Name: ______________________

2016 TAX QUESTIONS

FILING STATUS – Did your marital or filing status change in 2016? ☐ **Yes** ☐ **No**

If yes, please check the following as applicable and provide necessary details:

☐ Single	☐ Dependent of Another
☐ Married	☐ Widowed
☐ Married Filing Separately	☐ Decedent
☐ Divorced	☐ Incompetent Person
☐ Alimony Paid/Received	☐ Non-Resident Alien
☐ Separated	☐ Resident Alien
☐ Head of Household	☐ Innocent Spouse

DEPENDENTS/EXEMPTIONS– Were there any changes regarding your children or other dependents in 2016? ☐ **Yes** ☐ **No**

If yes, please check the following as applicable:

- ☐ New dependent: Name_________________________ DOB___________ SSN _____________
- ☐ No longer claiming adult child (or other dependent) Name _____________________________
- ☐ Paid dependent care expenses while working/attending school (***need provider info and amount***)
- ☐ Contributed to Dependent Care Assistance Plan (DCAP) at work
- ☐ ***Dependent*** child with unearned income (interest and dividends) greater than $1050 (***need 1099s***)
- ☐ Adopted a child or began adoption proceedings in 2016? (***need details***)
- ☐ Blindness exemption for taxpayer ☐ or spouse ☐

INVESTMENTS – Were there any changes to your investment portfolio (not including retirement accounts) in 2016? ☐ **Yes** ☐ **No**

If yes, please check the following as applicable:

- ☐ Sold stocks, securities, mutual funds ***(need 1099B, date bought and cost basis)***
- ☐ Purchased stocks, securities, mutual funds ***(need broker statements)***
- ☐ Debts cancelled or forgiven ***(need 1099-C and details)***
- ☐ Paid margin interest ***(need broker statements)***
- ☐ Worthless securities/bad debts ***(need details)***
- ☐ Receive, exercise or sell stock options ***(need 1099s and details)***
- ☐ Dispose of stock under Qualified Employee Stock Purchase Plan (**ESPP**) ***(need 1099s & details)***
- ☐ **Have foreign accounts or signing authority on foreign accounts** *(need details)*

BUSINESS AND RENTAL REAL ESTATE INVESTMENTS – Were there any changes during 2016? ☐ **Yes** ☐ **No**

If yes, please check the following as applicable:

- ☐ Acquired or started a business (***need details***)
- ☐ Sold a business ***(need sale documents)***
- ☐ Purchased rental property (***need Closing Disclosure***)
- ☐ Sold rental property ***(need Closing Disclosure)***
- ☐ Rental property used personally ***(i.e., vacation home, need details)***
- ☐ Invested in a partnership, S Corp, LLC, LLP or Trust ***(need K-1s)***
- ☐ Sold partnership, S Corp, LLC, LLP or Trust ***(need sale documents)***

EMPLOYMENT/RETIREMENT – Were there any changes to your employment or retirement status in 2016? ☐ **Yes** ☐ **No**

If yes, please check the following as applicable:

- ☐ Changed jobs ***(need W-2)***
- ☐ Unreimbursed job-related moving costs ***(need details)***
- ☐ Received unemployment compensation ***(need 1099-G)***
- ☐ Received severance compensation ***(need details)***
- ☐ Received retirement plan distributions ***(need 1099-R)***
- ☐ Rolled over retirement plan distributions ***(need 1099-R)***
- ☐ Received social security benefits ***(need SSA 1099*****)**
- ☐ Meet 10% penalty exception for early withdrawal from retirement plan ***(need details)***
- ☐ Wish to contribute to IRA, *Amount already contributed* ***$______,*** *Plan Type* ***Traditional or Roth***
- ☐ Wish to contribute to self-employed retirement plan (SEP, Simple, KEOGH) ***(need details)***
- ☐ You or your spouse turned 70½ (***and received no retirement plan distributions)***
- ☐ Recharacterized (Converted) an IRA from Traditional to Roth ***(need details)***

EDUCATION – Were there changes regarding the saving or paying for education for yourself and children? ☐ **Yes** ☐ **No**

If yes, please check the following as applicable:

- ☐ Paid college tuition and other education costs **(*****need 1098-T*****)**
- ☐ Paid student loan interest ***(need 1098-E)***
- ☐ Withdrew money from Coverdell Education Savings Account or 529 Plan ***(need 1099-Q)***
- ☐ Redeemed Series EE bonds issued after 1989 for college costs ***(need details)***
- ☐ Received employer provided education assistance ***(need details*****)**

