VIMLAN TAX SERVICES, LLC.

2012 **Tax Questionnaire**

Reset Form

NAVIGATING YOUR FINANCIAL SUCCESS

Print Form

Full Name (as on SSN Card): DOB: US Visa Type Issued: SSN #:

Spouse: (as on SSN card/ITIN Ltr): DOB: US Visa Type Issued: SSN or ITIN #:

Street Address: OR Select if Applicable...for Spouse

City: State/Province: ZIP/PIN Code:

US Cell #: Foreign Ph #s: Personal Email Address(es):

Bring all the following if applicable, and mark the appropriate checkbox. NA means not applicable: Yes No NA

1. **W2s** (from each of your jobs) and/or **W2-Gs** (for gambling winnings, if you play lotto or gamble)
2. **1099-Int** (Interest Earnings; Let us know about your govt bonds; ***If you have any foreign accounts, do fill the*** 8938 Matrix from our website)
3. **1099-Div** (Dividend Earnings from Stock, Mutual Fund Accounts)
4. **1099-B** (Brokerage Statement for Sale of Mutual Funds & Stocks; **We need Excel** (XLSX or CSV Format **of Realized Gains for the year**)
5. **1099-R** (Retirement account, e.g. IRA or 401K transfer/rollover/liquidation; **See question 25 for 2010 ROTH Conversions**)
6. **1099-M** (Any self employed income you may have earned). ***And/or SSA-1099*** (only if you are collecting Social Security Payments)
7. ***Homebuyer Credit: Have you claimed a credit on 2008 tax return, moved out, or sold your home? If so, click here to know your payback.***
8. Participant in **Employee Stock Option or Purchase Plan (ESOP), Company RSUs, NonQualified Stock Options**? Bring those statements.
9. **1099-G** (State Refund from last year, one for each state OR Unemployment Earnings)
10. **1098-INT** (mortgage interest statements; bring all which you have, for all properties)
11. **1098-E** (student loan interest)
12. **1098-T** (Student tuition statement -- See question 21. below)
13. **Property tax statements** (for all real estate you own - NEED County PIN Numbers)
14. **1099-S** or **HUD-1 Closing Settlement Statements** (for any property you bought or sold last year)
15. **K1s** (are you a partner or a shareholder in any company such as an LLC or S-Corp? If so, you should have K1 statements for them
16. **1099-C** (Cancellation of Debt) or **1099-A** (Both documents can be given for short sales or foreclosures on real estate)
17. **Last Year's Tax Return** (Only if you did not file with us last year; this will help us in figuring your carryforward losses (such as stock or NOL)'

If you wish to do direct deposit refund/auto draft your tax, please provide following: Bank Name:

Routing #: Account #:

17a. Timeline of states & counties you **LIVED** in during 2012:

17b. Timeline & states & counties you **WORKED** during 2012:

18. If not a GC Holder or US Citizen, give first entry date & # of days present in USA from 2010-2012, EXCLUDING TRAVEL DAYS: 1st US Entry Date between 2008-2012: 2010: 2011: 2012:

19. Made any energy improvements last year such as windows, doors, or insulation, etct? If yes, provide amt & invoice. Yes No NA

20. Did you move more than 50 miles due to a change in employment

A. If yes, provide unreimbursed cost amount (you must have proof in forms of receipts)

B. How many total miles did you move from your old home, to your new home? No proof needed.

21. How much did you spend on books and tuition? Sometimes **1098-T** statement can be wrong. *Also deductible on Oregon Return, if you are filing Oregon state return.*

A. Out of Pocket Tuition Cost: B. Out of Pocket Books Cost (Must have Proof):

22. Give your **total sales tax paid *if it's more than total of:*** (your state income tax taken from your W2s plus your 2012 estmtd & extnsn state income tax payments). Bought a car? Give us the Sales Tax Invoice. **Else, you can use the IRS Sales Tax Calculator** link:

23. Provide make, model, and year of car, if a hybrid, for *possible* vehicle credit.:

24. Have you contributed or will you be contributing (deadline 04/15) to your, and/or your wife's ROTH/ or regular IRAs?

Your Account: Amount: Wife's Account: Amount:

25. Did you convert your Traditional IRA into a ROTH IRA during BETWEEN 2010 & 2012? If converted in 2010, please provide 2010 thru 2012 Tax Returns, along with Form 8606 from the 2010 Tax Return. If converted in 2011 or 2012, please provide only the **1099-R statement.**

26. Were your PAYMENTS for medical expenses for you or a family member equal to or more than 7.5% of your total income last year? **If yes, provide a categorization of expenses on a separate sheet.** Total You Spent:

27. Have you contributed or will you be contributing to your Health Savings Account (HSA) this year? If doing this by April 15th, please state.
REMEMBER, IF YOU TOOK OUT MONEY FROM YOUR HSA LAST YEAR, WE NEED THE DISTRIBUTION FORM (1099-SA) FROM YOUR BANK.

