

***Loomis Tax Service  
Questionnaire & Organizer***

**Tax Year 2023**

*Please Complete and Include w/Materials*

**Client Name(s):**

**Best Contact Phone:**

**Compared to the year 2022, in 2023.....**

**YES**

**NO**

**If yes, explanation or provide new:**

Did your address phone number or email change?

Did your marital status change?

Did the members living in your household change?

Do you have any new dependents?

Do you have any relevant changes to report?

**General Questions for all: In 2023....**

**If yes, please provide:**

Did you/your spouse, maintain living quarters in NYC for any part of the year?

Number of days spent in NYC

Did you/your spouse, pay for Long Term Care Insurance? (ex: for future nursing home care; not medical insurance)

Total paid in 2023 for premiums for each individual

Did you make estimated tax payments in 2023?  
(Do not include tax withheld from wages, retirement or other income)

Amounts and dates **of each payment** made to the Dept of Treasury (IRS) **and** any/all states

Were you, your spouse or a dependent enrolled in college?

**1098-T** (issued by college) **AND** transaction history that shows items billed and payments received in 2023

Did you pay childcare expenses for a dependent under 13 years of age?

Name, ID#, address of provider and total paid per child

Were you/your spouse, a volunteer firefighter or ambulance worker for the **entire 2023 year?**

Name and address of station

Were you/your spouse an educator who incurred out of pocket costs for instruction, including PPE?

Total costs paid in 2023 per educator

Did you/your spouse pay interest on student loans for *which you are legally responsible?*

1098-E from loan processor or bank

Did you/your spouse receive unemployment benefits?

1099-G from issuing state

Did you/your spouse purchase health insurance from the Marketplace? (NYS of Health or other state/federal insurance marketplace)

1095-A

Did you/your spouse purchase an item or service online, over the phone, or out of state, while a NYS resident, and not pay full NYS sales/use tax on it?

Sales Tax figure to be added to your NYS return

Did you take funds out of a 529 Plan?

1099-Q

Did you/your spouse have any debts cancelled or forgiven by a bank or credit card company?

1099-C

Did you/your spouse receive wages?

W-2 form(s)

Did you/your spouse take funds from any retirement accounts or receive retirement income?

1099-R form(s)

Did you/your spouse receive social security?

1099-SSA form(s)

Did you receive a 1099-K form?

Activity engaged in, explanation of why you received form. Service provided, product sold.  
*Will require further discussion.*

General Questions for all: In 2023....	YES	NO	If yes, please provide:
Did you rent your home, a portion of your home, your vacation home, your second home?			Number of days used personally and number of days rented. <i>Will require further discussion.</i>
Did you/your spouse contribute to an IRA?			Type of IRA and amount contributed per person.
Have you/your spouse been convicted of Bribery involving public servants, and related offenses, corrupting or defrauding the government?			
Did you sell any stocks, bonds, mutual funds or other investments or assets?			Consolidated brokerage statements and any/all 1099-INT; 1099-DIV; 1099-B forms; Cost and sales figures
Did you/your spouse, at any time in 2023, have signature authority or financial interest in any foreign financial accounts or trusts?			Name of country(ies); Highest balance of account in 2023
At any time during 2023 did you/your spouse, receive (as award, reward or payment), or sell, exchange, gift or otherwise dispose of a digital asset or any financial interest in a digital asset?			<i>(If yes more questions will be asked or please provide details. Does not include digital assets purchased or held in a wallet for the entire year.)</i>

**Dependents who lived in your household in 2023:**

***RETURNING CLIENTS:*** *List dependents who lived in household and for # of months during 2023. Don't have to provide SS# and DOBs for all returning. Provide info for new dependents. (Spouses are not dependents)*

*New Clients please provide all information.*

Dependent Name:

# Months lived w/you in 2023:

DOB/SS# (if new):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Driver's License(s) or State ID:** *(If do not have either, indicate such)*

***Taxpayer Name:*** \_\_\_\_\_ ***Spouse Name:*** \_\_\_\_\_

***Issuing State:*** \_\_\_\_\_ ***Issuing State:*** \_\_\_\_\_

***DL/ID#:*** \_\_\_\_\_ ***DL/ID#:*** \_\_\_\_\_

***Issue Date:*** \_\_\_\_\_ ***Exp Date:*** \_\_\_\_\_ ***Issue Date:*** \_\_\_\_\_ ***Exp Date:*** \_\_\_\_\_

***First 3 characters Doc ID\*:*** (NY only): \_\_\_\_\_ ***First 3 characters Doc ID\*:*** (NY only): \_\_\_\_\_

*\*(DOC ID is a 10 character alphanumeric ID# found on back of license or bottom, right on front. (Ex: 3B4)*

***On enhanced licenses, it begins after line on back that starts "IDUSA" – pick up first 3 characters after the "A".***

*Ex: "IDUSA3B4..."*

**Direct Deposit Information:**

If you have a refund(s) would you like to receive: **DIRECT DEPOSIT** \_\_\_\_\_ **PAPER CHECK** \_\_\_\_\_

Name of Bank/Credit Union: \_\_\_\_\_ **Checking** \_\_\_\_\_ **or Savings** \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Write "same as last year" if returning client using same bank account.**