

If any of the following items pertain to you and/or your spouse for tax year 2020, please check the appropriate box and provide additional information when necessary.

PERSONAL INFORMATION

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Did your marital or filing status change from last year? If yes, please explain: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Did your mailing address or residence change from last year? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you change bank account(s) that were used for prior year electronic direct deposit and/or withdrawals? If yes, please provide copy of voided check for new account. |

DEPENDENT INFORMATION

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Were there any changes in dependents from last year? Please list any new dependents that you will be claiming for tax year 2020, including name, SSN and DOB: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you have children (under age 19 or full-time college students under age 24) at the end of 2020 with unearned income in excess of \$1,100? |
| <input type="checkbox"/> | <input type="checkbox"/> | Were any of your unmarried children (who might be claimed as dependents) 19 years of age or older at the end of 2020 or full-time students under the age of 24? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you claiming a dependent who is planning to file or has filed their own tax return? If yes, please provide us with a copy of their return. |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you maintain a home for someone that you are not claiming as a dependent? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can you be claimed as a dependent by another taxpayer? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you or your dependent been declared disabled e.g. legally blind? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you contribute to a Coverdell Education Savings Account? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you pay for child care (babysitting, day care, etc.)? If yes, please provide provider name, address and security number or employer identification number and amount paid to each provider and amount paid per dependent. _____ |

INCOME INFORMATION

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive tax-exempt interest or dividends that HAVE NOT been reported to you on 2020 IRS Form 1099-INT or 1099-DIV? If yes, provide details. |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive income during the year from property sold prior to 2020? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive disability or unemployment income? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you cash-in US Savings bonds? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive an award for personal injury, sickness or discrimination? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive or pay alimony (not child-support) for a divorce agreement entered into prior to 1/1/2019? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive Social Security benefits such as retirement, death, disability or Medicare? |

Yes No

Did you receive a pension or annuity for services performed as an employee of the United States, state or local government, for work not covered under social security?

Did you receive income from renting out your home or any part of it?

Do you have securities that became worthless or loans that became uncollectible in 2020?

At any time during 2020, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?

BUY OR SELL INFORMATION AND DEBT INFORMATION

Yes No

Did you dispose of stocks, bonds or other investment property? If yes, and not provided by your investment advisor, please provide a copy of your realized gain/loss report, or a detailed worksheet showing shares sold, date acquired and cost basis information for all sale transactions.

Did you exercise any stock options?

Did you start or dispose of a business?

Did you engage in bartering transactions?

Did you buy, sell, transfer or dispose of an interest in an LLC, partnership or corporation?

Did you buy, sell, transfer or exchange personal or investment real estate?

Did you abandon or undergo a foreclosure involving real property?

Did you have any debt that was canceled or forgiven in 2020?

FOREIGN INCOME INFORMATION

Yes No

Did you earn income from a foreign country?

Did you or are you required to file a foreign income tax return? If yes, please provide a copy.

Did you have a total balance of \$10,000 or more in foreign bank accounts at any time during 2020? If you checked "No" please also initial here: _____.

Did you own \$50,000 or more in foreign assets at any time during the year?

Were you a grantor or transferor for a foreign trust, have an interest in or signature or other authority over a bank account, financial account, rental property or business interest (not through a mutual fund) in a foreign country? If yes, please provide complete details, including 2020 earnings, name, address, bank account numbers and highest account balance during the year.

Are you in the United States on a non-immigrant or immigrant visa? If yes, please provide a copy of your current visa.

DEDUCTION INFORMATION

Yes No

If you are a teacher or school administrator, did you incur un-reimbursed out-of-pocket expenses for job related school supplies? If yes, please provide amount paid _____

Did you or your dependent pay student loan interest in 2020?

Yes No

If you are a member of the Armed Forces and on active duty, did you incur moving expenses in 2020?

Do you have a donee acknowledgment to substantiate all cash and check charitable contributions of \$250 or more, plus proof of all charitable contributions (cash and non-cash)? (If you donated a vehicle or boat, please send us 2020 IRS Form 1098-C)

If you claim the standard deduction, did you make any cash contributions in 2020? If yes, please provide the total amount _____.

Did you have a 2nd mortgage or home equity line of credit (HELOC) loan where the funds borrowed were not used for qualified home improvements? If yes, please provide details.

During 2020, did you borrow additional funds from a home equity loan, line of credit, or refinance of your main or second home? Is the debt secured by your primary residence or second home, and did you use 100% of the money to buy, build or improve your primary residence or second home? If no, please provide copies of all closing documents, including a detailed accounting of how these funds were used.

Did you have total mortgage acquisition indebtedness on your main home plus second home in excess of \$1,000,000 for mortgage acquisition debt established on or before 12/15/2017, or in excess of \$750,000 for mortgage acquisition debt established after 12/15/2017?

