

# NEW CLIENT INFORMATION SHEET

**FOR TAX YEAR 2021**

Date \_\_\_\_\_

## YOUR INFORMATION PLEASE WRITE LEGIBLY

Your Full Name	Social Security Number	Birth Date	Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## SPOUSE'S INFORMATION

Spouse's Full Name	Social Security Number	Birth Date	Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## ADDRESS & CONTACT INFORMATION

Mailing Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Physical Address (If different, or if Mailing Address is a P.O. Box)	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Cell Phone	Spouse's Cell Phone	Other Phone	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2021 TAX YEAR

### Marital status at the end of 2021

Single  Married

If married, did you live apart from your spouse during the last 6 months of **Tax Year**?

Yes  No

By answering "Yes," you are confirming that if requested by the IRS, you can provide documentation that verifies your spouse did not live with you during the last 6 months of the year, such as a lease agreement, utility bills, a letter from a clergy member, or a letter from social services.

Can you be claimed as a dependent on someone else's tax return?

Yes  No

Did you pay for over half the cost of keeping up your home during **Tax Year**?

Yes  No

Upkeep expenses include rent, utilities, food eaten in the home, mortgage interest, real estate taxes, and insurance on the home. If you use payments you received under any public assistance program to pay for part of the cost of keeping up your home, you cannot count them as money you paid. However, you must include them in the total cost of keeping up your home to figure if you paid over half the cost.

By answering "Yes," you are confirming that if requested by the IRS, you can provide documentation that verifies you paid for over half the cost of keeping up your home, such as rent receipts, utility bills, grocery receipts, and other household bills.

Are you an US Citizen? \_\_\_\_\_

## DEPENDENTS

First Name	Last Name	Birth Date	Social Security Number	Relationship to You. Son, Daughter, Niece, Parent...	# of Months Lived with You

Did you have Marketplace Health Insurance? Yes \_\_\_ No \_\_\_ if yes form 1095A is required

If answered yes and form not provided this will delay your refund

If requested by the IRS, what documentation can you provide that shows evidence that each of your dependents lived with you for the number of months stated above during **the current tax year of filing** (school, medical, insurance, childcare provider, social service records, mail etc.)? Please provide a copy

## DUE DILIGENCE QUALIFYING INFORMATION INTAKE SHEET

Did you receive stimulus Check? \_\_\_\_\_ if yes, How much? 1. \_\_\_\_\_ 2. \_\_\_\_\_ What year \_\_\_ 2020 or \_\_\_ 2021  
Amounts are to include each of the members of your household who received a stimulus. Adults and Children/Dependents

1. Were you (or spouse) nonresident alien for any part of the year? \* \_\_\_ Yes \_\_\_ No Are you US Citizen? \_\_\_ Yes \_\_\_ No
2. Are you (or spouse) a qualifying child of another person? \* \_\_\_ Yes \_\_\_ No
3. Information you are giving is for filing for tax year 2021 that you are providing. \* \_\_\_ Yes \_\_\_ No (IF NO)? \_\_\_ year
4. Are you eligible to claim the credit(s) and/or HOH filing status? \* \_\_\_ Yes \_\_\_ No
5. To meet the record retention and due diligence requirement, you **MUST** provide all documents so that we may determine eligibility or to compute the amount for credit ( Birth Certificate, Form 8832, residency doc, Age, Divorce Decree settlement)
6. Can you provide documentation to substantiate eligibility for and the amount of the credit(s) and/or HOH filing status claimed on the return? \* \_\_\_ Yes \_\_\_ No
7. Were any credits disallowed or reduced in a prior year? \* \_\_\_ Yes \_\_\_ No
8. Were any of these credits disallowed or reduced in a previous year? \* \_\_\_ Yes \_\_\_ No
9. If filing a business on Form 1040, is it a Schedule C for business you did in 2021? \* \_\_\_ Yes \_\_\_ No (may you provide documents (income & expense ledger, Business card/flyer, EIN etc.)

### DEPENDENT INFORMATION

**For determination, in fact, for eligibility to claim the EIC for the number of children for whom the EIC is claimed, or to claim the EIC if the taxpayer has no qualifying child?**

10. Can you provide documents to show proof of Relationship, Residency, and age? \* \_\_\_ Yes \_\_\_ No
11. Was your main home (and or spouse if filing jointly) in the U. S. for more than half the year? (Military\* \_\_\_ Yes \_\_\_ No
12. Personnel on extended active duty outside the U.S. are living in the U.S. during that duty period. \* \_\_\_ Yes \_\_\_ No

### CHILD TAX CREDIT QUESTIONS

**\*Did you receive the Advanced Child Tax Credit payments in 2021 for any dependents? Total Amount Received \_\_\_\_\_**  
***Make sure to include Letter 6419 received from the IRS in your tax documents!***

13. In order to claim the CTC/ACTC, does the child(dren) reside with you? \* \_\_\_ Yes \_\_\_ No
14. As explained, you do understand that ***you may not claim the CTC/ACTC if you have not lived with the child for over half of the year, even if you have supported the child,*** unless the child's *custodial parent has released a claim to exemption for the child?* \* \_\_\_ Yes \_\_\_ No
15. As explained, you do understand the rules about claiming the CTC/ACTC/ODC ***for a child of divorced or separated parents (or parents who live apart),*** including the requirement to attach a Form 8332 or similar statement to the return. \*Having custody of your child usually means you can claim that child as a dependent on your taxes. But if you don't have to file a tax return, or you reach an agreement with your child's noncustodial parent, you can let them take the child as a dependent instead with Form 8332. \* \_\_\_ Yes \_\_\_ No

