DERRICK HAMM
INCOME TAX PREPARATION SERVICES, INC.

3497 INDUSTRIAL DRIVE
YORK, PA 17402

Dear Valued Tax Client, January 2020

Happy New Year!

I hope you and your family had a wonderful Christmas season. Early in the new year, setting and achieving goals have always been very important to me. If you want to discuss your tax and financial goals and how you can achieve them, please reach out to our office for guidance.

Things to know for tax preparation:

1. Enclosed are the tax questionnaire and checklist for you to complete before dropping off your tax documents. If you misplace these forms, you can find them on our website: www.DaymarkFinancialSolutions.com under the Resources tab. You must complete the questionnaire for us to prepare your taxes accurately.

   *******For our investing clients, you may recall that Oppenheimer Funds merged with Invesco Funds in 2019. If you had investments with Oppenheimer, you must bring the tax documents (1099-DIV, 1099-B, 1099-R) from both Oppenheimer *AND* Invesco.*******

2. For your health insurance, we *only* need to know if your coverage was through the Marketplace, aka Obamacare. If so, you will receive a 1095-A, which we will need.
3. Last year many clients enjoyed the option of using their debit or credit card as payment for their tax services. We are continuing to offer this convenience, as well as accepting cash and personal check.
4. If you have an inquiry about your refund status, please visit www.IRS.gov and click the “Refund Status” link for the most updated information.
5. Over the last few years, we have been receiving an increasing volume of concerned calls from you regarding phone calls and messages you are receiving “from the IRS” stating you owe them money. Please be advised that these are scam phone calls and that the IRS will *NEVER* contact you by phone initially. Contact is always initiated in letter form.

Believe it or not, this will be my 23rd year of preparing taxes! I’d like to thank you for placing your trust in me and my staff throughout these 23 years. May we have many more years of continued partnership.

Sincerely,

Derrick, Denise, Christina, and Emily

DERRICK HAMM **TAX PREPARER**

PHONE: 717-840-0749 FAX: 717-840-0754

2019 TAX CHECKLIST

Here is a checklist of what we need to prepare your 2019 tax returns in a timely manner. Use this checklist as your personal guide to compiling your tax documents. It can save you time and remind you which tax documents you've gathered throughout the year. If you have a form that is not listed below, feel free to include that as well. Please call with any questions. Thank you.

New Items / Commonly Overlooked Items

__ **2019 Tax Questionnaire:** Please fill out the entire Questionnaire to the best of your ability and include it with your tax information when you drop it off at my office. ***We cannot prepare your taxes without this form.***

__ **Affordable Care Act (ACA):** If you received healthcare coverage from The Marketplace, aka Obamacare, we will need your **Form 1095-A**.

__ **Driver's License Number with Issue Date & Expiration Date.** To combat/eliminate fraud, the IRS is now requiring us to obtain this info when preparing your taxes. ***We must have this info to file your tax return.***

__ **Refunds:** Also to combat fraud, for certain taxpayers, the IRS is delaying sending out refunds. This may or may not apply to you. After we e-file your taxes, you can go to **www.irs.gov** to track your refund.

Personal Data

__ Dates of birth (including spouse and children) and Social Security #s – unless on file from previous year
__ **A voided check if you would like your refund directly deposited into your account (unless info is the same as last year)**
__ PREPRINTED LOCAL TAX RETURN FORM, IF APPLICABLE (for PA residents only)

Employment and Income Data

__ W-2 forms for this year from **ALL** employers
__ Pensions and annuities: Form 1099-R
__ Retirement plan distribution: Form 1099-R
__ Social Security Statement: SSA-1099
__ Partnership and trust income: Form K-1
__ State and local income tax refund
__ Jury duty pay
__ Gambling and lottery winnings: Form W2-G
__ Tax refunds: Form 1099-G
__ Unemployment compensation: Form 1099-G
__ Other

Homeowner/Renter Data

__ Residential address(es) for this year (including school district and township or borough)
__ Mortgage interest: Form 1098 (1st & 2nd mortgages, lines of credit, etc.)
__ **Real estate taxes paid** (include receipts if taxes are not escrowed)
__ **Settlement sheet if bought home OR refinanced in the past year (Also called HUD-1 or Closing Disclosure)**

Financial Assets

__ Interest income statements: Form 1099-INT
__ Dividend income statements: Form 1099-DIV (our office **DOES NOT** receive this information from Oppenheimer, Invesco, etc.)
__ Proceeds from broker transactions: Form 1099-B (including cost basis information)
__ Year-end Investment statements from 401k's, etc., if you want us to review them

