2024 Tax Questionnaire

For Office Use Only: ☐ ACT ☐ LY ☐ 1040
☐ 1040NR ☐ 1040NR-DSR ☐ 1040-DSR ☐ MFS
☐ First Year Choice ☐ Joint as Residents

Time Saving Tip: You may write "same" for any information (except for your name(s)) that is exactly the same as what you provided us last year, such as social security numbers and bank information.

General Information

TAXPAYER		SPOUSE (Complete if married on Dec. 31, 2024)	
Last Name:		Last Name:	
First Name:		First Name:	
Middle Initial:		Middle Initial:	
Social Security #:		SSN or ITIN:	
Date of Birth:		Date of Birth:	
Current Employer:		Current Employer:	
Occupation in 2024:		Occupation in 2024:	

TAXPAYER		SPOUSE	
U.S. Citizen		U.S. Citizen	
Green Card		Green Card	
U.S. Visa	Citizen of:	U.S. Visa	Citizen of:
N/A		N/A	

Referred By: *(new clients)*

Contact Information

I will primarily contact you by email.

Email	**X** next to primary email address		**Telephone:**	
Email Work:			Work	
Email Personal:			Mobile	
Email Other:			Home	

Current Address: (street, city, state, zip) From (mm/dd/yy) To (mm/dd/yy) Present

Mailing Address for the tax return, if different (i.e., PO Box, work address, etc.). This is where the IRS will send you mail.

Residency & Employers

Complete if you lived at any other location during 2024:

Taxpayer (T), Spouse (S), Joint (J)

T/S/J	Address (street, city, state, zip)	From (mm/dd/yy)	To (mm/dd/yy)

Employers during 2024:

Taxpayer (T), Spouse (S)

T/S	Employer:	Occupation	From	To	Where worked (state or country)

Dependents

(Do not list spouse)

First Name, Initial, Last Name	SSN or ITIN	Date of Birth (mm/dd/yy)	Relationship to You	Child Care Expenses While You Are At Work* (incurred & paid in 2024)

☐ Check if you were a noncustodial parent in 2024 who is claiming a child as a dependent per your divorce decree.

Dependent Child Care Expenses Incurred while you [and spouse] were working or looking for work

Care Provider's Name	Care Provider's Address	Amount Paid	SSN or EIN

If you have a dependent child for whom you paid **college/university tuition**, please refer to the education worksheet

Direct Deposit & Electronic Funds Withdrawal

Name of US Bank ____________ *(must be a U.S. bank)*

X Checking ☐ Savings

X Personal Acct. ☐ Business Acct.

Routing Number ____________ *(9-digit number on the bottom left of a check)*

Account Number ____________

Electronic Withdrawal of any Tax Balance Due

Please select a withdrawal date (if no date is selected, you will have to mail in a check for any tax balance due).

☐ April 15 ☐ The date the tax return is e-filed.

Work Related Moving Expenses

(1) Move must be closely related to a new or changed job location in the U.S.;

(2) Have moved at least 50 miles farther from your old home than your old job was;

(3) If employee, you must have worked at the new job for at least 39 weeks, if self employed, at least 78 weeks.

From: ____________

To: ____________

$ ______ Moving of household goods

$ ______ Travel expense

$ ______ Lodging en route to new home.

From: ____________

To: ____________

$ ______ Moving of household goods

$ ______ Travel expense

$ ______ Lodging en route to new home.

CT, MA or NJ Residents:

Massachusetts:

Total rent paid in MA during 2024: $ ______

MA residents: Be sure to send me Form MA 1099-HC, Massachusetts Health Care Coverage `

New Jersey:

Total Rent paid in NJ during 2024: $ ______

Connecticut:

Vehicle year, make and model ____________

Amount of personal property tax paid during 2024 $ ______

If you worked in New York State, while living in NJ, CT or another state:

Did you have business days (required by your employer) outside of New York? ☐ Yes ☐ No

If yes, please complete this NY Nonresident income allocation worksheet.

IRA Contributions

IRA Contributions for Tax Year 2024

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Made during 2025		
IRA Traditional	$	$
IRA Roth	$	$

Maximum contribution is $7,000 per person (to age 49), and $8,000 (age 50 and older).

Made from Jan 1, 2025 - April 15, 2025		
IRA Traditional	$	$
IRA Roth	$	$

Please do not list 401K contributions. *An IRA is something set up by you personally, not through your work.*

Mortgage Interest & Property Tax

Amounts for up to two residences that you lived in during 2024 (can be in the U.S. or abroad).
For rental properties, please list separately on the **Rental** worksheet.

Mortgage Interest	TAXPAYER	SPOUSE	JOINT	**Not** Reported on Form 1098
Primary Residence	$	$	$	
Primary Residence	$	$	$	
Second Home	$	$	$	
Second Home	$	$	$	
	0	0	0	

Points Paid (if any)	$	$	$

Property Tax			
Primary Residence	$	$	$
Second Home	$	$	$
Additional Personal Residences	$	$	$

Additional Information: *Please check if any of these situations apply to you.*

- [ ] Your total mortgage balance was more than $1,100,000 during 2021 (including a second home if you have one)
- [ ] You sold a home during 2024
- [ ] You paid property taxes on a foreign residence.

