GINERIS & ASSOCIATES, LTD.
ACCOUNTANTS, TAX & FINANCIAL CONSULTANTS
Your Success Is Our Business

Prospective Client Information Request

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Thank you for reaching out to us. We appreciate the opportunity to be of service to you. Below is a request for information about you. We have provided some information about our firm as well.

Upon receipt of the requested information, we will contact you.

Tell us about yourself

	Yourself	Spouse (if applicable)
First Name	First Name	Spouse First Name
Last Name	Last Name	Spouse Last Name
Date of Birth	DOB (mm/dd/yyyy)	Spouse DOB (mm/dd/yyyy)
Mobile Phone Number	Enter Your Mobile Number	Enter Spouse Mobile Number
Home Phone Number	Enter Your Home Phone	Enter Spouse Home Phone
Work Phone Number	Your Work Number	Spouse Work Number
Email Address	Email Address	Spouse Email Address
Home Address	Mailing Address	
City, State ZIP	City	STATE ZIP

Who referred you to us? Who Referred you?

Why have you contacted us? (Check all that apply)

- Tax preparation / planning ☐
- Trouble with a taxing agency ☐
- Financial planning ☐
- Unhappy with current accountant ☐
- Starting / started new business ☐

Other (Please explain) :

How else can we help you?

Thank you for providing the above information.

Tax Preparation Organizer Checklist / Questionnaire

Below is a tax organizer questionnaire to help us prepare your personal income tax return. It typically takes less than 10 minutes to complete and will ensure that you get the best tax outcome possible.

Upon completion and submission of this document, one of our staff will contact you to schedule your appointment. During tax season, we schedule appointments Monday through Saturday. We respect and value your time, and provide you with three options to best serve you: phone-based, web-based, or in-office. All appointments are typically 30 minutes.

What are the best day(s) for an appointment for you?
What is the best time of day for your appointment?
What is your appointment *type* preference?

Please make sure to send your last 2 tax returns, and all relevant tax documents for this year, so that they arrive at least 3 business days before your appointment. There are 3 convenient ways you can do this.

- Email your tax documents to Tax@GinerisLtd.com with the subject line:
  "New client tax info - Your First Initial Last Name" (i.e., New Client tax info - J. Doe)
- FedEx or certified mail your tax documents to us at:
  Gineris & Associates, Ltd.
  Attn: Document Processing
  2005 Hart Street
  Dyer, IN 46311
- Drop off using our convenient 24/7 drop box located outside our front door or bring to our office during business hours.

How do you plan to provide the above information to arrive at least 3 days prior to your scheduled appointment.

Personal Information

Did your marital/relationship status change during the year?
If yes, explain:
Please provide any legal papers for divorce or separation proceedings involving dependent children or alimony.
Do you have a foreign bank account or trust?
If yes, please provide information:

Did you receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft?
If yes, submit the IRS letter with your tax information.

Dependent Information
Please provide names and birth dates for all dependents

Were there any changes in dependents from the prior year?
If yes, explain:
Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft?
If yes, provide the IRS letter.
Please provide papers for any adoptions that occurred this past year.

Purchases, Sales and Debt Information
Did you buy or sell a business or property during the year?
If yes, explain:
Did you have any debts canceled or forgiven this year, such as a home mortgage, credit cards or student loan(s)?
If yes, explain:
Please provide copies of closing statements regarding the sale or purchase of real property and any paperwork related to debt cancellation (i.e., 1099-C or bankruptcy discharge paperwork).

Income Information
Did you have any income from any source that you haven't had in prior years?
If yes, explain:
Please provide:
- Forms W-2 for wages, salaries and tips
- All forms 1099 for interest, dividends, retirement, miscellaneous income, Social Security, state or local refunds, gambling winnings, unemployment, etc.
- Brokerage statements showing transactions involving stocks, bonds, mutual funds and options
- Schedule K-1 for from Partnerships, S-Corporations, estates and trusts

Retirement Information

Have you or anyone in your family taken any EARLY withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?

Do you plan on retiring or collecting social security in the next 12 months?

Did you personally make or do you intend to make prior to April 15th any contributions to an IRA or Roth IRA (Not as a part of an employer plan)

Education Information

Did you, your spouse, or your dependents attend a post-secondary school during the year?

Did you have any educational expenses during the year on behalf of yourself,your spouse, or a dependent?

Did you pay any student loan interest this year?

Did you make any contributions or withdrawals to or from an education savings or 529 Plan account?

Please provide all forms 1098-T, 1098-E, 1099Q and all other information pertaining to educational expenses, deductions or distributions.

Health Care Information

Did your family have health insurance all year?

If you were not covered all year how many months were you without health insurance?

Did you purchase health insurance through the exchange?

If yes, provide any Form(s) 1095-A, B or C you received.

Did you make any contributions to or take any distributions from a health savings account (HSA) or Archer MSA?

If yes, were all distributions taken for medical expenses?

If yes, please submit end-of-year HSA statement (1099-SA, 5498-SA).

Itemized Deduction Information

Did you incur medical expenses (co-pays, doctor visits, prescription drugs, etc.) that you ***paid out-of-pocket using after tax dollars*** (i.e., not paid using HSA (Health Savings Account) or FSA (Flexible Spending Account) funds)?

If yes, please submit with your tax information a separate document that lists and totals those out-of-pocket paid medical expenses. (Do not include bills that you have not yet paid.)

Did you make any cash or non-cash charitable contributions (clothes, furniture, etc.)?

If yes, provide a list and total, and be prepared to provide evidence of the amounts you submit.

Did you donate a vehicle or boat during the year?

If yes, attach Form 1098-C or other written acknowledgement from the donee organization.

Did you use your car on the job, for other than commuting and NOT get reimbursed?

If yes, please submit a document that lists the TOTAL number of miles you drove this year; the BUSINESS miles you drove this year; your average daily COMMUTE to work (in miles) and how many days per week you commute to work.

Did you have any other non-reimbursed work expenses?

If yes, please submit your with your tax information a separate document that lists and totals those expenses.

Please remember to provide all Mortgage Statements, Real estate taxes, Sales taxes on major purchases, personal property taxes paid and vehicle excise taxes.

Miscellaneous Information

Did you retire or change jobs this year?

Did you incur moving costs because of a job change?

Did you make energy efficient improvements to your main home this year?

Did you receive correspondence from the State or the IRS?

If yes, send copies.

Contact Information

What is your preferred contact method?

What is the best time of day to reach you?

How late can your tax professional call you?

Fees

- Our tax preparation services are based on fee schedules. The minimum fee for an individual tax return is $500, and more complicated returns (i.e., rental properties, self-employment, business involvement, heavy stock trading, multiple investments, professional gamblers) cost more.
- We can provide a formal quote if you send us last year's tax return, based on the assumption that this year is similar to last year.
- Consultations on topics outside the scope of our current retained services are billed based on the professional's billing rate, starting at $150 per hour for associate tax professionals.

Tax returns must be paid for at the time of pick-up and prior to electronic transmission. We accept credit cards, checks, and cash. Additionally, if you are getting a refund, and you arrange with us in advance, we can deduct the fee from your refund.

Please sign to acknowledge your understanding of these terms.

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After digitally signing and saving this completed form, please email to Tax@GinerisLtd.com.
Thank you.