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2022 New Client Tax Worksheet

Thank you for trusting CMBA with your tax and accounting needs! Please complete this worksheet as you gather the necessary tax documents. As you answer the questions, there will be guidance as to what paperwork is needed based on your answer to the question.

DON'T FORGET: your driver's license/photo identification (ID) is needed

1. Are you single, married, divorced, or separated?
   - ☐ Single – prior year return
   - ☐ Married – prior year return
   - ☐ Divorced – finalized date; copy of divorce decree, prior year return

2. Do you have any children? (Birth or Adopted)
   - ☐ Yes (birth) – social security number (SS Card if requested by preparer)
   - ☐ Yes (adopted) – social security number (SS Card and adoption papers if requested by preparer)
   - ☐ No

3. Do you qualify for an Adoption Credit?
   - ☐ Yes – expenses date and amount, date of adoption, special needs certification
   - ☐ No
   - ☐ Not Applicable

4. Do you qualify for a Child Tax Credit, EIC, HH?
   - ☐ Yes – proof child lives in household, child's name on document
   - ☐ No
   - ☐ Not Applicable

5. Death of a child or spouse?
   - ☐ Yes – date of death
   - ☐ No

6. Do you have any additional members of household?
   - ☐ Yes – name, date of occupancy and relationship
   - ☐ No

7. Did you (or your spouse) have a job where you received a W-2?
   - ☐ Yes – provide W-2 forms for all jobs
   - ☐ No

8. Did you (or your spouse) have any unemployment?
   - ☐ Yes – unemployment form (1099-G)
   - ☐ No

9. Did you (or your spouse) have any retirement contributions?
   - ☐ Yes – type of plan, amount of contribution
   - ☐ No

10. Did you (or your spouse) have any retirement distributions?
    - ☐ Yes – Form 1099-R; rollovers, Roth Conversions, inheritance
    - ☐ Yes AND age 72+ – RMD information
    - ☐ Yes AND it was a direct transfer to charity – amount
    - ☐ No

11. Did you (or your spouse) have social security benefits?
    - ☐ Yes – Form 1099-SSA
    - ☐ No

12. Did you sell any stocks, bonds, etc. (including mergers)?
    - ☐ Yes – Form 1099-B or other sale documents; basis or original costs
    - ☐ No

13. Did you purchase any stocks, bonds, etc., personal residence, or other real estate?
    - ☐ Yes – purchase documents; closing papers
    - ☐ No

14. Do you have any inheritance?
    - ☐ Yes – will, K-1 from the estate, basis information
    - ☐ No

15. Did you give any gifts? (cash or property in excess of $16,000 per person)
    - ☐ Yes – description of property given, basis, donee name
    - ☐ No

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16. Did you receive any gifts?
    - ☐ Yes (property) – basis of donor
    - ☐ No

17. Did you have any trades of real property?
    - ☐ Yes – date of trade, property given up and property received, basis, and FMV; qualified intermediary sales agreements or closing papers
    - ☐ No

18. Did you have any personal property used for business that was traded in?
    - ☐ Yes – date of trade, value received for trade, cost basis of property given up
    - ☐ No

19. Did you start or close a small business? (Schedule C, LLC, S or C Corp, partnership)
    - ☐ Yes – formation or termination dates, property contributions or distributions, K-1's (if applicable)
    - ☐ No

20. Did you have any business income or expenses?
    - ☐ Yes – 1099s received from customers; 1099-K's received for credit card or PayPal type payments, inventory number (if applicable), mileage and vehicle information, operating expenses (Profit and Loss Statement from accounting system)
    - ☐ No

21. Did you have any lawsuit settlements?
    - ☐ Yes – data received, reason for the settlement, 1099-MISC
    - ☐ No

22. Did you own a rental property?
    - ☐ Yes – income, expenses; new property purchased
    - ☐ No

23. Did you win any prizes?
    - ☐ Yes – Form 1099-MISC, value of prize not included on Form 1099-MISC
    - ☐ No

24. Did you have any lottery or gambling winnings?
    - ☐ Yes – total amount won whether on W-2G or not; total amount of losses
    - ☐ No

25. Did you have health insurance, medical, dental, or drug expenses?
    - ☐ Yes – health insurance premiums; **post-taxed** payments; totals of other medical, dental, and drug expenses, health savings account (HSA) information
    - ☐ No

