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To: Prospective Client

From: Neil S. Kahn

Date: December 2017

Subject: Checklist for 2017 Income Tax Returns

This memo is intended to assist you in preparing the information necessary to complete your 2017 Income Tax Returns. Please fill out prior to our meeting and bring this and documentation to substantiate your yes answers.

QUESTIONS

If any of the following items pertain to you or your spouse for the year 2017, check the appropriate box and include all pertinent details and statements.

PERSONAL INFORMATION

Did your address change?..... [] [] YES NO
New Address: _____

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?..... [] []

PERSONAL INFORMATION

YES NO

Drivers License

Taxpayer [][][][][][][][][][][][][][][]
Issue Date [][][][]
Expiration Date [][][][]
Issuance State [][]

Spouse [][][][][][][][][][][][][][][]
Issue Date [][][][]
Expiration Date [][][][]
Issuance State [][]

Financial Institution: _____

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

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

GENERAL

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?..... [][]

ELECTRONIC FUNDS

If you are entitled to a refund, do you want the taxing
authorities to direct deposit this refund?..... [][]

If so, please provide:

Percentage to checking _____
Percentage to savings _____
Total 100%

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 17th unless you choose another
date. Would you like a different withdrawal date?..... [][]

DEPENDENTS

YES NO

- 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 2017?..... [] []
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 2017 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 2017? [] []
- 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?..... [] []

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 2017 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 2017?..... [] []
- 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

YES NO

- 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? [] []

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 2017 that would require you
to file Form(s) 1099?..... [] []
- If "Yes", did you or will you file all required 1099s?... [] []

CREDITS

YES NO

- 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 2017? [] []
- Did you pay post-secondary tuition and fees in a degree or certificate program during 2017? Attach Form 1098-T [] []
- Did you make energy efficient improvements to your main residence during 2017? [] []

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? If yes, please provide a copy of all forms. [] []

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 2017?..... [] []

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.
