2018
QUESTIONNAIRE

METZGER
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CERTIFIED PUBLIC ACCOUNTANTS

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2018 Questionnaire - Required to Begin

Compliance regulations require that we, as your income tax return preparer, obtain the following information from you each year. We ask that you read, answer and return this questionnaire. Questions apply to you, your spouse and all dependents reported on your tax return. **Questions changed from last year to keep up with new tax laws. Please do not assume we already have this information.**

***** We cannot begin your tax returns until this Questionnaire is completed, signed, dated (page 7) and returned, along with the signed "Letter of Engagement". Please PRINT. *****

Section 1. - Personal Information - required for e-filing verification, skipping lines will delay processing.

A. Print your names: ______________________ Spouse: ______________________

B. Current address: ____

C. Current email: ____

D. Current telephone: (______)____________________ **(CIRCLE ONE)** Work Cell Home

E. Driver's license info or other state ID for you and your spouse - required for e-filing security.

Print Your Name	____________	____________
Driver license / State ID#	____________	____________
State (IN, MI, etc.)	____________	____________
Date issued	____________	____________
Date expires	____________	____________

F. Did your marital status change during the year? **(CIRCLE ONE)** Yes No

G. Did you pay quarterly estimated tax payments for 2018? **(CIRCLE ONE)** Yes No
If yes, print date and amounts paid:

	Amount	Amount
Date: ____________	IRS: ____________	State: ____________
Date: ____________	IRS: ____________	State: ____________
Date: ____________	IRS: ____________	State: ____________
Date: ____________	IRS: ____________	State: ____________

Section 2. - Health Insurance More than one may apply to your family.

A. Were you or spouse enrolled in Medicare at any time during 2018? **(CIRCLE ONE)** Yes No

If yes, print name	Circle the months you were enrolled in Medicare
____________	All Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec
____________	All Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

If you need assistance completing this questionnaire, please call Metzger, Mancini & Lackner, CPA's at (574) 232-9973. We are happy to help!

Section 2. - Health Insurance *(Continued)*

B. Did you or your spouse have health care coverage through the government marketplace (Obamacare) during 2018? **(CIRCLE ONE)** Yes No

If yes, please provide Form 1095-A, which is issued by the marketplace. You may receive more than one Form 1095-A for 2018. We need all the forms you receive.

C. Were you and/or your spouse insured through an employer plan or a private policy during 2018? **(CIRCLE ONE)** Yes No

Provide Form 1095-B, 1095-C or other proof of insurance document. If you participated in more than one employer plan during the year, you should receive, and we need, a form from each health plan.

D. Were you issued a hardship exemption by the government marketplace during 2018? **(CIRCLE ONE)** Yes No

Provide the government issued exemption certificates issued for each member of your family.

E. If an individual listed on your tax return **did not have** insurance coverage during 2018, provide the uninsured individual's name **and circle each month** that person was not insured.

Uninsured Individual's Name	Please circle all months NOT insured
______________________	All Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec
______________________	All Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec
______________________	All Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

Section 3. - Identity Theft, Foreign Assets and Foreign Income

A. Did you or any of your dependents receive an Identity Protection PIN (IP PIN) from the IRS for 2018? Yes No
If yes, please provide the IRS letter for 2018

B. Did you receive any notice or correspondence from the IRS or state? Yes No
Please provide us with a copy, if you have not already done so.

C. At any time during 2018 did you, your spouse or your dependents own an interest in, or have signature authority over, any financial account (checking, savings, securities or a brokerage account) located in a foreign country? Yes No

For question C above, include accounts shared with dependents that may be temporarily abroad (a college student studying overseas), or a parent living in another country.

Ignore foreign assets/stocks in a US administered broker account, even if your broker account says foreign taxes were paid.

D. During 2018 did you receive a distribution from, or were you the grantor of, or transferor of money to, a foreign trust? Yes No

Section 3. - Identity Theft, Foreign Assets and Foreign Income *(continued)*

E. To the best of your knowledge, do you own any foreign property, hold a business interest in an entity located in a foreign country, or have retirement accounts in a foreign country? Yes No

Section 4. - Dependent Information (if N/A, draw line through section)

A. Are there any changes in dependents to be claimed from last year? Yes No
If yes, please provide name, date of birth, social security number and relationship (son, daughter, parent, etc.)

B. In the case of a divorced or separated family, do you have a signed Form 8332 allowing you to claim the child as your dependent? Yes No
If yes, provide signed Form 8332.

