

Client Interview Questionnaire

For Tax Year: _____ Filing deadline (Goal): _____

Read My Business Basics before filling out this form.

Prior year's tax return being provided, if new client: Y N Year: _____

TP = Primary Taxpayer; SP = Spouse; secondary taxpayer; DOB=date of birth; SSN=Social Security Number; Y=Yes; N=No

TP name, DOB, SSN/ITIN, pronoun preference (if any): _____, _____, _____

SP name, DOB, SSN/ITIN, pronoun preference (if any): _____, _____, _____

Filing status (circle one): **Single, Married Filing Jointly, Married Filing Separately, Head of Household, Widowed** within last two years with dependent children. **If HOH, please fill out HOH Worksheet and sign.**

Are you or spouse eligible to be considered a dependent on someone else's return? _____

Name of Dependent (Spouse is never a dependent)	DOB	# of mos. Resident in USA	# of mos. Lived with TP	SSN	Relationship to TP?

If other parent is giving up their right to include the child as a dependent, please **provide Form 8332 signed** by them.

If **dependent was in college/university**, provide any **1098-E, 1098-T, 1099-Q** from school for scholarship, tuition, or interest.

Residence address: _____

Mailing address: _____

Tax home and since when? _____

US phone: _____

Taxpayer (TP) Preferred local phone(s): _____

Spouse (SP) Preferred local phone(s): _____

TP Email: _____

SP Email: _____

TP Occupation: _____

SP Occupation: _____

TP Citizenship(s): _____

SP Citizenship(s): _____

TP ID Protection PINs (if any): IRS: _____ State: _____

SP ID Protection PINs: IRS: _____ State: _____

If one Residence all year: ____ Check here if TP resided all year in (circle one): MX US | ____ Check here if SP resided all year in (circle one): MX US

If you moved during the year or had more than one residence: Dates & location of each residence: _____

For those who are employed or self-employed abroad, please provide dates in the USA during the tax year:

U.S. State or Foreign Country	Date ranges	Were any of these days for business/job? If so, how many days in this range spent on biz/job?	For Biz or Vacation?	TP or SP?

Please provide copies or scans of all tax documents and additional info for "yes" answers below and following page.

* (below) indicates that a worksheet is available on the website to provide the full information.

Income

TP: Y or N SP: Y or N

Wages (W-2's)
W-2G (gambling)
1099-G (unemployment)
1099-G (state refund)
1099-K (3rd party payors) - for biz? Y N
Interest 1099-INT
Dividend 1099-DIV
Stock/Bond sales 1099-B
Retirement plan 1099-R (Basis in IRA? Y N)
Social Security SSA-1099
Partnership income Schedule K-1
Estate/Trust income Schedule K-1

K

IRA

Debt forgiven 1099C or 1099A
Sale of property, biz, or equipment?
Alimony received? (Date of divorce?)
Jury income?
Self-employment (incl. 1099-NEC)?
Rental income (incl. 1099-MISC)?
Farm income?
Tenant Farm income?
Oil & gas royalties (1099-MISC)?
Creative royalties (1099-MISC)?
Bitcoin or other virtual currency?
ANY OTHER SOURCES OF INCOME?

TP: Y or N SP: Y or N

SE

R

"K" - Inform of allocation between biz and non-biz amounts;

Inform me if any QCD, Rollover or Roth Conversion amount;

"SE" - fill out and provide Business Worksheet;

"R" - fill out and provide Rental Worksheet

"IRA" -

Credits against income:

Education credit (Form 1098-T)?
 Scholarship or employer educ. reimb.?
 Other credit: _____

TP: Y or N SP: Y or N

Deductions to Income:

US property tax?
 Charitable donations - cash?
 Charitable donations - things?
 Charitable mileage?
 Mortgage interest (Form 1098)

TP: Y or N SP: Y or N

Foreign account information

Are you signatory on foreign account that is not yours (e.g. relatives' or foreign property)?
 Hold bank accounts in a foreign country?
 Brokerage accounts in a foreign country?
 PFIC's (foreign mutual funds, ETFs, REITs)?
 Pension from a foreign country?
 Online gambling?
 Signatory on your own or spouse's account?
 Signatory on charity's foreign account?
 Signatory on business foreign account?
 Have earnings from foreign accounts (eg. Interest, dividends, capital gains)?
 Had >USD 10,000 outside the USA?

