

# BCSnational

Accounting ▲ Payroll ▲ Taxes

## 2020 Tax Questionnaire

### Individual Tax Returns

- Personal Information
- Income & Expenses
- Estimated Tax Payments
- Itemized Deductions

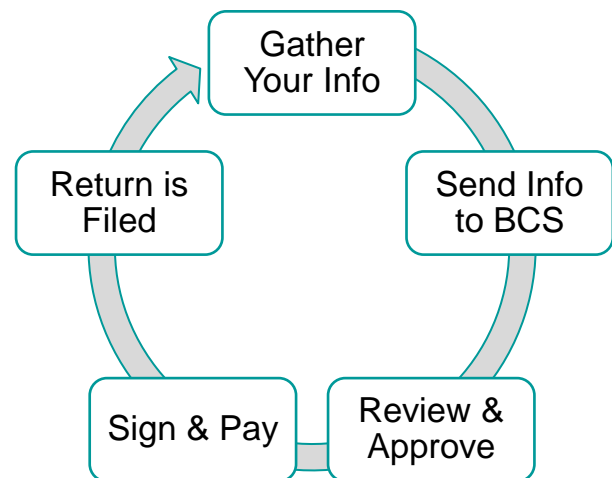
### Business Tax Returns

- Business Information
- Business Income
- Business Expenses
- Home Office Expenses

### Special Situations

- Energy Credits
- Rental Properties
- Child Care Expenses / Credit
- Education Expenses / Credit

### Understanding the BCS Workflow:



Please complete this brief tax questionnaire and return to us along with your tax forms and documents received for 2020. Feel free to call us at 480-839-1327 if you have any questions while you are putting this information together.

**Please return by March 1, 2021.**



The tax information within this document is intended to cover most tax planning requirements, but not all of them. Additional action/information may be necessary depending on your specific situation. It is the user's/client's responsibility to consider and disclose any unusual situations when consulting with BCS National and the accuracy of return preparation is dependent upon the legitimacy of the information provided.

### Personal Information

Legal Name (First, Middle, Last, Jr, Sr, etc.)		Date of Birth	Social Security Number	
Current Address		Same Address on License? <input type="checkbox"/> Yes <input type="checkbox"/> No		City
		State		Zip / Postal Code
Primary Phone #	Secondary Phone #		E-mail Address	
Occupation	State of Residence for 2020		Did you make money in a state other than your primary residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please List:</small>	
Marital Status as of December 31, 2020 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widowed			Did you serve in the U.S. Armed Forces during 2020? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please List Branch and Any Special Situations:</small>	
Number of Dependents	Can you be claimed as a dependent? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please Specify the Situation:</small>		Do you support any person other than your own children? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please Specify the Situation:</small>	

### Spouse's Information

Legal Name (First, Middle, Last, Jr, Sr, etc.)		Date of Birth	Social Security Number	
Mailing Address <input type="checkbox"/> Same as Above		Same Address on License? <input type="checkbox"/> Yes <input type="checkbox"/> No		City
		State		Zip / Postal Code
Primary Phone #	Secondary Phone #		E-mail Address	
Occupation	State of Residence for 2020		Did you make money in a state other than your primary residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please List:</small>	
Marital Status as of December 31, 2020 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widowed			Did you serve in the U.S. Armed Forces during 2020? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please List Branch and Any Special Situations:</small>	
Number of Dependents	Can you be claimed as a dependent? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please Specify the Situation:</small>		Do you support any person other than your own children? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please Specify the Situation:</small>	

### Dependent Information *(if necessary)*

Relation	Dependent's Name (First, Middle, Last, Jr, Sr, etc.)	Birth Cert.	Age	Date of Birth	Social Security #	Months Lived with You in 2020?
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				

*\*\*Please Fill Out Information for Additional Dependents in the "Information/Notes" Lines Provided Below\*\**

### Any changes to your information for the 2020 Tax Year?

Did you move, change jobs, sell your house, take a distribution from your retirement fund, or expand your family?  
We need to know about **ANY** changes during 2020!