26. Did you have any medical miles? (please split between January - June and July - December)
    - ☐ Yes (in Jan - June) – # of miles
    - ☐ Yes (in July - Dec) – # of miles
    - ☐ No

27. Did you have market place health insurance coverage verification?
    - ☐ Yes – Form 1095 A, B, or C must be received from the marketplace, the insurance carrier, or your employer for every person included on the tax return
    - ☐ No

28. Did you have any state tax income, property taxes paid, sales tax paid on vehicles, motorcycles, or homes?
    - ☐ Yes – prior year's income tax return; property tax bills; closing papers from the purchase or sale of property; letter from the state regarding any change in a prior filed return
    - ☐ No

29. Did you have any home mortgage interest?
    - ☐ Yes – Forms 1098; description of use of money, home equity interest no longer allowed
    - ☐ No

30. Are you a first-time homebuyer?
    - ☐ Yes – distribution from IRA? Amount
    - ☐ No

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31. Do you hold foreign investment accounts?
    - ☐ Yes – Balances exceeded $ 10,000 at any point during the year
    - ☐ Yes – Included foreign business interest or stock greater than $ 50,000
    - ☐ Yes – have signature authority over foreign accounts
    - ☐ No

32. Did you have any charitable contributions of money, property, or out-of-pocket expenses?
    - ☐ Yes – date and type of contributions, knowledge that receipts from the organizations have been received; statements regarding whether goods or services were received from donation; mileage log for charitable work
    - ☐ No

33. Did you have any charitable miles?
    - ☐ Yes – # of miles
    - ☐ No

34. **IF OVER 70.5** Did you have any transfers from IRA to charity?
    - ☐ Yes – brokerage statement showing transfer, 1099-R
    - ☐ No

35. Did you have any job-related expenses for employees? Note -No longer allowable for employees, ONLY for businesses and rentals
    - ☐ Yes- provide receipts
    - ☐ No

36. Did you have any business miles? (please separate for January – June and July – December) **No longer allowable for employees, ONLY for businesses and rentals**
    - ☐ Yes (Jan-June) – total # of miles driven, business # of miles driven
    - ☐ Yes (July-Dec) – total # of miles driven, business # of miles driven
    - ☐ No

37. Did you have any educational expenses?
    - ☐ Yes – Form 1098-T for parents or children if the child is a student, the form will come to the child. Actual expense record to verify expenses for credit/deduction purpose. Financial transcription from school needed to show when actual expenses were paid. Form 1099-Q – distribution from 529 plans
    - ☐ No

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38. Did you have student loan interest?
    - ☐ Yes – interest record for student loans; Form 1098-E
    - ☐ No

39. Did you receive child or disabled spouse care?
    - ☐ Yes – the name, address, and ID number of the day care provider, the amount paid to the provider, if the provider comes into your home, a W-2 may be required
    - ☐ No

40. Did you receive an energy credit?
    - ☐ Yes – information regarding the purchase of qualified energy property for residential and commercial use
    - ☐ No

41. Did you file for bankruptcy?
    - ☐ Yes – date filled, bankruptcy papers – property rejected/returned by the court
    - ☐ No

42. Did you have any debt forgiveness or abandonment of property?
    - ☐ Yes – Form 1099-A for abandonment, date property was taken by the bank or sold in foreclosure
    - ☐ No

43. Did you receive and IRS or state communications?
    - ☐ Yes – letters, additional taxes paid, changes in prior year returns, installment agreements, or offers in compromise
    - ☐ No

44. Did you have any virtual currency (cryptocurrency)?
    - ☐ Yes – buy, sell, receive, exchange, or dispose of? Back up documents
    - ☐ No

45. Did you make any estimated tax payments for 2022?
    - ☐ Yes – provide amounts and dates paid
    - ☐ No

46. Do you wish to use direct deposit/withdraw for refund or amounts due on Federal, State and/or local returns?
- ☐ Yes – provide routing and account numbers
- ☐ No

This list is to help you compile the information needed to complete your return. It is not an exhaustive list all items that may be required to prepare your return, and additional requests may be made if your situation. Completion of this list does not replace in anyway your responsibilities to retain verification documents and at the request of a taxing authority.

Taxpayer Signature_________________________________Date________________

Spouse Signature___________________________________Date________________

Please use this space to include any additional notes or information you would like to share with us regarding your financial situation: