

SETH ENTERPRISES
CLIENT QUESTIONNAIRE

CLIENT NAME: _____

Please check the appropriate box and include all necessary details

Yes No

Personal Information

- Did your marital status change during the year? If yes, explain _____
- Did your residence change during the year?
- Do you (and/or your spouse) want to allocate \$3 to the Presidents Election Campaign Fund?
- Did you open any new bank or brokerage accounts in 2011?
- Are you in the military?

Dependent Information

- Were there any changes in dependents from the prior year? If yes, explain _____
- Do you have any dependent children under 19 years (or 24 yrs if college student) with investment income over \$1,900?
- Did you contribute to a Sec 529 plan or Coverdell Education Savings account this year?
- Did you maintain a home for someone not claimed as a dependent?
- Can you be claimed as a dependent by another taxpayer?

Purchases, Sales and Debt Information

- Did you sell, exchange, or purchase any real estate (including your home during the year? *If yes, provide HUD1 statements*)
- Did you take out a home equity loan or line of credit this year OR refinance any property? *Provide HUD1 closing stmt.*
- Did you start or dispose of a business during the year?
- Did you acquire a new or additional interest in a partnership or S Corporation?
- Did you dispose of any stock/mutual fund during the year? *Provide original cost, sales price, and purchase/sale dates*
- Was any of the stock sold "Qualified Small Business Stock" held for 5 years?
- Did you exercise any employer stock options this year?
- Did you participate in puts, calls or "short the box" stock transactions?

Income Information

- Did you make any rollovers, withdrawals, or conversions from any retirement account including conversions to ROTH IRA?
- Did you receive any income from property sold prior to 2011?
- Did you have any foreign income or pay any foreign taxes?
- Did you receive any lump-sum payments from a pension or profit-sharing plan?
- Do you make frequent sales on Amazon, Ebay, Craigs list or any similar websites?
- Did you receive any Social Security retirement benefits, disability, or unemployment income?
- Did you cash in any US Savings bonds?
- Did you receive employer-provided educational assistance?
- Did your dependent college student receive educational benefits?
- Did you receive a damage award for personal injury, sickness, or discrimination?
- Did you pay or receive alimony (not child support)?
- Did you receive income from real estate rental? If yes, refer to Tax Document Checklist (pg 3) for required information.
- Did you receive income from rental of tangible property?
- Did you go through a foreclosure or bankruptcy and was your home mortgage debt forgiven by the lender?
- In 2011, were you reimbursed for any expenses you had paid and deducted in 2010?

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Deductions

- Was the fair market value of your home less than your primary loan balance when you purchased or refinanced your home?
- Do you have a home equity loan/line of credit? *What is the balance as of 12/31/11 _____ & 12/31/10 _____*
- Did you incur an unreimbursed casualty or theft loss greater than 10% of your income?
- For cash or check contributions over \$250 each, do you have written acknowledgement from **all** the charities?
- Did you have any *unreimbursed* employee expenses or allowance?
- Did you use your car on the job other than for commuting?
- Did you incur education expenses for yourself or your dependent(s)?
- Did you pay any student loan interest this year?
- Did medical expenses exceed 7.5% of your income?
- Did you have any moving or job-seeking expenses?
- Did you purchase a car, motorcycle, boat, plane, motor home? If yes, bring documentation showing sales taxes paid.
- If you are a teacher, do you have unreimbursed expenses for teaching supplies? If yes, amount \$
- Do you have a Health Savings Account (HSA) or Medical Savings Account (MSA)? If yes, attach Form 1099-SA
Also provide (a) deductible \$, (b) contribution \$, (c) qualified withdrawals, (d) coverage - single or married
- Did you take a distribution from the HSA/MSA plans and **not** use the money for qualified medical expenses?
- If you are self-employed, did you pay health insurance premiums for yourself and family? How much? \$ _____
- Did you incur early withdrawal penalty on your certificates of deposit?
- Do you have Long Term Care insurance policy? If yes, please list premiums paid.

Tax Credit Information

- Did you receive a \$7,500 first-time buyer credit for primary home purchased by 12/31/2008?
- Did you incur childcare expenses? If yes, provide name, address, Soc Sec#/EIN, and amount paid by provider for each child.
- Did you start an adoption process?
- Did you purchase an electric plug-in vehicle? *If yes, list make, model, and year*
- Did you make energy-efficient home improvements to your personal residence in 2011?
- Did you own or invest in a business primarily engaged in manufacturing?

Miscellaneous Information

- Do you have a bank account, trust, or other financial accounts in a foreign country?**
- Did you or your spouse make gifts of more than \$13,000 to any individual?
- Are you covered by a pension plan (even if you do not contribute)?
- Did you make any Roth or traditional IRA contributions? If not, can you contribute towards your retirement by 4/15?
- Have you **ever** made a non-deductible IRA contribution? *If yes, list each year and amount.*
- Has the IRS, state or local taxing authority sent any notices/ correspondence? *If yes, provide copy of notice.*
- Would you like to have your refund deposited directly to your bank account? If yes, please attach a voided check.
- Do you have a current will and power of attorney for health care and financial decisions?
- If you transferred assets to a different stock broker, have you provided them the cost basis of all your stocks?
- Do you expect significant changes in income, expenses or dependents in 2012? If yes, explain