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Yes\* No \*If yes to any question, please provide us with any related tax forms and more details on page 5.

### Personal Information

- Did your marital status change during the year?  
  Did your address change during the year?

### Dependents

- Could you be claimed as a dependent on another person's tax return?  
  Were there any changes in dependents?  
  Did any of your dependents have unearned income over \$1,100 or earned income over \$12,400? If yes, the dependent is required to file a return.  
  Do you want us to prepare a tax return for your dependent if required?  
  Did you or your spouse pay for childcare while you or your spouse worked or looked for work?

### Healthcare

- Did you obtain healthcare coverage through the Marketplace? If yes, include all **Form 1095-A**.  
  Did you have any transactions pertaining to a health savings account (HSA) or medical savings account (MSA)? If so, include all **Form 1099-SA and/or 5498-SA**.

### Retirement

- Did you receive a distribution from or contribute to a retirement plan (401(k), IRA, etc.)? If so, include all **Forms 5498 and/or 1099-R**.  
  Did you transfer or rollover any amount from one retirement plan to another?  
  Did you convert all or part of your traditional/SEP/SIMPLE IRA to a Roth IRA?  
  Did you withdraw any amounts from your IRA to pay for higher education expenses or acquire a principal residence? If so, provide us details.

### Education

- Did you withdraw funds from a Coverdell Education Savings account or Qualified Education Program (Section 529) and use the funds for anything **other than** qualified education expenses? Include **Form 1099-Q**.  
  Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school? If so, include **Form 1098-T**.  
  Did you pay any student loan interest? If so, include **Form 1098-E**.

### Investments

- Did you or your spouse sell any securities, investment property, or cryptocurrencies (such as Bitcoin), not reported on Form 1099-B?  
  Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan? If so, please include settlement statement you received at closing.  
  Did you or your spouse start, purchase, or sell a business, rental property, or farm, or acquire/sell any interest in any partnership or S corporation?

Yes\* No

\*If yes to any question, please provide us with any related tax forms and more details on page 5.

### Deductions and Credits

- Did you purchase any motor vehicles, boats, or other large ticket items in 2020? If so, provide sales tax paid.
- Did you make any qualified residential energy-efficient improvements or purchases involving solar, wind, geothermal, or fuel cell energy resources? If so, provide us with invoices you paid in 2020 along with the tax credit certificate received.

### Miscellaneous

- Did you have any interest in or a signature authority over a bank account, securities account, or other financial account in a foreign country?
- Was your home rented out for more than 14 days or used as a home office? If yes, please provide details.
- Did you have total mortgages incurred on or before Dec. 15, 2017 greater than \$1,000,000? Do you have total mortgages incurred after Dec. 15, 2017 greater than \$750,000?
- Did you use funds from a Home Equity Line of Credit (HELOC) for anything **other than** to purchase, build, or substantially improve your residence?
- Have you been notified or audited by either the IRS or a State taxing agency? Please provide us details.
- A PDF Client Copy of your return will be emailed to you. Would you like a paper copy mailed to you in addition?

## Tax Form Reference Guide

Please send us all tax forms you receive. We would prefer originals, but will accept copies.  
These are just a few examples of the forms that you may have received:

### Income Information

- Wage Statements (W-2)
- Income from Partnerships, S Corporations, Trusts, & Estates (Schedule K-1)
- Pension/Retirement Income (1099-R)
- IRA Contributions & Distributions (1099-R)
- Interest/Dividend Income (1099-INT, 1099-DIV)
- Health Insurance Forms (1095-A, B, and/or C)
- Stock & Bond Sales w/ Purchase Info (1099-B)
- Lottery/Gambling Winnings & Losses (W-2G)
- Social Security & Unemployment Income (SSA-1099, 1099-G)
- State Refund Amount (1099-G)
- Income & Expenses from Rental Properties
- Alimony Paid or Received

