

Bowie & Co.

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Tax Interview Worksheet

Yep. It's tax season again. We all love taxes, right? This interview worksheet will help us to prepare your returns, as well as validating key information. I know, everyone hates checklists and form fields — and look at all those words — but trust us, you're gonna wanna make sure you have as much of this data answered, collected, and pondered-on before we meet to prepare anything.

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YOU

Legal Name (first, MI, last): _____

Preferred Name: _____ SSN: _____ DOB: _____

Current Address: _____

City: _____ State: _____ Zip code: _____

Email: _____ Phone: _____

Occupation (20 letters or less): _____

HEALTH INSURANCE / This section **MUST** be completed for each and every individual on the return.

I was insured through the Marketplace: **Must bring 1095-A from mail or healthcare.gov**

Insured privately, through employer, or Medicaid Not insured at all

Indicate months covered:

Full year Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

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Bring in a copy of your 2015 tax return - only if we didn't prepare it

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REMINDERS / Want emails from us about due dates or general information? yes, please

Sales tax (Q, M, SA) Estimated tax payments 1099s Annual Tax Returns Workshops

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DELIVERABLES / Would you like a digital copy of your return? yes, please no, thanks

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SPOUSE File us as married File me as separate File both of us, but as separate

Legal Name (first, MI, last): _____

Preferred Name: _____ SSN: _____ DOB: _____

Current Address: _____

City: _____ State: _____ Zip code: _____

Email: _____ Phone: _____

Occupation (20 letters or less): _____

SPOUSE HEALTH INSURANCE / This section **MUST** be completed for each individual on the return.

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REFUND / If you are receiving a refund and would like it **direct deposited**, please provide:

Routing Number: _____ Account Number: _____

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PART-YEAR RESIDENCY / Did you live at the above address from 1/1/16 to 12/31/16? If not, list the multiple states and/or localities you resided: (See the Other Expenses & Credits section for moving expenses.)

Address No. 1: _____ from 1/1/16 to _____

Address No. 2: _____ from _____ to 12/31/16

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KIDDOS / Do you have little versions of yourself? (Use the blank space on the side for more kids.)

File head of household (I'm single and this child lived with me for ≥ 6 months this year)

Legal Name (first, MI, last): _____

SSN: _____ DOB: _____ Relationship to you: _____

+ Can anyone else claim this child as a dependent? yes no

KIDDO HEALTH INSURANCE / This section **MUST** be completed for each individual on the return.

I was insured through the Marketplace: **Must bring 1095-A from mail or healthcare.gov**

Insured privately, through employer, or Medicaid Not insured at all

Indicate months covered:

Full year Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Did you pay for child daycare or private preschool? (Note: to take this credit, you [if single] or both parents [if married] must have been working or actively looking for employment in 2016.) Use the sidebar to indicate school/daycare name, Tax ID, address, phone number, and total paid.

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TYPES OF INCOME / It is important to ensure your information is correct on all forms received from employers/clients/organizations. Double-check your name, social security number, and employer identification number (if you have one). Please bring (or send) **all** forms with you. Here's a list of possible forms and types of income you may have received:

W-2 » Employee Wages

+ Do you have any tips to report that your employer did not report? yes: \$ _____

+ Employer Name (delineate tips for **each** employer): _____

1099-G » Unemployment Compensation (or State/Local Refunds)

1099-Misc » Self employment (be sure to complete the Self Employment Worksheet, as well), royalties, rents, farm income, and "Other income"

K-1 » Income from a partnership, corporation, or trust

Rental Income » Be sure to complete the Rental Worksheet, as well

1099-INT, -DIV, -B » Interest, dividend, and/or Stock income (usually your broker packages these together in a year end statement)

1099-R » Distributions from pensions, annuities, retirements, and so on

1099-SA » HSA distributions (if you did not use the entire distribution for medical purposes, you need to report the difference)

SSA-1099 » Social Security Benefits

Other income that may not deliver tax forms: alimony, capital gains or losses, gifts

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HOME OWNERS / Bring or send the following documentation (contact your lender if you've yet to receive these):

1098 Mortgage Statement » A convenient form usually prepared by your lender displaying mortgage interest, real estate taxes, and insurance premiums paid.

- + If a mortgage statement is not delivered to you, please document the figures mentioned above.
- + Some repairs, especially those certified as energy efficient, may give you credits, so bring receipts.

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OTHER EXPENSES & CREDITS / Some other random expenses and credits:

HSA Contributions = \$ _____ through work self-insured

Student Loan Interest = You: \$ _____ Spouse: \$ _____ (please provide 1098-E)

Tuition Paid = \$ _____ (please provide 1098-T, if available from the institution)

- + Had you completed 4 years of postsecondary education before 2016? yes no
- + Were you attending at least half time? yes no
- + Did you receive a scholarship or grant to subsidize tuition? yes: \$ _____ no

Moving Expenses (if moved for work) = \$ _____ (include travel, storage, etc.)

- + From: _____ To: _____
- + Address of old job: _____

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RETIREMENT / Most retirement contributions are reported on W-2s, but if you contribute on your own, you can make contributions that count towards this year (deadline 4/15/17).

IRA Contribution: You = \$ _____ Spouse = \$ _____

SEP/SIMPLE: You = \$ _____ Spouse = \$ _____

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ITEMIZING / You may be eligible for itemized deductions if you have the following:

- + Medical/dental expenses
- + Charitable contributions/donations (Must fill out our Charitable Contributions worksheet)
- + Casualty and theft losses

Did you itemize and receive a refund in 2016? Yes: State = \$ _____ Local = \$ _____

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UNREIMBURSED EMPLOYEE EXPENSES / If you incurred expenses while part of employment and your employer did not reimburse you (note: **any** reimbursement is considered reimbursement), you can count these expenses. Teacher's taking the default credit still need to complete the Employer Info.

I'm a teacher and spent all kinds of money, just give me the max credit of \$250.

Employer Name: _____ Phone: _____

Union Dues: Organization's Name _____ Amount: \$ _____

Type of expense (uniform, supplies, etc.): _____ Amount: \$ _____

Mileage (does not include commuting mileage): _____

Bring your last paystub of 2016 if you have union dues withheld.

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ESTIMATED TAX PAYMENTS for 2016 tax year / If you've made estimated tax payments, please list them. Be sure to include dates. DO NOT include tax payments made for your 2015 return.

Federal:

\$ _____ on _____

\$ _____ on _____

\$ _____ on _____

\$ _____ on _____

State: PA or: _____

\$ _____ on _____

\$ _____ on _____

\$ _____ on _____

\$ _____ on _____

City/Local: City of Pittsburgh or: _____

\$ _____ on _____

\$ _____ on _____

\$ _____ on _____

\$ _____ on _____

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Estimated vouchers for 2017: Fed = \$ _____/qtr State = \$ _____/qtr City = \$ _____/qtr

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NOTES / This is a perfect amount of space to leave any special notes, or that one random pasta sauce stain. Where do those come from, anyway? How come that always happens to loose papers!?