Single or Family Contribution: Separate HSA for Spouse, if applicable

28. If you filed a US return last year, and did not receive a refund from a state(s), but instead paid those states extra, what was that total?

29. Noted you wish to add:

30. If **you both worked** last year, did you use a babysitter/daycare provider? If yes, please provide the following info on your provider, including TOTAL amount spent for babysitting for all children during the time they were under 13 y/o, and for all disabled persons. ☐ ☐ ☐

Name of Provider: ______ SSN/TAX ID #: ______ Amount: ______

Street Address: ______

City: ______ State ______ ZIP Code: ______

31. Did you make any charity donation to an established US-Based Charity and have proof of it? If yes, please provide proof. Cash means check, credit card, cash. ***Also deductible on Colorado return, if you are filing Colorado state return.*** ☐ ☐ ☐

If NonCash Item, Please Specify: ______ and/or Cash donation: ______

Estimate Value of NonCash Item ______ Mileage (Roundtrip) for Charity Service work: ______

32. Did you own any rental or investment property, other than your primary home? **Did you convert your primary home** into a rental home (or vice versa)? **Or have you moved out** of your primary home and still own it? **If yes** to any of those 3 questions, please prepare an excel sheet of income and expenses for that property for all of last year, & provide conversion or move out date. Also, remember to provide your closing statements (HUD-1 statements) if you sold or bought properties (mentioned in question 13). ☐ ☐ ☐

33. Please list your dependents. If they do not have socials or ITINS and need to apply for them, please state so from the drop-down box. You can claim dependent parents/relatives if they are visiting you from another country under extenuating circumstances. Please call for that info. Please **SEE PAGE 4 HERE FOR DOCUMENTATION** for proper documentation we need.

Name of Dependent	DOB mm/dd/yyyy	SSN# or ITIN#	Status (if no ITIN# or SSN#)

State Section:

34. Massachuetts filers, please provide the following amounts spent by you last year:
*Also, Please **provide your 1099-HC** from your employer or Health Insurance Company if you want to avoid the penalty from Massachusetts for not having health insurance proof.*
If you cannot provide your **1099-HC document,** then fill out following grid:

a) Medical/Dental ______
b) Fast Lane Toll ______
c) MBTA Transit ______

Taxpayer or Spouse (T/S)	Name of Insurance Company	Federal ID #	Subscriber #(usually on card)

35. Illinois & Minnesota Filers, did you have any children in KG-12 last year any money for their schooling expenses? (example: tuition, books, lab fees, instruments, supplies, equipment, etc.) KUMON & tutoring program costs NOT allowed for IL..For MN it's ok. *Provide a separate sheet if necessary.*

Name of Child	SSN# or ITIN#	(K-12)-Last Yr	School Name	School City	Total Cost

36. Education 529 Plan Participants:, *how much* did you put into your children's state sponsored **education plans** last year? ***Bright Start, Bright Directions, or College Illinois*** are three sponsored plans by Illinois. Some states also allow deductions for contributions: ______

35. For all renters, please give last year's rent expense here. (CA, IN, MA, MI, MN, MO, NJ, PA, & WI have rental deductions/ credits). PA & MO are for those 65 & older, widows & widowers 50 & older, and those disabled 18 & older. ______ Rent Paid Last Year

37. Was heating/gas expense included in rent you paid? If yes, please provide amount here: Yes ☐ No ☐ ______ Heat Included if any ______ # Months Rented

38. Minnesota Renters, please provide your **M-1PR document.**

39. Indiana Renters, give Landlord Name & Address, & your rental address if different from your mailing address &/or Landlord address. Attach additional sheets if more than one Indiana residence.

Landlord Name	Landlord (address, city, state, zip)	Your Rental (Address, city, state, zip)

40. Wisconsin: Medicare Part B & D Premiums Paid: ______

41. New Mexico: Give total Med Exp Last Year: ______

42. Connecticut taxpayers, your vehicle taxes: ______

43. Georgia taxpayers, if your bought/leased/converted a car which is a low/zero emission vehicle, there is a 10%/20% credit. State your cost: ______

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PRINT FORM

Leave page blank if you do not have any job expenses.