Charitable Contributions

Must be to a Qualified U.S. Charity

Charitable contributions must be supported with a donation receipt, letter or bank record.
Contributions of clothing and household goods must be in good used condition or better.

	TAXPAYER	SPOUSE	JOINT
Cash, Checks, or Credit Cards	$	$	$
Noncash	$	$	$
Miles driven to donate goods or perform charitable services	miles	miles	miles

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***If noncash charity totals more than $500, please either email or fax me your receipts OR provide the following:**

Name of Charity	Address of Charity	Goods Donated (clothes, etc.)	Date Donated	Used Value

Note: Donation of stock/securities is a non-cash donation.

Other Deductions

Deductions	TAXPAYER	SPOUSE	
Medical & Dental Expenses	$	$	
Margin Interest	$	$	$
Personal Property Taxes	$	$	$
Investment Advisory Fees	$ N/A	$ N/A	$
Job Search Costs	$ N/A	$ N/A	
Safe Deposit Box Fee	$ N/A	$ N/A	$
IRA Custodial Fee	$ N/A	$ N/A	$
Tax Prep Fee paid in 2024 *(new clients)*	$ N/A	$ N/A	$

HSA Contributions for 2024 $ $

Only list contributions not reported on your W2 (box 12, code W)

- [ ] Self Only Plan
- [ ] Family Plan
- [ ] Check if you were enrolled in plan on December 1, 2024

Employee Business Expenses

Please go to the **Employee** worksheet to list business expenses related to W2 income that you were not reimbursed for.

	TAXPAYER	SPOUSE	
Student Loan Interest Paid:	$	$	*(only interest is deductible, not principal)*

If your adjusted gross income is greater than $90,000 (single) or $185,000 (married), you cannot claim the deduction.

Tuition & Scholarships

If you or spouse were a student during 2024, or you paid for your dependent child's college/university tuition, please complete the **Education** worksheet.

Checklist of Forms to Send Me

Check the forms below that you received (or should receive) for 2024, and then fax or email me a copy of each one. Unless otherwise instructed, you don't need to enter the information from the form on this questionnaire.

	TAXPAYER	SPOUSE	JOINT	
Wages (Form W-2)				
Self-Employment (1099-MISC) *				*Also complete **Self Employment** worksheet
Merchant/Credit Card (Form 1099-K)*				
Interest (1099-INT)				
Dividends (1099-DIV)				
Sales of Securities (Form 1099-B) *				*Also complete **Trades** worksheet
Unemployment Compensation (1099-G)				
Tax Overpayment (1099-G)*				*State refund received during 2020, which may be taxable
Partnership/S-Corp/Trust/Estate (Sch. K-1)				
Retirement Distributions (1099-R)				
Foreigner's U.S. Source Income (1042-S)				
Mortgage Interest (Form 1098)				
Student Loan Interest (1098-E)				
Tuition Expense (Form 1098-T)				
Moving Expense Report (Active Member of the US armed forces(or a dependent or spouse)				
HSA or Archer MSA (5498-SA or 1099-SA)				
2024 Tax Return (New Clients Only)				
Other Tax Form				Specify:

For these items, please click on the link to provide additional information:

	TAXPAYER	SPOUSE	JOINT
Rental Income			
Foreign Income			
Foreign Accounts*			

New York Taxpayers: The NYS Dept of Finance is no longer mailing Form 1099-G to report state refunds.
Please let us know if you received a refund in 2024 that differed from the amount shown on your 2023 tax return,
or if you received a refund for a prior year during 2020 Alternatively, view your 1099-G here.

Foreign Residents in the U.S. on a Visa

	TAXPAYER		SPOUSE
Type of visa held on 12/31/24:		Type of visa held on 12/31/24:	
Date Issued:		Date Issued (mm/dd/yy):	
Prior Visa:		Prior Visa:	
Dates Prior Visa Held:		Dates Prior Visa Held:	
Number of days spent in U.S. in 2024:		Number of days spent in U.S. in 2024:	
Date First Entered US		Date First Entered US	
Date permanently departed U.S. (if any)		Date permanently departed U.S. (if any)	
Citizen of	0	Citizen of	0

If any of the following apply, please complete additional information on the **Foreigner** worksheet

* You were on a F, J, or M visa at any time during 2024
* You entered the U.S. during 2021 for the first time (or for a new stay).
* You permanently left the U.S. during 2021
* You want to claim Temporary Living Expenses
* You want to claim New York nonresidency

Foreign Accounts

At any time in 2024, did you have a financial interest in or a signature authority over a foreign financial account?
☐ Yes ☐ No

In 2024, did you have more than $10,000 in aggregate (i.e., combined) in all foreign financial accounts?
☐ Yes ☐ No
If yes, please complete the Foreign Accounts worksheet

Examples include a financial interest in or signature authority over a foreign bank account, securities/brokerage account, insurance or annuity policy with a cash value, retirement account, account that holds assets such as gold.
Penalties for willful failure to file the foreign bank report on Form TDF 90-22.1 are potentially severe.