### Expense Information

- Estimated Federal & State Taxes Paid
- Medical, Dental, and Insurance Expenses
- Capital Purchases for Depreciation
- Vehicle Mileage Information for Self-Employed
- Vehicle Registration Copies
- Record of Purchase or Sale of Residence
- Real Estate & Personal Property Taxes
- Mortgage / Home Equity Loan Interest (1098)
- Cash & Non-Cash Charitable Donations  
*(itemized list of dates, names, and addresses of each charity)*
- Childcare Expenses & Provider Information
- Education Expenses (1098-E, 1098-T, 1099-Q)
- Student Loan Interest
- Casualty & Theft Losses

**New Clients:** please provide your last 2 years' tax returns.



**Additional Information** *(provide any details related to "Yes" answers from the previous pages)*

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**If you are due a refund (or need to make a payment) and would like the funds to debit/deposit directly from your bank, please provide your banking information here:**

Directly Debit/Deposit:      Bank Name:      Routing #:      Acct #:  
 Yes     No      \_\_\_\_\_

**Tax Preparation Engagement Details:**

Thank you for choosing BCS National to assist you with your tax returns. The details below confirm the terms of our engagement with you and outlines the nature and extent of the services that BCS National will provide:

- BCS National will prepare your Federal and State income tax returns.
- BCS National will depend on you to provide the information needed to prepare accurate returns.
- Information you provide will be kept confidential and safeguarded.
- The tax return preparation fee will be based on the complexity of the return.
- Any accounting services needed in order to prepare your returns will be charged at an hourly rate.
- BCS National will return your original records to you along with a copy of your tax return(s).
- You should securely store these records, along with all of your supporting documents, for seven years.
- BCS National will retain copies of your records and our work papers for seven years.
- BCS National is available to assist you at an hourly rate if your tax return is selected for audit by the IRS or State.
- BCS National will assist you with any response necessary to an IRS or State notice/letter received.

**Please return this Tax Questionnaire and any other Tax Forms by March 1, 2021.**

I/We have submitted this information for the sole purpose of preparing my/our tax return(s). This information is true, correct, and complete to the best of my knowledge. I/We agree to the terms of the 2020 Tax Return Engagement details above if I/we 1) sign this tax questionnaire, 2) send 2020 tax data to BCS National to use in the preparation of my/our 2020 income tax return(s), or 3) authorize BCS to electronically submit my/our tax returns to the taxing authorities.

Accepted by: *(both spouses must sign for preparation of joint returns)*

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Taxpayer Signature      Name *(printed)*      Date

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Spouse Signature      Name *(printed)*      Date

## Reminders and Clarification

**Any Changes-** Make sure that you let us know about any changes in your life over the past year:

- *Did you move?*
- *Change jobs?*
- *Get married?*
- *Get divorced?*
- *Start a family?*
- *Start an IRA?*

Even the smallest change can impact your taxes.

**Job Related Expenses, and Miles driven to and from your job, are not deductible.**

**Child Care-** You need to provide the name of the provider, EIN, Address, and amounts paid per child during 2020.

**Additional Forms** that you may need when gathering your tax information are available here and on our website:

[Small Business Questionnaire](#)

[Rental Property Form](#)

[Donations & Contributions Form](#)

[Medical & Dental Expenses Form](#)

[Insolvency Worksheet](#)

## Our Promise

There are endless resources available to help you understand and file your 2020 taxes. We appreciate that you chose BCS as your partner this year and we will do everything in our power to make the 2020 tax season as simple and painless as possible for you. Our passion and experience will be brought to bear both for helping you find every possible deduction within the law, and for developing a strong relationship with you that we hope will last for years to come.

**Call Us:** 480-839-1327

**Fax Us:** 480-839-1219

**Email Us:** [info@bcsnational.com](mailto:info@bcsnational.com)

**Mail Us:** 1628 E. Southern Ave, #9-118  
Tempe, AZ 85282  
(Mailing Address)

**Visit Us:** **By Appointment Only,**  
4635 S. Lakeshore Drive, Suite 112  
Tempe, AZ 85282  
(Physical Address)



You can find more of our services online at [\*\*www.BCSnational.com\*\*](http://www.BCSnational.com)

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