**Client Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2023 Organizer Questionnaire**

**PERSONAL INFORMATION**

Yes No Did your marital status change during the year?

Yes No Did your address change during the year? If you moved to a different **state**, **please provide the move date for you (and your spouse if different).**

Yes No Could you be claimed as a dependent on another person’s tax return for 2023?

**DEPENDENTS**

Yes No Were there any changes in dependents?

Yes No Were any of your unmarried children who might be claimed as dependents 19 years of age or older at the end of 2023?

Yes No Did you have any children under age 19 or full-time students under age 24 at the end of 2023, with interest and dividend income in excess of $1,250 or total investment income in excess of $2,500?

**HEALTH CARE COVERAGE**

Yes No Did you and your dependents have healthcare coverage for the full year?

Yes No Did you receive IRS Form 1095-A, 1095-B or 1095-C? **If so, please attach.**

**INCOME**

Yes No Did you receive unreported tip income of $20 or more in any month?

Yes No In the course of your business, did you receive payments for goods and/or services totaling over $600 via credit card or third-party payment processor (e.g. CashApp, PayPal, Square, Stripe, Venmo, etc.) **If so, please provide 1099-K, if received.**

Yes No Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents?

Yes No Did you **start receiving** Social Security benefits during 2023?

Yes No Did you receive any disability or unemployment income?

Yes No Did you have any foreign income or pay any foreign taxes?

Yes No Were you granted any restricted options (RSU or PSU), or did you exercise any stock options (ISO, NQ, ESPP)?

**If yes, please provide your final year-end pay stub dated in the year ended December 2023, along with any**

**tax documents pertaining to the Grant or exercise.**

Yes No Did you receive the California Middle Class Tax Refund from the Franchise Tax Board via Direct Deposit or Debit Card between October and December 2022?The refund ranged from $200-1,050. **If so, please provide the 1099-MISC**.

**PURCHASES, SALES AND DEBT**

Yes No Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S- corporation, trust, or REMIC?

Yes No Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate,etc.), or convert any personal assets to business use?

Yes No Did you buy or sell any stocks, bonds or other investment property in 2023? Please provide your year-end 1099 forms and specify the sale of any collectibles (e.g., artwork, gems, stamps, coins) and any qualified small business stock.

Yes No Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan?

Please provide **final** Settlement/Closing Disclosure Statement.

Yes No Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell energy sources?

Yes No Did you have any debts cancelled or forgiven?

Yes No Did anyone owe you money which had become uncollectible?

**RETIREMENT PLANS**

Yes No Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?

Yes No Did you receive a distribution from a retirement plan that was subsequently rolled over into another retirement account within 60 days of receiving the distributions?

Yes No Did you take Qualified Charitable Distributions (QCD) from your IRA in 2023? **If so, please provide any supporting documentation.**  Identify these contributions separately from other Charitable Donations.

Yes No Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?

Yes No Did you transfer or rollover any amount from one retirement plan to another retirement plan?

Yes No Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA in 2023?

Yes No Are you interested in making a retirement plan contribution if eligible?

Yes No Did either you or your spouse **attain the age of 72 during the year?** **If so, did you take a Required Minimum**

**Distribution (RMD) during the year?**

Yes No **Are you retired, and do you have your health insurance or long term care insurance premiums deducted from your retirement distributions? (If yes please provide a year-end pay stub)**

**EDUCATION**

Yes No Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program? **If so, please**

**provide 1099-Q.**

Yes No Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school? **If so, please provide 1098-T**.

Yes No Did you pay interest on a higher education loan? **If so, please provide 1098-E**.

Yes No Did you incur any expenses working as a teacher, counselor, or principal for classes kindergarten through grade 12?

**ITEMIZED DEDUCTIONS**

Yes No Did you purchase any motor vehicles or boats in 2023? **If so, please provide a copy of the purchase contract.**

Yes No Did you incur a loss because of damaged or stolen property?

Yes No Did you work out of town for part of the year?

Yes No Did you use your car on the job (other than to and from work)?

Yes No Did you pay any investment management fees in 2023?

**ESTIMATED TAXES**

Yes No Did you apply an overpayment of 2022 taxes to your 2023 estimated tax (instead of being refunded)?

Yes No If you have an overpayment of 2023 taxes, do you want the excess applied to your 2024 estimated tax (instead of being refunded)?

Yes No Do you expect your 2024 taxable income and withholdings to be different from 2023?

**MISCELLANEOUS**

Yes No Would you like to have any refunds directly deposited into your bank account? Direct deposit may speed up your refund by 1 to 2 weeks.

Yes No Did your bank account information change within the last twelve months? **If your account information changed or you have not previously utilized direct deposit, please provide us with a voided check.**

Yes No Did you pay or receive alimony during the tax year?

Yes No Do you want to allocate $3 to the Presidential Election Campaign Fund?

Yes No Does your spouse want to allocate $3 to the Presidential Election Campaign Fund?

Yes No May the IRS discuss your tax return with your preparer?

Yes No Did you bring anything into California without paying sales tax (either through travel or online purchases)?

Yes No **Did you have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?**

Yes No Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust or did you have an interest in any foreign assets or accounts?

Yes No Did you receive, sell, exchange, gift or otherwise dispose of any financial interest in **Virtual Currency**

**(Bitcoin, etc)** during the year? **If so, please provide any 1099’s or report of transactions or spreadsheets**

**detailing the nature of the transactions. Detail should include purchase and sale dates, cost basis and sales**

**price.**

Yes No Was your home rented out or used for business?

Yes No In the course of operating a business or rental property in 2023, did you pay over $600 to an attorney or to a

service provider that is not a Corporation? Have you filed the appropriate 1099 forms, if required?

Yes No Did you (or someone on your behalf, including your employer) make contributions to a health savings account (HSA) this year? Or, did you receive an HSA distribution or acquire an interest in an HSA due to the death of the account beneficiary? Please enclose any Forms 1099-SA or 5498-SA.

Yes No Did you have a medical savings account (MSA), a Medicare + Choice MSA, or acquire an interest in an MSA or a Medicare +Choice MSA because of the death of the account holder? Or, were you a policyholder who received payments under a long-term care (LTC) insurance contract or received any accelerated death benefits from a life insurance policy?

Yes No If you, or your spouse, have self-employment income, did you pay any health insurance premiums or long-term care premiums?

Yes No Are you a member of the Armed Forces of the United States on active duty who moved pursuant to a military order related to a permanent change of station?

Yes No Did you pay any household employees over age 18 wages of $2,600 or more?

Yes No Were you notified or audited by either the Internal Revenue Service or the State taxing agency?

Yes No Did you or your spouse make any gifts to an individual that total more than $17,000, or any gifts to a trust?

Yes No Are you interested in an income tax planning appointment during the summer?

Yes No Are you interested in hearing about our Wealth Management services?

Yes No Are you interested in estate planning services?

Yes No Are there any other services you are interested in?

Yes No Is there any way we can improve our services? Please let us know.