Financial Liabilities

__ Student loan interest paid: Form 1098-E

Expenses

__ Gifts to charity (receipts for any single donations of $250 or more)
__ **Education expenses (tuition and other expenses, student's grade, scholarship information), etc.: Form 1098-T**
__ Childcare expenses (include provider ID or Social Security number and address)
__ Health Savings Accounts (HSA info)
__ Teaching expenses (if your occupation is "teacher")

Self-employment Data

__ 1099-Misc's and K-1's on all partnerships and other businesses
__ Documentation for business-related expenses including mileage if applicable

Deduction Documents

__ **IRA, Roth IRA and other retirement plan contributions**
__ Medical expenses and mileage **(if substantial)**
__ Other miscellaneous deductions
__ 529 Plan contributions (PA residents only)

Other

__ **Any form you are unsure of**
__ **Any piece of mail labeled "Important Tax Information"**
__ **Form 1095-A (If applicable) (see above)**
__ **Driver's License info (see above)**
__ **IRS IP PIN, if applicable**

2019 Tax Questionnaire ❑ New Client Referred by:______________________________

*(Please fill out **both sides** of questionnaire and bring it in with your tax documents)*

Name: ____**SSN:** ___________________

Occupation:____**DOB:**___________________

Preferred method of contact: Phone ❑ Email ❑

Email:____ **Phone:**_____________________________________

Driver's License #: ___________________________ **Issue Date:** ______________ **Exp. Date** ______________

Did you add money to an ❑ **IRA** or ❑ **Roth IRA** **(not including work-related 401k)?** ❑ Yes ❑ No Amount $_________

Did you attend college in 2019? ❑ Yes ❑ No Out-of-pocket non-tuition expenses? $________________

Amount of any employer reimbursement for college expenses: $______________________________

Covered by health insurance through **The Marketplace/Obamacare** during 2019? ❑ Yes ❑ No **- If YES please include Form 1095-A**

Do you work in York City? ❑ Yes ❑ No If unsure, please provide work address________________________________

Spouse's Name: ____**SSN:** ___________________

Occupation:____**DOB:**___________________

Preferred method of contact: Phone ❑ Email ❑

Email:____ **Phone:**_____________________________________

Driver's License #: ___________________________ **Issue Date:** ______________ **Exp. Date** ______________

Did you add money to an ❑ **IRA or** ❑ **Roth IRA** **(not including work-related 401k)?** ❑ Yes ❑ No Amount $_________

Did you attend college in 2019? ❑ Yes ❑ No Out-of-pocket non-tuition expenses? $________________

Amount of any employer reimbursement for college expenses: $______________________________

Covered by health insurance through **The Marketplace/Obamacare** during 2019? ❑ Yes ❑ No **- If YES please include Form 1095-A**

Do you work in York City? ❑ Yes ❑ No If unsure, please provide work address________________________________

Address: ____

Did you move in 2019? ❑ Yes ❑ No When? ____________❑ Buy ❑ Sell *(Settlement sheets needed for purchase and sale)*

Current Twp/Boro ______________________________ School district ______________________________________

Previous Twp/Boro _____________________________ School district ______________________________________

Please attach a voided check if your banking info has changed.

Refund:

❑ Mail check

❑ Direct Deposit (same as last year)

❑ Direct Deposit **(attach voided check)**

Dependents – please put dependent information on next page.

*(**Returning clients, please list only new dependents.** **__If you are no longer claiming a dependent, please write their name in the Notes section below;__** new clients, please list all dependents. If your child attended college in 2019, please provide their 1098-T and all non-tuition expenses.)*

1. **Name** ____ DOB: __________ SSN: __________________

   College student? ❑ Yes ❑ No Amount of any out-of-pocket non-tuition expenses: ___________________

   Relationship _________________

2. **Name** ____ DOB: __________ SSN: __________________

   College student? ❑ Yes ❑ No Amount of any out-of-pocket non-tuition expenses: ___________________

   Relationship _________________

3. **Name** ____ DOB: __________ SSN: __________________

   College student? ❑ Yes ❑ No Amount of any out-of-pocket non-tuition expenses: ___________________

   Relationship _________________

4. **Name** ____ DOB: __________ SSN: __________________

   College student? ❑ Yes ❑ No Amount of any out-of-pocket non-tuition expenses: ___________________

   Relationship _________________

5. **Name** ____ DOB: __________ SSN: __________________

   College student? ❑ Yes ❑ No Amount of any out-of-pocket non-tuition expenses: ___________________

   Relationship _________________

Notes – Please put any additional tax-related information, including dependents you <u>NO LONGER</u> claim, here: