

Questionnaire

Please fill in as accurately as possible. Complete pages 6-8 only if applicable.

Tax Return Information

How would you like to receive your copy of the tax return? Please select only one.

- Electronic version delivered via my online account with e-signature filing authorization
- Paper version - choose an option:
 - Scheduled pick-up time at our office
 - Delivered via US Postal Service (postage fees will apply)

If you don't yet have an online account, we can easily set one up for you. Simply provide a valid email address and we will contact you with instructions for registering your account.

Email: _____ Name: _____

If you would like direct deposit for any tax refunds, please either return a void check with your documents or fill in your bank information here.

Bank name: _____

Routing number: _____

Account number: _____

- I have included a void check with my documents
- I do not want direct deposit, I would like to receive refunds by check in the mail.

Y N Personal Information

- Did your marital status change during 2021? If yes, please explain:

- If you are divorced, were there any changes made to your divorce decree in 2021 regarding alimony or dependents?
- Did your address change from last year? If yes, what is the new address?

- Did you change jobs or retire this year?
- Can you be claimed as a dependent by another taxpayer?

If we have questions during preparation, who should we contact? _____

What method of contact is best (circle one) Phone Call Email Text

Preferred Phone: _____ Email: _____

Y N Dependent Information - If you have any dependents, see page 6 for important documents we may need to complete your return.

- Check here if you do not have any dependents. Proceed to Home Ownership Information.
- Were there any changes in dependents from the prior year? If yes, explain:

 - If you are adding a new dependent for 2021, we will need a copy of their Social Security Card.
- Did any of your dependents have income from investment accounts, IRA distributions, or other 'unearned' sources in excess of \$2,200? (Do not include wages or Social Security income when determining your child's 'unearned' income.)
- Do any of your dependents need to file tax returns?
- Did you provide over half the support for any person other than your dependent children or spouse during the year? Explain:

- Did you pay for child care while you worked, looked for work, or while you were a full-time student?

- Did you pay any expenses related to the adoption of a child during the year?
- If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?

Y N Home Ownership Information -

- Check here if you did not own any real estate in 2021. Proceed to Government Information.
- Did you purchase or sell a principal residence during the year?
- Did you foreclose or abandon a principal residence or other real property during the year?
- Did you take out a home equity loan this year?
If yes, what was it used for? _____
- Did you take out a new mortgage this year? If yes, please provide the closing statement.
- If yes, is the mortgage secured by the same property that was purchased or improved?
(For example, if you took out a mortgage secured by the value of home A, was it to purchase or improve home A?)
- If you took out a new mortgage, were all proceeds used to purchase or improve your main home?
If no, how much was used for other things? _____
- Did you refinance a principal residence or second home this year?
If yes, please provide the closing statement.
- Did the refinance extend the repayment time of the loan?
- Were all the funds from the refinance used to satisfy the original loan?
If no, what was the rest used for? _____
- Did you purchase or sell a secondary home or other non-business property?
- Did you pay real estate taxes for your primary home and/or second home?
- Did you pay any mortgage interest on an existing home loan?
- Did you pay any mortgage loan insurance premiums (PMI) on an existing home loan?
- Did you make energy efficient improvements to your main home this year?
- Have you received a credit for energy efficient improvements in the past?

Y N Government Information

- Did you or a dependent receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach the IRS letter with the PIN.
- Did you receive a letter from the IRS informing you that your tax return was adjusted to exclude unemployment or Advance Premium Tax Credit payments? If yes, please provide this letter.
- Did you receive correspondence from the State or the IRS?
If yes, explain and provide the letter: _____
- Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?
- Do you want to designate \$3 to the Presidential Election Campaign fund? If you check yes, it will not change your tax or reduce your refund.

Y N Business and Rental Transactions

- Check here if you did not have any business or rental activity in 2021. Proceed to College and Post-Secondary Education Information.
- Did you sell, exchange, or purchase any assets used in your trade or business?
- Did you acquire a new or additional interest in a partnership or S corporation?
- Did you start a new business or purchase rental property during the year?
- Did you sell an existing business or rental property this year?
- Did you utilize an area of your home for business purposes?
- As a business owner, did you pay health insurance premiums for you and your family or your employees?
- Do you keep a mileage log? (You must provide one to take a mileage deduction.)
- Have you provided us with documentation for all income you received in 2021, including barter, crypto-currency, consumer-to-consumer activity, cash based revenues and all other income received in-person, in-kind or electronically.

Y N College and Post-Secondary Education Information - If yes to any, see page 7 for important documents we must have to complete your return.

- Did you pay any student loan interest this year?
- Did you make any contributions to an education savings or 529 Plan account?
- Did you make any withdrawals from an education savings or 529 Plan account?
- Did you or your dependents attend a post-secondary school during the year or plan to attend one in 2022?
- Did you have any educational expenses during the year on behalf of yourself or a dependent?
- Did anyone in your family receive a scholarship of any kind during the year?
- If yes, were any of the funds used for expenses other than tuition, such as room and board?
- Did anyone in your family receive a student loan?
- Did you cash any Series EE or I US Savings bonds issued after 1989?

Y N Health Care Information

- Did everyone in your family have health care coverage for 2021?
- Did you enroll for health insurance through the MNsure or Healthcare.gov exchanges?
If yes, did you:
 - Enroll with a non-family member.
 - Enroll in lower-cost coverage through the ACA.
 - Receive Health Coverage Tax Credit advance payments.

If you signed up through MNsure or Healthcare.gov you should receive a form 1095-A. We will need this form to properly prepare your return.

- Did you make any contributions to a health savings account (HSA) or Archer MSA?
If yes, please provide form 5498-SA or other documentation of the contributions.
- Did you receive any distributions from an HSA, Archer MSA, or Medicare Advantage MSA this year? If yes, please provide form 1099-SA.
- If yes, were all distributions used for qualifying medical expenses?
- Did you pay out-of-pocket medical expenses totaling more than 7.5% of your income?
- Did you pay long-term care premiums (nursing home insurance) for yourself or your family?

Y N COVID-19 Information

- Did you receive a third Covid Stimulus payment (likely around March of 2021)?
- If yes, how much did you receive? _____
If you have IRS notice 1444C or letter 6475 detailing your stimulus payment(s), please submit it to us with your tax documents. If you received anything we have to know the exact amount to complete your returns.
- Did you receive advance Child Tax Credit payments?
If yes, we must have either the notice from the IRS or confirmation of amounts from your IRS online account.
- Did you receive a Paycheck Protection Program (PPP) loan?
- If yes, did you apply for Paycheck Protection Program loan forgiveness?
- Did you work from home in a state that was different than your normal place of employment?
For example, did you work from home in WI when you normally travel to an office in MN?
- If yes, was it due to local Covid regulations?
- Did you receive emergency leave sick pay?
- Did you receive emergency family leave wages?
- Did you receive any special unemployment benefits or compensation under the Coronavirus Relief Act during the year?
- If you are self-employed, were you unable to perform your self-employed activities due to:
 - Coronavirus related care you needed?
 - Coronavirus related care you provided to your child under the age of 18?
 - Coronavirus related care you provided to another person?

Y N Income Information

- Did you receive any unemployment benefits during the year?
- Did you receive any disability income during the year?
- Did you receive any Medicaid waiver payments as difficulty of care during the year?
- Did you receive any income from property sold in this or any prior year?
- Did any of your life insurance policies mature or did you surrender any policies?
- Did you receive any awards, prizes, hobby income, gambling or lottery winnings?
- Did you receive any tip income not reported to your employer this year?
- Did you receive any income considered to be nonemployee compensation?
- Did you acquire or dispose of any stock during the year?
- Did you receive, sell, send, exchange, or otherwise acquire any financial interest in crypto currency (including from an airdrop or hard fork)?
- Did you mine crypto currency in 2021?
- Did you receive any active duty military pay in 2021?
- Do you expect a large fluctuation in income, deductions or withholding next year?
- Do you want a tax projection for 2022? Additional fees apply.

Y N Retirement Information

- Are you an active participant in a pension or retirement plan?
- Did you receive any Social Security benefits during the year?
- Did you make any withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?
 - If yes, were any withdrawals due to a Federally declared disaster?
- Did you repay any qualified disaster or Covid retirement plan distributions in 2021?
- Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?
- Did you make any contributions to an IRA or Roth IRA account? If yes, please provide details.
- Did you make any contributions to a Keogh, SIMPLE, SEP 401(k), or other qualified retirement plan?
- Do you have balances in any retirement accounts?
 - If yes, what types of accounts are held? _____
- Are you a retired public safety officer?

Y N Miscellaneous Information

- Did you make any cash or noncash charitable contributions? If yes, please provide evidence such as a receipt from the donee organization, a cancelled check, or record of payment, to substantiate all contributions made.
- Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C or other written acknowledgment from the donee organization.
- Did you incur interest expenses associated with any investment account you held?
- Did you make any major purchases during the year (cars, boats, etc.)?
- Did you make gifts of more than \$15,000 to any individual?
- Did you engage in any bartering transactions?
- Did you pay any individual as a household employee during the year?
- Did you have any debts cancelled, or forgiven this year, such as a home mortgage, credit card, or student loans(s)?
- Did you lend money with the understanding of repayment and this year it became totally uncollectable?
- Did you purchase a qualified plug-in electric drive vehicle or qualified fuel cell vehicle?
- Did you reside in or operate a business in a federally declared disaster area?
 - These areas include victims of hurricanes, tropical storms, floods, as well as wildfires.
- Did you incur moving costs because of a permanent change of station as a member of the armed Forces on active duty?
- Did you make any contributions or withdrawals from an ABLE account?
- Did you pay Federal or State estimated tax payments?
 - If yes, please provide the amounts and dates of the payments.**

Y N Foreign Information

- Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or foreign employer?
- Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?
- Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, outside the U.S.?
- Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity (not held in your US Brokerage account.).
- Do you own stock in a foreign corporation and have signature authority on their bank accounts?

Y N Minnesota Information

- Does anyone live with you in your primary residence other than your spouse and dependents?
- Did you pay any K-12 education expenses? **See page 8 for details and required information for the MN K-12 education subtraction.**
- Did you make any out-of-state purchases totaling more than \$770 on items taxable by MN (by telephone, internet, mail or in person) for which the seller did not collect state sales tax? If yes, a separate return will be required.
- Would you like to donate to the MN Nongame Wildlife fund? If yes, how much? _____
This amount will increase your tax due or decrease your refund.
- Did you pay vehicle registration tax?
If yes, please include your registration tabs or provide the license plate numbers of your vehicles.
- Did you have a work-related expense account or allowance during the year?
- Did you use your car for work, other than commuting?
- If yes, did your employer reimburse you?
- Do you keep a mileage log? (you must provide one to take a mileage deduction.)
- Did you have any other unreimbursed employee business expenses?
- Did you work out of town for part of the year?
- Did you have any expenses related to seeking a new job during the year?
- Did you have any non-federal disaster area casualty or theft losses?
- Did you experience a stillbirth and receive a certificate from MN Dept. of Health?
- Did you receive a letter from the MN Dep of Revenue informing you that your 2020 tax return was adjusted to exclude unemployment and/or to allow the election to spread IRA taxation over 3 years? If yes, please provide the letter.

Please bring your 2022 property tax statement or 2021 CRP for us to check eligibility for MN property tax refund.

Y N Wisconsin Information

- Did you pay private school tuition (K-12) for your dependents?
- Did you, your spouse or dependents attend a college or university in WI or MN in 2021?
- Did you make any out-of-state purchases taxable by WI (by telephone, internet, mail, or in person) for which the seller did not collect state sales tax?
If yes, how much? _____
- Did you pay rent for your primary residence in WI?
If yes, how much did you pay in 2021? _____
Was heat included? _____
- Did you make a contribution to a WI state-sponsored college savings program (Edvest or Tomorrow's Scholar)?

If you checked yes to any questions, please include related documentation.

Dependent Information Required For Certain Tax Credits

Please fill out this form if you claim any dependent children on your tax return.

Please list the names of all dependent children who were under the age of 24 at the end of 2021 and that you will be claiming on your tax return.