C. Did any dependent children earn income from a summer job, a part-time job, work study while at college, or as a 1099 payee in 2018? Yes No
If yes, has a tax return already been filed for the dependent? Yes No
If no, would you like us to prepare them for an additional fee? Yes No

D. Do you have any dependent children under the age of 19, or a full time student under age 24, with interest, dividends, and capital gains, etc. greater than $2,100 in 2018? Yes No
If yes, has a tax return already been filed for the dependent? Yes No

E. Did any of your dependents have income from a trust in 2018? Yes No
If yes, has a tax return been filed for the dependent? Yes No

If your dependent already filed a tax return, please provide us a copy. Your dependent's return could have a significant impact on how we file your return.

Section 5. - Income

A. Did you receive payments in 2018 from real estate you sold in a prior year? Yes No
If yes, we will need details of the sale, if not already provided.

B. Did you sell an existing business, rental, or other property in 2018? Yes No
If yes, attach a signed copy of the closing papers.

C. Did you sell any stocks, bonds, cryptocurrency, etc. in 2018? Yes No
If yes, provide purchase cost and purchase date(s)

D. Did you receive payments from a pension, profit sharing or 401(k) plan, Traditional IRA, Roth IRA, Keogh, SIMPLE or SEP in 2018? Yes No
If yes, provide Form 1099R

E. Did you receive any disability income during 2018? Yes No
If yes, provide documentation

F. Did you cash out any Series EE or U.S. Savings bonds in 2018 that were originally issued after 1989? Yes No
If yes, provide documentation

G. Did you have any other income to be reported, such as income from unemployment, gambling earnings, lottery winnings, awards, etc.? Yes No
If yes, provide documentation

Section 6. - Purchases, Sales and Debt Information

A. Did you start a new business in 2018? Yes No
If yes, call our office to discuss, if you have not already done so.

B. Did you acquire a new interest in any partnership or S Corporation? Yes No

C. Did you take out a home equity loan this year? Yes No
If yes, did you use the proceeds to improve your principal residence? Yes No

Section 7. - Itemized Deductions (NEW RULES THIS YEAR)

We ask that you provide the following, even if you plan to use the standard deduction, as certain items may qualify for state deductions and credits.

A. Did you list and summarize your 2018 out-of-pocket medical expenses? Yes No

B. Did you include mortgage and property tax statements for all properties owned? Yes No

C. Did you attach copies of your 2018 registration cards for personal vehicles, boats, trailers, etc. Yes No

NEW RULES - Casualty losses
Only casualty losses caused by fire, flood, wind, etc. in a federally declared disaster area are deductible in 2018. A list of qualifying federal disasters is available at www.FEMA.gov/disasters <http://www.FEMA.gov/disasters>. Please provide details on your casualty loss.

NEW RULES - Unreimbursed work expenses
In prior years, a deduction for unreimbursed work expenses (mileage, meals, telephone, etc.) was allowed. The new 2018 rules no longer allow these deductions. If you have not already, we suggest you request reimbursement from your employer.

Section 8. - Charitable Donations

IMPORTANT - Donations paid directly to individuals, "Go-fund-me" accounts, political parties, political action committees or political campaigns **are not deductible**. Do not include below.

A. If you donated to not-for-profit charities by check or credit card in 2018, please provide a detailed list showing the following for each donation:

Name of Charity:	Date Paid:	Dollar Amount:
________________	__________	__________
________________	__________	__________
________________	__________	__________

Need more space? Please continue your list on separate piece of paper. Keep receipts from the organization to prove your donation.

*** Please provide this list even if you do not itemize deductions on your federal return. Certain donations qualify for state credits. ***

Section 8. - Charitable Donations *(continued)*

B. If you donated clothing, furniture, household items, shares of stock or other non-cash items in 2018, we are required to report all the following information for non-cash donations:

Charity name and full address (street, city, state, zip)
List of items donated
Fair market value of donation (you must determine this amount)
Date of donation

Stating that you donated "6 bags of clothes" is no longer adequate. You are responsible for a detailed list of items and the dollar value of each item donated (example: 30 sweaters, $3 each).

Large value items may require an appraisal before a deduction is allowed. Please provide the letter, if received, from the charity showing they received the non-cash items.

C. Did you make any charitable donations directly from your IRA required minimum distribution? Yes No
If yes, please provide documentation from the IRA company.