PRINCIPAL RESIDENCE – Since acquiring your principal residence, have you refinanced or taken a home equity loan? ☐ **Yes** ☐ **No**

If yes to above, have you "taken cash out" greater than $100,000 that was ***<u>not</u> reinvested back into the home****?* ☐ ***YES*** ☐ ***NO (if yes, provide details)***

Did you move/buy/sell/refinance your principal residence in 2016? ☐ **Yes** ☐ **No**

If yes, please check the following as applicable:

- ☐ Moved principal residence to new state
- ☐ Purchased ***(need Closing Disclosure and 1098)***
- ☐ Sold ***(need Closing Disclosure 1098 and 1099-S)***
  - ☐ Qualifies for Recently Widowed Gain Exclusion (widowed within 2 years of sale)
  - ☐ Claimed First Time Homebuyer Credit on property sold
- ☐ Refinanced **(*****need Closing Disclosure and 1098*****)**
- ☐ Claimed First Time Homebuyer credit that needs to be repaid (2008 purchase)
- ☐ Have Home Equity Loan or Line of credit (HELOC) ***(need 1098)***

MISCELLANEOUS – Please check the following as applicable and provide the necessary details and documentation:

- ☐ **Direct Deposit** (if receiving a refund) ☐Same as Last Year (or attach **voided check** or bank info)
  Bank name:______________Routing Number___________ Account Number ___________________
- ☐ **Direct Debit** (if balance due) ☐ **Federal/State Balances** ☐ **Estimates**
  Bank name:______________Routing Number___________ Account Number ___________________
- ☐ Made **Energy Efficiency** Improvements to primary residence (*need details*)

- ☐ Gambling winnings ***(need W-2G)***
- ☐ Gambling losses ***(limited to winnings)***
- ☐ Sales tax on auto, boat, RV, etc
- ☐ Office in home expenses
- ☐ Unreimbursed job expenses
- ☐ Educator expenses *(limit of $250 each)*
- ☐ Casualty and theft losses
- ☐ **H**ealth **S**avings **A**ccount
- ☐ Engaged in bartering
- ☐ Paid estimated taxes
- ☐ **Foreign income, accounts, or tax payments**
- ☐ Other income ***(tips, prizes, awards, etc.)***
- ☐ Legal settlements
- ☐ Household employee(s)
- ☐ Purchased new "clean fuel vehicle"
- ☐ Received IRS or state notice (not state refund)
- ☐ Made gifts more than $14,000 (per person)
- ☐ Savings Bonds Redeemed or Matured in 2016

HEALTH INSURANCE–Please check the following as applicable & provide details

- ☐ Have Health Insurance (***enclose Form 1095-A/B/C and/or Mass 1099-HC***)
  Bought Health insurance through ☐ Work ☐ Marketplace ☐ Other (Government Plans, etc)
- ☐ Covered by Medicare all year – no forms needed
- ☐ Received Advance Premium Assistance Credit
- ☐ Do not have health insurance, but may qualify for exemption

MASSACHUSETTS – Please provide necessary amounts, details and documentation:

- ☐ **Paid rent** (allowable on Mass. Return) ***amount per month _____ number of months _____***
- ☐ Amount paid for **FastLane** pass or **MBTA** pass(es): (if greater than $150) $________
- ☐ Residential lead paint abatement costs $________
- ☐ Residential Title V septic compliance costs $________
- ☐ Out-of-state purchases; if yes:
  - Total out-of-state purchases $________
  - Total sales tax paid on out-of-state purchase $________
- ☐ Wish to contribute $_____ to the following fund:
  - ☐ Endangered Wildlife Fund ☐ Organ Transplant Fund ☐ Mass US Olympic Fund
  - ☐ Mass Military Family Relief Fund ☐ Massachusetts AIDS Fund
- ☐ May Qualify for senior Circuit Breaker Credit *(need Real Estate Tax and Water Bills)*
- ☐ Federal/State/Local retirement payments

ARE THERE ANY PLANNED CHANGES OR EVENTS WHICH WILL AFFECT YOUR 2017 TAX PLANNING? ☐**Yes** ☐ **No**

If yes, please provide details:

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11/16