If any of these are new dependents for 2021, please provide us with a Social Security Card or Birth Certificate.

Y N

Did all of the children listed reside with you for all of 2021? (Students living elsewhere for the sole purpose of attending higher education are still considered to reside with you.)

If no, please explain _____

Y N

Have you had any earned income credits or child tax credits disallowed or reduced in previous years?

Y N N/A

If divorced, are you the custodial parent(s) of all the children listed?
For tax purposes, the custodial parent is the parent with whom the child stayed for the greater number of **nights** during the year (excluding nights away at school).

If no, please provide a signed form 8332 from the custodial parent for each child you will claim on your return.

Y N N/A

If divorced, have you released your claim to exemption (with form 8332) for any of the children listed?

You will need to provide documentation **verifying that each child you are claiming resided with you in 2021**. This documentation needs to be from an official source, have your child's name and address listed, and be dated 2021.

Examples of some documents that would qualify are:

1. Records or documents from your child's school, healthcare or childcare provider, or financial institution.
2. Signed statements on official letterhead from your child's healthcare provider, place of worship, employer or school.

Dependent Care Credit or Subtraction

If you paid for childcare* for dependents under the age of 13 (or who are incapable of caring for themselves due to disability) while you worked, looked for work, or were a full-time student, please provide:

1. The amounts paid per dependent
2. The name and address of the provider
3. The SSN (if an individual) or the EIN (if a business or organization) for the provider.

*This can include day-camp and similar activities, but not overnight camp.

Education Credit Information

Provide the following information if you paid expenses related to college or other higher education.

To claim an education credit, you must provide evidence of the qualified expenses that were paid in 2021. A credit cannot be claimed without the proper documentation. For each student claiming a credit:

You must provide a **Form 1098-T** from the educational institution attended.

You must provide records **proving actual payment** of the expenses such as canceled checks or an itemized receipt from the institution showing payments made in 2021.

Please also provide information on all scholarships received.

To help verify the student's qualifications for credits, please answer the following questions:

Y N

- Has the student been convicted of a felony drug offense?
- Has the student already completed 4 years of post-secondary education?
- Have any education credits been disallowed or reduced in prior years?

529 Plan and Education Savings Account Information

If you **contributed** to a state sponsored 529 plan or other education savings account, you may qualify for a tax benefit at the state level. Please provide:

1. Company and account number for the plan.
2. Amount contributed in 2021.
3. Beneficiary name and social security number.
4. Name of the account owner.

If you took a **distribution** from a 529 account:

1. Please provide the 1099-Q for the distribution (you should receive this from the company holding the account).
2. Provide us with details on what the distribution was used for (college or K-12).
3. If used for college, please provide an itemized bill from the school showing a breakdown of charges and payments (this is often available to the student online or through the business office).
4. Provide documentation for any of the following expenses not listed on the school bill:
 - a. Textbooks, supplies and equipment required by the school.
 - b. Off-campus housing expenses (deductible up to what it would cost to live on-campus, so please also provide an estimate of on-campus housing costs).
 - c. Internet access
 - d. The purchase of a computer, computer equipment or software for educational purposes.

Student Loan Credit - Minnesota

If you made student loan payments in 2021, you may qualify for a tax benefit at the state level. Please provide:

1. Amount paid toward your own student loan.
2. Total amount of qualified loans.
3. Current year interest paid.

Minnesota K-12 Education Subtraction

If you live in MN and paid for education expenses for children in K-12*, please provide the following information **for each child. Please keep documentation for all expenses listed.** For a more detailed list of allowable deductions and requirements, see the 'MN Education Subtraction Factsheet' on our website at www.woodburycpas.com/tools-and-resources.

1. Child's name and grade.
2. Tuition paid for private schools.
3. Expenses paid **to others** for transportation to and from school and for educational field trips during the normal school day (no overnight trips)
4. Tuition for academic and fine-arts camps (but not fees for food and lodging).
5. Fees for academic tutoring by a qualified instructor.
6. Tuition and fees for music, art or dance lessons provided by a qualified instructor.
7. Music instrument rental fees.
8. Fees for after-school enrichment programs such as science exploration, fine arts and study habits courses.
9. Expenses for required **educational** material, such as paper, pens, notebooks and nonreligious textbooks.
10. Expenses for home computer hardware and educational software.
11. Instructor fees for drivers education if it is offered by your school district-even if not taken through the school.