D. Did you contribute to an Indiana Scholarship Granting Organization, (SGO) or an Indiana Neighborhood Assistance Program, (NAP) ? Yes No
If yes, provide the certification letter from the organization. We must attach the letter to the Indiana return and paper file the Indiana return.

Section 9. - Other Information

A. Did you pay student loan interest during 2018? Yes No
If yes, provide Form 1098E

B. Did you gift a total of $15,000 or more to any individual during 2018? Yes No
If yes, please provide name of individual, date and amount of gift.
Please note that "gifts" include money, cars, stocks, artwork, etc.

C. Did you deposit into any Traditional IRA accounts in 2018? Do not include retirement plan contributions through your employer or Simple Plans. Yes No
If yes, please provide a statement from the IRA company.

D. Did you deposit into any Roth IRA accounts in 2018? Do not include retirement plan contributions through your employer or Simple Plans. Yes No
If yes, please provide a statement from the IRA company.

E. Did you deposit into a health savings account (HSA) in 2018? Yes No
If yes, please provide Form 5498-A from your HSA provider

F. Did you withdraw from a health savings account (HSA) in 2018? Yes No
If yes, please provide Form 1099-SA from your HSA provider

G. Did you pay college education expenses for you, your spouse, or a dependent during 2018? Yes No
If yes, provide Form 1098-T from the college or university and copies of the tuition bills.

Section 10. - Indiana Residents Only

A. Your county of residence on January 1, 2018 ____________ Spouse ______________
Your county of employment on January 1, 2018 ____________ Spouse ______________

B. Homeowners - Please provide the real estate taxes paid on your residence. and the Indiana property tax statements.

C. If you rented a house or apartment, provide the name and address of the landlord, the number of months rented and total rent paid.

D. Did you deposit into an Indiana College Choice 529 Investment Plan in 2018? Yes No
If yes, please provide the December 31, 2018 statement showing the account number and the amount deposited.

E. Did you withdraw from an Indiana College Choice 529 Investment Plan in 2018? Yes No
If yes, please provide Form 1099-Q.

F. Did you incur education expenses (tuition, fees, books) for dependents who attended an Indiana private school or home school in grades K - 12? Yes No
If yes, provide costs paid for each dependent separately.

G. Did you purchase any items from out-of-state businesses on which sales tax was not charged (i.e. online purchases)? Yes No
If yes, enter total purchase price $ ____________________

Section 11. - Michigan Residents Only

A. Homeowners - Please provide the real estate taxes paid on your residence and the Michigan property tax statements and the dates you made your payments.

B. Renters - Please provide address of home you rented, Landlord's name and address, number of months rented and the total rent paid for the year.

C. Did you pay tuition to a Michigan college? Yes No

D. Did you purchase any items from out-of-state businesses on which sales tax was not charged (i.e. online purchases)? Yes No
If yes, enter total purchase price $ ____________________

E. Please provide your Michigan School District ______________________________

Section 12. - Final Review

A. Did you read and answer all the questions in this questionnaire? Yes

B. Did you read and sign the "Letter of Engagement" Yes
Please return the "Letter of Engagement" with this questionnaire.

Section 12. - Final Review *(continued)*

C. Did you attach **all** your documents to this questionnaire necessary to complete your tax return? (W-2s, 1099's, etc.) Yes No

If no, please indicate any additional information you believe is missing.

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D. If you want refunds deposited directly to your bank, please provide the following. Please print clearly. You will be required to verify this information on your return.

DO NOT ASSUME we have this from last year. Missing information will delay processing

Credit Union or Bank name ____________________

Routing number ____________________

Checking account number ____________________

or Savings account number ____________________

E. Unless otherwise instructed, we will electronically file your tax returns. We will return your original documents to you, along with a paper copy of your completed returns, for your files.

Only when requested by you in writing, and **for an additional fee of $25.00** per tax return year, will we provide you a scanned copy of your federal and state tax returns as an attachment to an email using an email address that you designate or on a USB device that you provide.

Do you wish to have a scanned copy of your return? Yes No

F. An increasing number of third parties (bank loan departments, financial advisors, lawyers, etc.) are requesting copies of your tax documents for their files.

Would you like us to make an additional copy of your tax documents for your files so that, if needed, you have copies to provide to other parties? Additional copy charges will apply. Yes No

I, the undersigned, have read the above questionnaire and answered each question to the best of my ability on my behalf, and on behalf of all persons claimed on my income tax return in 2018.

______________________________ Date____________________

______________________________ Date____________________

Thank You!