Did you incur a personal casualty or theft loss attributable to a Federally declared disaster area in 2020? If yes, please provide details.

DEDUCTION INFORMATION (SOLE PROPRIETORS, LLC MEMBERS, PARTNERS & S CORPORATION SHAREHOLDERS)

Yes No

If self-employed, did you pay health insurance premiums for yourself and/or your family? If yes, provide payer name and amount of premiums paid in 2020 _____.

Do you have adequate and contemporaneous records for all business related vehicle mileage, meals, entertainment and travel expenses claimed?

Did you buy or dispose of business assets (furniture, equipment, vehicles, real estate, etc) or convert any personal assets to business use during the year? If yes, please provide details, including receipts for new asset purchases.

COLLEGE AND CREDIT INFORMATION

Yes No

Did you, your spouse, or dependent incur college or educational expenses? If yes, please provide the institution(s) annual summary of charges and payments, a list of checks written, and IRS Form 1098-T.

Did you receive employer-provided educational assistance?

Did your college student receive educational benefits?

Have you started an adoption process for a qualified child that may be eligible for the adoption tax credit?

RETIREMENT PLAN INFORMATION

Yes No

Are you a participant in a self-employed or employer sponsored retirement plan?

Have you made 2020 retirement plan contributions?

Yes No

If allowable, do you want to make additional retirement contributions for 2020?

Did you rollover any retirement plan distributions into your IRA or Roth IRA account? If yes, please provide a copy of Form 1099-R.

Did you make or are you considering making a taxable IRA to ROTH conversion?

Did you receive an emergency distribution from your retirement plan because of COVID?

MISCELLANEOUS INFORMATION

Yes No

Do you want to electronically file your tax returns? If no, please note that as professional tax preparers we are mandated by law to prepare all tax returns for electronic submission to the IRS. If you prefer to file your 2020 return on paper, we are required to include with your return IRS Form 8948, Preparer Explanation for Not Filing Electronically. If you are electing to file on paper, please check the "No" box and initial here _____.

If applicable, do you want your refund electronically deposited into your bank account?

If applicable, do you want your balance due electronically withdrawn from your bank account?

If applicable, do you want to have your 2021 quarterly estimated taxes withdrawn electronically on the scheduled payment due dates?

Would you like our 2020 income tax preparation fee electronically withdrawn from your bank account once your e-filed returns have been accepted by the taxing authorities or your paper returns have been mailed to you?

May the IRS discuss your tax return with us as your tax preparer?

Do you (taxpayer) want to allocate \$3 to the Presidential Election Campaign Fund?

Do you (spouse) if applicable, want to allocate \$3 to the Presidential Election Campaign Fund?

Did you receive any "economic impact (stimulus) payments" from the US Treasury related to the COVID-19 crisis? If yes, please provide amount(s) received. If you received multiple payments in 2020 or 2021, please list all payments received. _____

Are you currently serving in the military?

Did you make 2020 cumulative gifts totaling more than \$15,000 to any individual or trust?

Did you sell personal or business assets online for a profit?

Did you make out-of-state purchases and not pay sales taxes on the purchase(s)? If yes, provide details.

Did you receive any correspondence from federal, state, or local taxing authorities? If yes, and not already submitted to us, provide us with a copy.

Did you pay anyone \$2,100 or more for household related services in 2020?

Do you expect any significant changes in income, expenses or dependents for 2021? If yes, please provide details.

Did you transfer home ownership from a parent to a child?

Do we have your permission to contact you by email?

2020

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US

Miscellaneous Questions

Yes

No

Were you a victim of identity theft? If yes, please provide your 6 digit IRS issued "Identity Theft Protection PIN" number (mailed to you in January, 2021) here: Taxpayer: _____
Spouse: _____

Would you like an encrypted Adobe PDF client copy of your 2020 tax return? If yes, and already registered we will upload it to your secure client portal. If not a current portal user, you will first receive an email invitation with instructions on how to register as a new user. Your Adobe PDF client copy will be uploaded to your new client portal after your registration is verified.

Would you like a paper copy of your tax returns?

STATE INFORMATION

Did you contribute to your resident State sponsored 529 College Savings Plan in 2020? If yes, provide the name of State sponsored plan(s), plus the account number(s), date(s), amount(s) of contributions made per contract, account owner and account beneficiary.

MD RESIDENTS ONLY Do you wish to contribute to the Chesapeake Bay and Endangered Species Fund, Developmental Disabilities Administrative Waiting List Equities Fund or the Cancer Fund? If yes, please list the fund(s) and the amount of contribution(s) below you wish to make.

VA RESIDENTS ONLY Do you wish to donate all or part of your tax refund to one or more of the qualified organizations approved by the VA General Assembly? If yes, please list the name of the organization(s) and the amount of contribution(s) below you wish to make. For more information visit <https://www.tax.virginia.gov/voluntary-contributions> or the VA Form 760 instruction booklet.
