments?.... [ ] [ ]  
Did you pay interest on student loans? ..... [ ] [ ]  
Do you have evidence to substantiate charitable contributions? ..... [ ] [ ]  
Did you make any noncash charitable contributions? ..... [ ] [ ]  
Did you incur moving expenses because of a change in job location? (Distance of more than 50 miles)..... [ ] [ ]  
Did you incur a casualty or theft loss during the year? . [ ] [ ]  
Did you make any major purchases during the year? ..... [ ] [ ]  
Did you make gifts of more than \$14,000.00? ..... [ ] [ ]

DEDUCTIONS

YES NO

Tax law and IRS regulations allow a deduction for expenditures with respect to vehicle expense, travel away from home, meals and lodging, entertainment, and certain business gifts only if substantiation of the item can be provided by adequate records or sufficient corroborative evidence. Information that must be available includes:

- Amount
- Time and place of travel or entertainment
- Date and description of a gift
- Business purpose
- Business relationship to the person being entertained or receiving a gift

- Do you have any substantiation, as previously described, for vehicle, travel and entertainment expenses to be deducted?..... [ ] [ ]
- Is this substantiation in the form of written documentation?..... [ ] [ ]
- Did you receive any reimbursement for vehicle, travel and entertainment expenses from your employer?..... [ ] [ ]
- Did you make any payments in 2016 that would require you to file Form(s) 1099?..... [ ] [ ]
- If "Yes", did you or will you file all required 1099s?... [ ] [ ]

CREDITS

- Did you pay for child or dependent care?..... [ ] [ ]
- Did you pay an individual for domestic services performed in your home?..... [ ] [ ]
- Did you purchase a new hybrid or alternative motor vehicle during 2016? ..... [ ] [ ]
- Did you pay post-secondary tuition and fees in a degree or certificate program during 2016?..... [ ] [ ]
- Did you make energy efficient improvements to your main residence during 2016? ..... [ ] [ ]

HEALTH CARE COVERAGE

- Were you and your dependents covered by minimal essential health coverage for the entire year?..... [ ] [ ]
- Did you or your dependents receive any Forms 1095-A, 1095-B Or 1095-Cs?..... [ ] [ ]

ELECTRONIC FUNDS WITHDRAWAL

YES NO

If a payment is due with the filing of your tax return, would you like to use electronic funds withdrawal?..... [ ] [ ]  
If yes, this will occur on April 15<sup>th</sup> unless you choose another date. Would you like a different withdrawal date?..... [ ] [ ]

FOREIGN ACCOUNTS AND TRUSTS

Did you have a financial interest in or signature authority over a foreign financial account during the year?..... [ ] [ ]  
Did you receive a distribution from, or were you the grantor Of, or transferor to, a foreign trust during 2016?..... [ ] [ ]

DISCLOSURE OF TAX RETURN INFORMATION

Would you like to receive a Consent to Disclosure of Tax Return Information permitting us to disclose your tax information to third parties? ..... [ ] [ ]  
Would you like to receive a copy of the Disclosure Rules that outlines these requirements under the IRS? ..... [ ] [ ]

I understand that my tax returns will be prepared from information I provide you through written and verbal communications and that this information will not be verified or audited.

To the best of my knowledge, the information above is accurate.

\_\_\_\_\_  
Signature of Taxpayer

\_\_\_\_\_  
Signature of Spouse