Please **do not** include any of the following:

1. Clothing, costumes or uniforms.
2. Food, including school lunches and snacks.
3. Travel and lodging expenses for overnight camps or trips.
4. Expenses related to **sports**.

For field trips outside the normal school day and for academic camps, we need a breakdown showing which portion of the fees were for academic instruction vs. food, transportation and lodging. You may need to ask the school or organization how the fees were determined. **Without this breakdown, we cannot include expenses from these activities.**

*This includes dependent students who have graduated during 2021, as long as the expenses were paid for and incurred during their high school education.

Information Reminder List

The most commonly needed items to finish your tax returns.

Items Required for our Services

Please be sure to complete the Questionnaire and sign the Engagement Letter, both of these are required before we will engage in preparing your taxes.

If you are a new client, please also provide copies of the last three years of federal, state and local income tax returns and related depreciation schedules if applicable.

Covid-19 Information

- Notice CP-21 or CP-22 showing any adjustment to your refund or balance due because of an IRS adjustment to your tax return for the exclusion of unemployment compensation and/or Advance Premium Tax Credit.
- IRS Letter 6419 showing advance Child Tax Credit payments received in 2021
- IRS Notice 1444-C or letter 6475 showing amounts received for Covid stimulus payments.

ACA Forms

- All Forms 1095-A if you signed up for health coverage through the ACA
- All Forms 1099-H received for Health Coverage Tax Credit advance payments.

Income Related Forms

- All W-2s, W-2 Gs & final paycheck stub.
- All form 1099s received confirming income from interest, dividends, retirement, social security, disability, unemployment, non-employee compensation, etc.
- 1099s for brokerage accounts showing sales for stocks, bonds, etc.
- If you sold any shares of stocks or mutual funds and basis information is not provided by the broker, detail all activity in the stocks or funds sold from the original purchase date through the date of the sale (year-end summary statements are ideal).
- Copies of all LLC, Partnership or S Corporation K-1s. Please include all pages of these documents.
- All income information for children for kiddie tax and to prepare their tax returns.

Deduction & Credit Information

- Please provide us with the totals of all your cash charitable donations. **You need to have appropriate documentation for all charitable donations in order for them to be deductible.** Please provide details even if not itemizing.
- Totals for miscellaneous non-cash contributions totaling less than \$500 or details for non-cash contributions if your yearly total exceeds \$500. All deductions need documentation, and any list of items donated needs to have your valuation for the items, we cannot value items for you.
- If you donated a car this year, you will need to have a form 1098-C from the charity or other written acknowledgment in order to substantiate the donation.
- If you paid for childcare while you worked, please provide the amounts paid per child, and the name, address and SSN or EIN of the provider.
- Form 1098-T for college tuition paid, along with an itemized statement from the institution showing amounts paid in 2021 for you or your dependents.
- Year-end statement of mortgage interest (form 1098), escrow activity and balance on mortgage or home equity loans and real estate taxes paid.
- Auto tabs- we need to see the actual tab, not just the total you paid. If you don't have the tab available, please provide the license plate number of the vehicle.
- If you are claiming auto mileage as a deduction for business, rental properties or unreimbursed employee expenses, please provide both the total miles and the business miles driven in 2021. You are required to have an auto mileage log to claim a deduction.
- If you lease your car or are deducting actual automobile expenses, please also provide: original value of the car (what you could have bought it for) and date of lease, and all expenses for lease payments, gas, car washes, licenses, insurance etc.

Legal Forms

- All legal documents for formation, sale or purchase of a business during the year.
- All legal documents related to divorce decrees, including form 8332 for claiming dependents.
- If you bought, sold or refinanced real estate, provide a closing statement for each transaction.

Tax Information

- Copies of any federal, state or local tax correspondence received during the year, including all payments made or refunds received.
- Federal and state quarterly estimated tax payment amounts and dates paid.
- Please provide a voided check if you would like to set up direct deposit for any refunds.