TP: Y or N SP: Y or N

Fill out FFAIW if any Yes answers to the above section.**Estimated tax payments (if any):**

1st Quarter: date _____
 2nd Quarter: date _____
 3rd Quarter: date _____
 4th Quarter: date _____
 Extension (Form 4868) payment: _____
 Other: date _____
 Did you receive the prior year refund, if any?

Federal State

Contribute to Presidential Campaign Fund, if taxes owed? TP Y N; SP Y N
 Tax preparer to be third party designee for you until 15 Apr next year? Y N

Adjustments to Income:

Early W/D penalty?
 Educ./Student (1099-Q, 1098-E, etc)?
 Alimony paid? (Ex's name, SSN)?
 IRA contribution
 Roth IRA contribution
 SEP contribution
 Converted Roth this year?
 US EE or I bonds cashed for education?
 Child/Dependent Care expenses?
 Casualty (natural disaster) losses?
 Adoption expenses?
 Personal loan (reneged) loan?
 Child earned > \$950 dividends or interest?
 PPP or other pandemic related benefits?

TP: Y or N SP: Y or N

Healthcare Ins. & Medical information:

HSA 1099: full amount used for med exp?
 Medical insurance? \$ _____
 Long-term health care?
 Unreimbursed medical costs (>\$15,000)
 Other medical-related expenses?

TP: Y or N SP: Y or N

Other taxes:

State income tax?
 Local (county/district) tax?
 Foreign taxes paid?
 Use tax?
 Gift to one person >\$15,000?
 US household employee paid >\$1000?

TP: Y or N SP: Y or N

Identity verification:

DL copy (if filing US state residency)
 Passport (if filing no US state residency)

Provided?

If Employed or Self-Employed Abroad:

Rent or own home?
 Visa type?
 Foreign home expenses >\$17,920/yr?

TP: Y or N SP: Y or N

Tax payments/Refunds: If you wish me to set up an automatic withdrawal or refund direct deposit, provide:

Bank name: _____ Routing: _____ Account: _____

If you want me to also set up the next 2021 estimated quarterly payment for automatic withdrawal (just one), check here: _____*If you will be making the payments yourself, please provide your payment confirmation receipt or copy of the check.*

Anything else you wish to discuss? _____

Considerations of information to keep with trusted person in case of incapacity or death:

Life insurance	Living Will	Retirement account beneficiary information
Durable POA	Regular Will	Attorney contact information
Medical POA	Living Trust	Investment broker information

Person you wish me to contact if you die or become unable to make decisions: Name, contact info: _____

Anyone you do **not** want me to contact under these circumstances? _____I confirm that I provided the information for this worksheet directly to the tax preparer and have read *My Business Basics* . Y N

TP signature: _____

Date: _____

SP signature: _____

Date: _____

Terminology:

"You" can refer to anyone being included on your tax return: yourself, your spouse, or a dependent. Please specify which person as needed.

"Foreign" or "abroad" means only any country outside the USA, and does not include the USA.

Currencies: Please leave amounts in their original currency, noting which currency it is (MXN, USD, EUR, etc.). I will use either the x-rates.com rate (21.4855 for MXN) or the IRS safe harbor rate (21.466 for MXN), whichever is to your benefit for the tax return. However, if you insist on using your own rate, please provide the rate and the source for it. The FBAR rate is fixed as the Year-End Treasury rate (MXN rate is 19.913).