### DUE DILIGENCES FOR NON-PARENT

Why Parents not Claiming Children? CHOOSE OR EXPLAIN AND SIGN TO WHAT APPLIES

16. Parent did not work, and child lived with me & I am the care giver providing more than ½ my income X \_\_\_\_\_
17. Parents worked, lived with me and I am the care giver providing more than half my income, residency and AGI higher than child's parent. X \_\_\_\_\_ please see #14 of Child Tax Credit sec.
18. Awarded by the courts (documents requested by the IRS?) \_\_\_\_\_
19. Other, Explain \_\_\_\_\_

### HEAD OF HOUSEHOLD QUESTIONS

20. Are you unmarried or considered unmarried on the last day of the tax year and provided more than half of the cost of keeping up a home for the year and have a qualifying dependent? \* \_\_\_ Yes \_\_\_ No
21. Do you certify that all answers in the due diligence is to be used to fill out due diligence Form 8867 and in preparation of your 2021 tax preparation services has been answered, to the best of your knowledge, true, correct and complete? \* \_\_\_ Yes \_\_\_ No

***By reading and answering the above questions accordingly to your status helps your tax specialist to prepare an accurate return based on documents and information provided by you.***

Taxpayer(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

**HOW WOULD YOU LIKE TO RECEIVE YOUR REFUND? CHOOSE BELOW**

**BANK PRODUCTS:**

Would you like to use one of our bank products to have your fees to be deducted from your refund? ( ) Yes ( ) No

( ) Direct Deposit Routing # \_\_\_\_\_ Account# \_\_\_\_\_

( ) Check Print in our office or ( ) Check by Mail

( ) Meta Bank Visa Debit Card

Would you like to apply for Refund Advance? ( ) Yes ( ) No OPTION: ( ) Check ( ) or Meta Bank ( ) Direct Deposit

**\*Non-Bank Products: Requires payment of fees upfront.**

Would you like to purchase Audit Protection? ( ) Yes ( ) No OR Identity Theft protection? ( ) Yes ( ) No

**OTHER AREAS YOU MAY HAVE OBTAINED INCOME IN 2021 MUST BE FILED**

1. Did you win any money from gambling or lottery? If yes, paperwork is required. \_\_\_\_\_ (form W2G)
2. Did you have any problems last year with your child (ren) EIC? Circle Yes or No. If yes use form 8962
3. Did you receive unemployment compensation? Yes or no? \_\_\_\_\_ If yes, paperwork is required
4. Did you adopt any child/children this year? If yes, form 8839 needed. Cash tax only (13,360)
5. Did you attend College this tax year? If yes where?
6. Will you or your dependent be claiming education credits?  
If yes do you have your school form 1098-T and a copy of expenses not covered by grants.

**\*You must have Form 1098 -T to claim credits!**

**SELF EMPLOYED DUE DILIGENCE SECTION** If you are including self-employment please complete this section

Have you been issued a 1099-MISC to support the income? 1099 \_\_\_\_\_ W2 \_\_\_\_\_ do you have any other source of income? \_\_\_\_\_

- What type of Business is this? \_\_\_\_\_ Do you have receipts \_\_\_\_\_
- Can you furnish a list of income and expenses ledger? \_\_\_\_\_ Do you have Business card/flyer \_\_\_\_\_
- How long have you owned your business? \_\_\_\_\_ Did you keep appointment booklets? \_\_\_\_\_ Do you have receipts for cash made? \_\_\_\_\_ About how many Clients do you have? \_\_\_\_\_ Is this a cash business? \_\_\_\_\_ Did you keep a mileage log for Business miles? If yes, how many miles \_\_\_\_\_ Was business vehicle in service if so date: \_\_\_\_\_
- If you do not have mileage log or ledger please furnish any documents deemed acceptable by Tax Preparer.
- **All proper documentation must accompany any information received by the Tax Preparer !**

**THIS CONCLUDES TAX SERVICES PLEASE SIGN BELOW. THANK YOU!**

\*I (we) state under penalty of perjury that I (we) are the biological parent, or have legal guardianship, & dependent(s) lived with me (us) & have I (we) provided more than half income and provision of the listed dependents above. I (we) state that I (we) have the legal right to claim the listed dependents on my tax return. The IRS reserves the rights to request documents supporting the verification of residency and relationship of the qualifying child(ren) regarding EIC. Upon circumstances in which IRS request verification, I'm (we) are willing to surrender supporting documents (i.e. school records, medical records, child care provider records, social service records, place of worship statements, Indian Tribal Official statements, and/or landlord or property management statements) to the IRS. I (We) have given my (our) tax preparer permission to prepare my federal/state tax return on my behalf. I (we) acknowledge to the best of my ability that the information I (we) have provided today is true and accurate. By signing this application, I (we) agree that I (we) will be held responsible for any misleading information that I (we) provide to my TAX SPECIALIST and in no way hold tax prepare liable. This application shall serve as evidence for further references.

All information I have given is true and correct to the best of my knowledge. I also agree to and accept the Terms of Engagement.

Your Signature

Spouse's Signature

Date

[Signature box]

[Signature box]

[Date box]