DERRICK HAMM
INCOME TAX PREPARATION SERVICES, INC.
3497 INDUSTRIAL DRIVE
YORK, PA 17402

Dear Valued Tax Client, January 2019

Happy New Year!

Things to know for tax preparation:

1. With the 2018 tax reform, your tax return (and possible refund) may look quite different than previous years. Until we receive all your tax documents, we will not know if you will use the standard or itemized deduction. Please bring all of your documentation as usual. Use the checklist as a guide.

   After the preparation of your 2018 taxes, if you would like help to discuss 2019 and beyond, we can assist you after April, 2019. (Additional charges may apply.)

2. We are happy to announce that, in addition to cash and check, we now accept debit and credit cards for payment of your tax preparation fee. This is a service clients have been asking for and we hope it simplifies the process for you.

3. As always, to correctly prepare your taxes we require some assistance from you. **Please complete the enclosed questionnaire to the best of your ability. We need BOTH returning AND new clients to do this to prepare your return accurately.**

4. Every year we get inquiries about your refund status. Great news! To find out the most updated status of your refund, you can visit **www.IRS.gov** and click the **“Refund Status”** link.

5. The need to keep pace with the heightened complexities of providing secure technology has challenged our small office. Due to our concern about this issue, this past year we have added additional measures to ensure the safety of your personal information.

   As a result, you will see an increase in your tax preparation fee as compared to last year. Take comfort in knowing that we are all sharing in the cost to do our best to protect you.

Thank you for the opportunity to help you with your tax and financial needs. We truly strive to make your tax preparation experience a pleasant and smooth one. We appreciate your business today and look forward to helping you reach your goals tomorrow.

Sincerely,

Derrick, Denise, Cathy, Christina, and Emily

DERRICK HAMM **TAX PREPARER**
PHONE: 717-840-0749 FAX: 717-840-0754

2018 Tax Questionnaire

❑ New Client Referred by:_______________________________

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

Name: ____ Phone: __________________________________

Email: ____

(Please provide email address if we may contact you by email when your taxes are done.)

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

DOB: _______________ SSN: __________________________

Occupation: ❑ Same ❑ Retired ❑ Changed jobs – new job title: _______________________________________

Did you add money to an IRA or Roth IRA – Circle which (not including work-related 401k)? ❑ No ❑ Yes – amount $____

Did you attend college in 2018? ❑ No ❑ Yes Out-of-pocket non-tuition expenses? $_________________

Amount of any employer reimbursement for college expenses: $______________________________

Covered by health insurance all 12 months of 2018? ❑ Yes ❑ No # of months Uninsured _______________

I wasn't covered because ____

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

Spouse's Name: ____ Phone: __________________________________

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

DOB: _______________ SSN: __________________________

Occupation: ❑ Same ❑ Retired ❑ Changed jobs – new job title: _______________________________________

Did you add money to an IRA or Roth IRA – Circle which (not including work-related 401k)? ❑ No ❑ Yes – amount $____

Did you attend college in 2018? ❑ No ❑ Yes Out-of-pocket non-tuition expenses? $_________________

Amount of any employer reimbursement for college expenses: $______________________________

Covered by health insurance all 12 months of 2018? ❑ Yes ❑ No # of months Uninsured _______________

I wasn't covered because ____

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

Address: ❑ Same ❑ New* ____

*When did you move? _____________ ❑ Buy ❑ Sell *(Settlement sheets needed for purchase and sale)*

Current Twp/Boro _______________________________ School district _______________________________________

Previous Twp/Boro ______________________________ School district _______________________________________

Refund: ❑ Mail check ❑ Direct Deposit (same as last year) ❑ Direct Deposit (attach voided check)

❑ Checking ❑ Savings at ______________________________ Account # ________________ Routing # ____________

Dependents – *please put dependent information on next page.*

Dependents

(Returning clients, please list only new dependents. If you are no longer claiming a dependent, please list their information in the Notes section below; new clients, please list all dependents. If your child attended college in 2018, please provide all 1098-T and non-tuition expenses.)

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

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

   Relationship __________________

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

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

   Relationship __________________

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

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

   Relationship __________________

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

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

   Relationship __________________

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

   College student? ❑ No ❑ Yes 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:

2018 TAX CHECKLIST

Here is a checklist of what we need to prepare your 2018 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

__ **2018 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):** It is required that every person (adult and child) have health insurance or pay a penalty on their tax return. To verify this information, I need you to include the following information:

1. Form 1095 (A, B and/or C) – This will be sent to you by the Marketplace (1095-A), your insurance company (1095-B), and/or your employer (1095-C). We do not need the 1095-B or C to prepare your taxes, but we would need the 1095-A if it applies to you.
2. The months, if any, that you ***were not*** covered by health insurance ***and*** the reason for lack of coverage.

__ **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, 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

__ Early withdrawal penalties on CDs and other time deposits

Expenses

__ Gifts to charity (receipts for any single donations of $250 or more)

__ Unreimbursed expenses related to volunteer work, including mileage

__ Unreimbursed expenses related to your job (travel expenses, entertainment, uniforms, union dues, subscriptions), etc.

__ **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)

__ Medical Savings Accounts

__ 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, B and/or C – which relates to your health insurance coverage**

__ **Driver's License info (see above)**

__ **IRS IP PIN, if applicable**