Foreign Financial Assets

In 2024, did the total value of your foreign financial assets exceed the threshold below (based on your filing status):?
☐ Yes ☐ No If so, please complete the Foreign Accounts worksheet

Living in the United States	Living outside the United States
Single or married filing separately	Single or married filing separately
$50,000 on 12/31/24	$200,000 on 12/31/24
$75,000 at any time during 2024	$300,000 at any time during 2024
Married filing jointly	Married filing jointly
$100,000 on 12/31/24	$400,000 on 12/31/24
$150,000 at any time during 2024	$600,000 at any time during 2024

Note: The value of your foreign assets is based on the exchange rate on 12/31/21, no matter when they were acquired or sold

Note: The value of personal use foreign real estate (your home) is not included as a foreign financial asset. In my opinion, a rental property would also not be included as it is considered a trade or business, not a financial asset.

If the total value of your foreign financial assets exceeds the figures above, you are required to file Form 8938 with your tax return. There is some overlap between the foreign bank report (i.e. FBAR or Form TD F 90-22.1) and Form 8938 as they may cover the same foreign financial accounts. That includes reporting of depository, custodial, or other financial accounts maintained by a foreign financial institution (such as a bank or brokerage company). On Form 8938, you must also include any assets not held in an account maintained by a foreign financial institution including: (1) Shares of a foreign company held directly and not through a broker, (2) interests in foreign entities, (3) loans to foreign persons or entities, (4) any financial instrument or contract held for investment that has a foreign issuer or counterparty. For any income generated from your foreign financial assets, Form 8938 also requires a summary of income reported on the tax return along with form and line numbers.
For more information, see Form 8938 and Instructions for Form 8938

Penalties for willful failure to file Form 8938 are potentially severe.

Sales and Use Tax

Enter the cost of merchandise you purchased out-of-state or online on which you did not pay the required amount of use tax.

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Estimated Tax Payments

Prepayments of tax that you sent in during the year, usually by check along with a voucher (e.g., Form 1040-ES for federal estimated tax payments). Do not enter taxes withheld here.

TAXPAYER

FEDERAL PAYMENTS

QTR	Due Date	Date paid if later than due date	Amount
1	04/15/24		$
2	06/15/24		$
3	09/15/24		$
4	01/15/25		$

STATE:

QTR	Due Date	Date paid if later than due date	Amount
1	04/15/24		$
2	06/15/24		$
3	09/15/24		$
4	01/15/25		$

Other: (e.g., city, MTA, UBT, etc.)

QTR	Due Date	Date paid if later than due date	Amount
1	04/15/24		$
2	06/15/24		$
3	09/15/24		$
4	01/15/25		$

SPOUSE

FEDERAL PAYMENTS

QTR	Due Date	Date paid if later than due date	Amount
1	04/15/24		$
2	06/15/24		$
3	09/15/24		$
4	01/15/25		$

STATE:

QTR	Due Date	Date paid if later than due date	Amount
1	04/15/24		$
2	06/15/24		$
3	09/15/24		$
4	01/15/25		$

Other: (e.g., city, MTA, UBT, etc.)

QTR	Due Date	Date paid if later than due date	Amount
1	04/15/24		$
2	06/15/24		$
3	09/15/24		$
4	01/15/25		$

Special Situations

If any of these apply, please provide additional information:

* You received a notice in 2024 of a tax adjustment or audit, or settled an audit.
* You gave a gift of more than $18,000 to any one donee during 2024 (in this case, you may need to complete a gift tax return).
* You paid or received alimony.
* You had income not otherwise indicated on the questionnaire (gambling, jury duty, cancellation of debt, bartering, etc.)
* You installed energy efficient property run by solar, fuel cell, wind or geothermal in your home.
* You made other energy efficient improvements in your home including: insulation, windows, exterior door, metal or asphalt roof, water heater, heat pump, central air conditioner, furnace, boiler
* You purchased a brand new hybrid vehicle, plug-in vehicle, or converted the motor of an existing vehicle to a plug-in.
* You incurred losses from casualty or theft.
* You employed a nanny or other household employee during 2024 to whom you paid more than $2,000
* You contributed to a 529 College Savings Program

If you have other situations or questions, list them here or send us an email:

Note: To start a new line, press ALT-ENTER.

THANK YOU FOR COMPLETING THE QUESTIONNAIRE

Please upload your completed questionnaire and any 2024 tax documents that you received. If you're a new client, we also need a copy of your 2023 tax return (federal and state).

Website to upload documents: www.3-it-accounting.com

Phone: 571-366-1786
Fax: 571-312-4229
www.3-it-accounting.com