RESET FORM

UNREIMBURSED JOB EXPENSES for W2 or Sole Proprietors	Taxpayer	Spouse	Total
Transportation/Travel Expenses (While Away from Main Job Site)			
-- Parking (while away):			$0
- - Roadway Tolls:			$0
- - Lodging:			$0
- Car Rental Charges:			$0
-- A irfare:			$0
- - Laundry Charges (only while away)			$0
-- Other Miscellaneous Travel (Please specify below, if possible):			$0
			0
Mileage you drive while on project (*NOT* to and from job, but to/from client and project sites):			$0
Year of Car:			
Make and Model of Car:			
Date you Bought Car:			
Did you take vehicle expenses last year on your tax return also? If yes, provide last year's return:	Please Select	Please Select	
Meals (lunch, dinner) etc. during time away from home:			$0
Supplies & Tools (-- e.g., laptop, software, job training education, uniform, boots, tools, etc.)			
- - Laptop Purchase Cost:			$0
- - Job Training (Course Cost, e.g., SAP/Peoplesoft training and books etc.):			$0
-- Uniform Cost:			$0
-- Tools Cost:			$0
-- Other Miscellaneous Costs (Please describe below):			$0
Utilities expense (cell phone, home phone, and internet charges as they relate to work)			
- - Mobile/Cell Phone Charges:			$0
- - Home Telephone Charges:			$0
-- Internet Usage:			$0
-- Other Miscellaneous Costs (Please list below):			$0
Attorney fees (tax advice portion only!) and Tax Accountant/Filing Charges :			$0
Office Expense (rent for expense, office furniture):			$0
	Please Select	Please Select	
Insurance (Life, Health, or Car). Please specify:			$0
Repairs/maintenance for car used for work purposes; or other, describe below:			$0
Postage:			$0
Contract Labor (anyone else you hired, gave money to):			$0
Advertising Expense:			$0
Immigration Expense (Visa Transfer Fees, Lawyer, Stamping, Travel for Stamping, Greencard):			$0
Stamping is only allowed if your employer requires you to get it in order to remain employed.			

Total Costs with Mileage: $0 Total Costs w/o Mileage: $0

Disregard this page or leave this page blank if you do not wish to apply for an individual tax identification number for any of your dependents.

NEW IRS-Issued ITIN (Individual Taxpayer Identification Number) Application Instructions

You can no longer have your dependents' and nonresident spouse's identity documents notarized by any notary, but rather only by the issuing agency of the identity document you are submitting with the ITIN application (W7 Form). The IRS has now made it official and final that it will ONLY accept unexpired identity documents with photos, to be notarized and certified by only the ISSUING AGENCY of the identity document. APOSTILLE STAMPS ARE NOT ACCEPTED BY THE IRS. See the complete release by the IRS here. In all, there are 13 acceptable documents, which you can read about here. All ITINS now expire after 5 years and require a new application process to renew or apply for new ITINS. Indian PAN cards will not work.

Thus, make copies of any of the required mentioned documents, and have them notarized. ***Spouses on L2 Visas are eligible for Social Security numbers, but must be in the US to apply for them. Otherwise, ITIN applications for L2 spouses can be rejected by the IRS on their basis of eligibility of attaining social security numbers.***

Those submitting Passport and Visa Docs as part of ITIN Process, make copies of the following, for EACH ITIN applicant you are applying for:

1) **Photo and address pages of the passport.** (Some passports do not have address pages).
2) ***I-94*** *(Departure Record), FRONT & REVERSE SIDE* ***which is usually stapled inside the passport.***
   - If this is not available, then make sure to make a copy of the passport page where the Department of Homeland Security has stamped the entry date.
   - If either the I-94 and/or US Visa is expired, then a notarized I-797A Notice of Action, from the Dept. of Homeland Security, must be attached, with the new unexpired I-94 attached to that document at the bottom.
3) ***Valid & Unexpired US Entry Visa. (See prior bullet point on I-797A Notice of Action).***
4) When they notarize, instruct them to write: "This is a true and certified copy of the original."
5) Submit these documents by mail with your completed W7 and Tax Return to either Internal Revenue Service, ITIN Operation, PO Box 149342, Austin, TX 78714-9342, or via a courier service to Internal Revenue Service, ITIN Operation, Mail Stop 6090-AUSC 3651 S. Interregional, Hwy 35, Austin, TX 78741-0000 if using FedEx, UPS, etc.