New Clients: After completing this questionnaire and gathering relevant documents for your "yes" answers, please contact me and scan or deliver **copies** of the following items to box 558M of La Conexión (Paprika location): 1) completed questionnaire and all documents pertaining to your "yes" answers, 2) SSN card, Passport(s) or other ID, 3) retainer of USD 275 (by cash, US check, or Zelle payment), and if paying in pesos use the x-rates.com rate on date of payment), 4) most recent filed return, and 5) a signed Engagement Agreement. For dependents, provide copies of birth certificates and passports or SSN cards.

Returning clients: After completing this questionnaire and gathering relevant documents for your "yes" answers, please scan or deliver **copies** to my La Conexión box 558M at Paprika restaurant location of La Conexión. After reviewing the information, I may determine that an appointment is needed and will contact you.

Foreign information: Foreign institutions do not generally file the many tax-related documents you are familiar with, such as W-2's and Forms 1099's. You will need to gather similar information yourself. For example, to obtain bank interest from a Mexican bank, you will need to request a *Constancia Fiscal*, which will report the total interest earned and the Mexican tax withheld on it. You will also need to research the information needed to report capital gains/losses. Please use the Foreign Financial Account Information Worksheet (**FFAIW**) from the website to summarize your financial information.

Special Circumstances: If you have a small business (including abroad), a home office, were employed outside the USA, had a rental property, capital gains/losses, foreign financial income, or foreign mutual funds or other PFICs, then you will need to provide additional information. You will find worksheets on the website (taxesabroad.com) to help you organize the information needed. You will also find ideas for these special circumstances at the end of this questionnaire. Providing complete information speeds up the preparation of your return. See below for more details on each of these special circumstances.

Special Circumstances details (provide detailed information using a worksheet from taxesabroad.com or on a separate sheet):

Sole Proprietorship (Self-employed): Please provide details for income and expenses; costs of goods sold; product inventory; vehicle information, expenses, and mileage; assets purchased (item description, date of purchase, date of first service, cost or FMV on date of date).

Home office (for business): Please provide square footage of office/storage space(s) and total home. List home costs which relate to this space, such as utilities (including drinking water), property tax, home repairs, cleaning service, gardening service, and other maintenance costs. If a repair included or was exclusive to the office space, please provide further details. Also, provide the date you first began using the home office. If you own your home and wish to depreciate the office portion, please provide original purchase price, any improvement costs prior to the home office, any current year improvements.

Foreign-earned income: Please provide the year you last filed form 2555, country of residence and date you began such residence, whether you rent or own your home, if you have a house in the USA (and whether it is occupied), citizenship and/or US green card, type of visa in the foreign country where you live and work, dates you spent in the USA and which of those were work-related, employer's US and foreign business addresses, whether your employer is a foreign entity or branch of a US company, whether you are self-employed or employed, and any other relevant information.

Rental income property: Please provide the address of the property, type of rental (house, condo, self-storage unit, etc.), number of days rented, number of personal use days, rental income and expenses, travel costs to monitor the rental, rental-related travel dates, purchases of assets and improvements (date and costs), and prior depreciation schedule. Some expenses to keep in mind: advertising, mortgage interest, property insurance, property taxes, homeowner fees, cleaning & maintenance costs, management fees, commissions, repairs, supplies and utilities.

Capital gains and losses: If you do not receive a Form 1099 for the sale of a capital asset, such as when you sell real property, a foreign stock or mutual fund, then to report the sale, please provide date of purchase, number of shares (if relevant), description of share/asset, purchase price including any purchase cost, sales date, sales costs/fees, and sale proceeds. For some assets like a home or business equipment, a depreciation schedule or sales summary could be needed, too. For foreign financial assets sold, you can use the FFAIW.

Foreign mutual funds, ETFs, REITs (Passive Foreign Investment Companies): The special rules for these type of investments are complex and the taxes can be punitive by taxing unrealized gains at the highest tax rate (currently 37%). For these investments, please provide the most recent four years of information: purchase dates, number of shares, prices, and sale information, as well as end of the year balances of these type of investments. If the sum of such investments **all together** at the end of the year was less than USD 25,000 in value, then this PFIC reporting will not be required.