

*E & A*  
*Accounting*  
*Services*

**New Client Form**

Personal Information

Date: \_\_\_/\_\_\_/\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

SSN: \_\_\_-\_\_\_-\_\_\_ Occupation: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

Email Address: \_\_\_\_\_ Phone Number: ( ) \_\_\_-\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_

Filing Status (check one): \_\_\_Single \_\_\_Married \_\_\_Married Filing Single

Driver's License #: \_\_\_\_\_ Issue Date: \_\_\_/\_\_\_/\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_

Did you (and your spouse) have health insurance last year? \_\_\_Yes \_\_\_No Covered CA? \_\_\_

Do you have any retirement accounts? \_\_\_Yes \_\_\_No Type? (401k, IRA, Roth?) \_\_\_\_\_

Banking Information

Name of Bank	Routing #	Account #	Checking or Savings?

Spouse Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

SSN: \_\_\_-\_\_\_-\_\_\_ Occupation: \_\_\_\_\_ Phone #: \_\_\_-\_\_\_-\_\_\_

Email address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Issue Date: \_\_\_/\_\_\_/\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_

Dependents

Will you claim your dependent(s)? \_\_\_Yes \_\_\_No

First and Last Name	SSN	Relationship	DOB

Did your dependent(s) have health insurance last year? \_\_\_ Yes \_\_\_ No Part of the year? Check months: \_\_\_ Jan \_\_\_ Feb \_\_\_ Mar \_\_\_ Apr \_\_\_ May \_\_\_ Jun \_\_\_ Jul \_\_\_ Aug \_\_\_ Sep \_\_\_ Oct \_\_\_ Nov \_\_\_ Dec

Checklist

Additional Income?

\_\_\_ Sale of assets or property

\_\_\_ Cancellation of debt

\_\_\_ Other (explain) \_\_\_\_\_

Payments (check all that apply)

\_\_\_ Educator classroom experiences

\_\_\_ Employee business expenses

\_\_\_ Contributions to a Health Savings Account

\_\_\_ Expenses related to work relocation

\_\_\_ Alimony

\_\_\_ Student loan interest

\_\_\_ Tuition and fees for higher education

\_\_\_ Expenses related to child or dependent care

\_\_\_ Contributions to a Retirement Savings Account

\_\_\_ Medical and dental expenses

\_\_\_ Real estate taxes

\_\_\_ Other state and local taxes

\_\_\_ Mortgage interest

\_\_\_ Investment interest

- Cash contributions
- Noncash contributions
- Unreimbursed employee expenses
- Investments expenses
- Gambling losses
- Other payments (Explain) \_\_\_\_\_

## **Questionnaire**

### Personal Information

#### **Yes | No**

- Did your marital status change during the year?  
If "yes", explain: \_\_\_\_\_
- Did your address change during the year?
- Did you have any childcare expenses throughout the year?
- Did you have any adoption expenses throughout the year?
- Did you have any children under age 19 or full-time students under age 24 with more than \$2200 of unearned income?
- Did any member of your household have healthcare coverage through the Marketplace?
- Did you receive any distributions from a Health Savings Account, Archer MSA, or Medicare Advantage MSA during the year?

### Income and Purchases Information

#### **Yes | No**

- Did you receive any tips not reported to your employer?
- Did you receive any disability income during the year?
- Did you cash any U.S. savings bonds during the year?
- Did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currencies?
- Did you receive any other income not provided with this organizer?  
If "Yes," explain \_\_\_\_\_

Did you start a new business or purchase any rental property during the year?

Did you sell an existing business, rental property, or other property during the year?

Did you purchase any business assets or convert any assets to business use?

If "Yes," provide the cost of the asset, the date it was placed in service, and business use percentage.

Did you purchase any gasoline, diesel, or special fuels for non-highway business use?

Did you buy or sell any stocks, bonds, or other investments during the year?

Did you sell a principal residence during the year?

If "Yes," provide closing documentation for the purchase and sale of the home

Did you have a principal residence or a piece of real property foreclosed on during the year?

Did you abandon a principal residence or a piece of real property during the year?

Did you refinance your principal home or second home or take out a home equity loan during the year?

If "Yes," provide all escrow, closing, and other pertinent documentation and information.

Did you receive any principal or interest during this year from property sold in prior years?

Did you rent out your home or use it for business?

Did you sell, exchange, or purchase any real estate during the year?

Did you acquire a new or additional interest in a partnership or S corporation?

Did you have any debts canceled or forgiven this year?

Does anyone owe you money that has become uncollectible?

Did you purchase a new hybrid, alternative motor, or electric motor energy-efficient vehicle during the year?

Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?

Did you pay any long-term care premiums for yourself, your spouse, or a dependent during the year?

Did you receive any state or local income tax refunds from prior years?

Did you make any major purchases (vehicle, boat, etc.) during the year?

Did you pay any real estate property taxes or personal taxes during the year?

- Did you pay mortgage interest during the year?
- Did you make cash donations to charity during the year?
- Did you make noncash donations to charity (clothes, furniture, etc.) during the year?
- Did you donate a boat or vehicle during the year?
- Did you have gambling winnings or losses during the year?
- Did you have any job-related expenses that were not reimbursed by your employer (uniforms, safety equipment, etc.)?
- Did you use your vehicle on the job other than for commuting to work?
- Did you work out of town at any time during the year?

#### Retirement Information

**Yes | No**

- Did you receive any payments from a pension, profit sharing, or 401(k) plan during the year?
- Did you make any withdrawals from or contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), myRA, or other qualified retirement plan during the year?
- Did you receive any Social Security benefits during the year?

#### Education Information

**Yes | No**

- Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
- Did anyone in your household attend a post-secondary school during the year?
- Did you make a contribution to or receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
- Did you pay student loan interest for yourself, your spouse, or your dependent(s) during the year?