



## 2018 HEALTH INSURANCE QUESTIONNAIRE (REQUIRED)

Starting in 2014, most people were required to have health insurance. This questionnaire is required to be completed in order for us to prepare your 2018 tax return.

Please answer the following questions:

1. Did you receive a Form 1095-A, 1095-B, or 1095-C for 2018?

Yes  
No

2. Did you have health insurance for every month of 2018?

Yes  
No  
(Please indicate months without insurance)

	Jan	Feb	Mar	Apr	May	Jun
	Jul	Aug	Sep	Oct	Nov	Dec

3. Did your spouse have health insurance for every month of 2018?

Yes  
No  
No Spouse  
(Please indicate months without insurance)

	Jan	Feb	Mar	Apr	May	Jun
	Jul	Aug	Sep	Oct	Nov	Dec

4. Did everyone else on your tax return have health insurance for every month of 2018?

Yes  
No  
No Dependents  
(Please indicate months without insurance)

	Jan	Feb	Mar	Apr	May	Jun
	Jul	Aug	Sep	Oct	Nov	Dec

5. If you had health insurance, did you, your spouse or your dependents receive premium assistance through a Health Care Exchange?

Yes  
No

6. If you answered "NO" to question 2, 3, or 4, can you tell us why that person does not have health insurance?

(Check all that apply)

- My employer doesn't offer insurance
- My employer offers insurance, but it's too expensive
- I tried to get health insurance but was denied due to my health
- Insurance is too expensive
- I receive services at a low-cost or free clinic
- I might be eligible for Medicaid but haven't applied
- I don't want/need insurance
- Other: \_\_\_\_\_

## 2018 DUE DILIGENCE QUESTIONNAIRE

\*\*\* NEW IRS REQUIREMENT FOR 2018 \*\*\*

Tax preparers are required to have documentation regarding filing status and dependents. This questionnaire is required to be completed in order for us to prepare your 2018 tax return.

Please answer the following questions:

1. Is there a change in the number of dependents you can claim?

Yes

No

(If yes, please update Page 7 with new dependent's personal information)

2. Did all dependents live with you in the US for the entire year (except temporary absences)?

Yes

No

If no, list dependent(s) and number of days they lived with you below:

Dependent: \_\_\_\_\_ Days: \_\_\_\_\_

Dependent: \_\_\_\_\_ Days: \_\_\_\_\_

3. Did you (and your spouse if you MFJ) provide over half of each dependent's support?

Yes

No

If no, list the dependent(s) who you did not provide over half of their support:

Dependent: \_\_\_\_\_

Dependent: \_\_\_\_\_

4. Did any dependent have income over \$4,149 in 2018?

Yes

No

5. Did you (and your spouse if MFJ) pay over half of the cost of you and your dependent's home in 2018?

Yes

No

If no, explain: \_\_\_\_\_

6. Did you release any dependent(s) to someone else?

Yes

No

If yes, list the dependent(s) whose claim was released below:

Dependent: \_\_\_\_\_

Dependent: \_\_\_\_\_

7. Do any of your college attending dependents have a felony drug conviction?

Yes

No

If yes, list those dependent(s)

Dependent: \_\_\_\_\_

Dependent: \_\_\_\_\_

QUESTIONNAIRE – TAX YEAR 2018

- Did your marital status change?  
If yes, how? \_\_\_\_\_ and update page 7.
- Is there a change in the number of dependents you can claim? If yes, update page 7.
- Did you use your car on the job, other than for commuting? If yes, update page 10.
- Did you contribute to a Traditional or Roth IRA for 2018? If yes, update page 11.
- If you haven't already contributed to a Traditional or Roth IRA for 2018, do you plan to?  
If yes, update page 11.
- Did you pay any student loan interest?  
Include Form 1098-E's and update page 11.
- Did you or your dependents incur any higher-education expenses?  
Include Form 1098-T & update page 11.
- Did you make a contribution to a 529 plan? (Otherwise known as a "qualified tuition plan")  
If yes, update page 11.
- Did you make a withdrawal from an education savings/529 Plan?  
If yes, include Form 1099-Q.
- Did you make a withdrawal or contribution to an HSA or MSA?  
If yes, include Form 1099-SA and update page 12.
- Did you have any non-reimbursed employee business expenses? If yes, update page 13.
- Did you have an allowance or expense account at work? If yes, update page 13.
- Did you incur any job-seeking expenses? If yes, update page 14.
- Did you incur moving costs due to a job change?  
If yes, what was the date of the move? \_\_\_\_ / \_\_\_\_ / 2018  
Please include a list of all moving expenses. Also, was the move over 50 miles?    Yes    No
- Did you sell, exchange, purchase, abandon, or foreclose on any real estate?  
If yes, include all 1099's & settlement statements.
- Did you purchase a home in 2008 and claim the First-Time Homebuyer Credit?  
If yes, include that return unless we prepared it.
- Did you refinance or take out a home equity loan during 2018?  
If yes, include all 1098's forms and closing statements.
- Did you sell or dispose of any stock in 2018?  
If yes, include all 1099 forms, brokerage statements, and cost basis info
- Did you own any stock that became worthless in 2018?  
If yes, include brokerage statements.
- Did you sell an existing business or rental property?  
If yes, include closing statements.
- Did you start a new business or purchase rental property?  
If yes, update & include any closing statements.

Yes No

QUESTIONNAIRE – TAX YEAR 2018 (...CONTINUED)

Did you have ownership interest in a partnership or S-Corporation?  
If yes, include all K-1 schedules.

Did you receive any payments from property sold prior to 2018?

Do you have children that earned investment income?  
If yes, include their Form 1099's.

Did you incur a casualty or theft loss?  
If yes, describe: \_\_\_\_\_

Did you make gifts of more than \$15,000 to any individual?  
If yes, describe: \_\_\_\_\_

Did you own any foreign assets other than through a US brokerage account or are you a signer on any foreign accounts?  
If yes, include all documentation and speak with your preparer about these assets.

Did you have any affiliation with a foreign bank or brokerage account in 2018?  
If yes, include documentation.

Did you receive a payment and/or make a withdrawal from a retirement account?  
If yes, include Form 1099-R.

Did you receive any disability income?  
If yes, include income documentation.

Did you receive any gambling winnings?  
If yes, Total losses were: \$ \_\_\_\_\_ include all W-2G(s) forms and documented losses.

Did any of your life insurance policies mature, or did you surrender a policy?

Did you cash any Series EE or I Series U.S. Savings bonds issued after 1989?  
If yes, include all documentation.

Did you have any debt canceled or forgiven in 2018?  
If yes, include all 1099-A forms or 1099-C forms.

Did you make any purchases in 2018 for which sales or use tax was not paid?  
If yes, amount: \$ \_\_\_\_\_

Do you want to allocate \$3 to the Presidential Election Campaign Fund?

Do you want to contribute to the MN Wildlife Fund?  
If yes, amount: \$ \_\_\_\_\_

Did you make any energy saving home improvements to your home?  
If yes, describe: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Did you receive correspondence from the IRS or state tax authorities?  
If yes, include a copy of any correspondence received.

Are you a public safety benefit recipient who has insurance premiums withheld directly from your PERA benefits?

Did you 'mine', buy, sell, or exchange a crypto currency (for example, bitcoin); or use and/or receive a crypto currency as payment for goods or services?