

SCN Accounting and Tax Services – New Client Intake Sheet

First Name: _____ MI: _____ Last Name: _____

SSN #: _____ DOB: _____ Occupation: _____

Street Address: _____ Apt#: _____ City: _____

State: _____ Zip: _____ County: _____ Home #: _____

Cell #: _____ Email: _____

Are you legally married? _____

Spouse information:

First Name: _____ MI: _____ Last Name: _____

Cell #: _____ SSN: _____ DOB: _____ Occupation: _____

Email: _____

Did you receive the 3rd stimulus check (\$1,400)? If so, how much did you receive? _____

Did you receive the advance child tax credit? If so, please provide IRS letter 6419 _____

Did you receive the Maryland Earned Income payments? If so, how much did you receive? _____

Yes No Unsure *Part I – Income – Last Year, Did You (or Your Spouse) Receive*

1. Wages or Salary? (Form W-2) If yes, how many jobs did you have last year?
2. Tip Income?
3. Scholarships? (Forms W-2, 1098-T)
4. Interest/Dividends from: checking/savings accounts, bonds, CDs? (Forms 1099-INT, 1099-DIV)
5. Refund of state/local income taxes? (Form 1099-G)
6. Alimony income or separate maintenance payments?
7. Self-Employment income? (Form 1099-MISC, cash)
8. Income (or loss) from the sale of Stocks, Bonds or Real Estate? (including your home)
9. Disability income? (such as payments from insurance, or workers' compensation) (Forms 1099-R)
10. Payments from Pensions, Annuities, and/or IRA? (Form 1099-R)
11. Unemployment Compensation? (Form 1099G)
12. Social Security? (Forms SSA-1099, RRB-1099)
13. Income (or loss) from Rental Property?
14. (B) Other income? (gambling, lottery, prizes, awards, jury duty, Sch K-1)

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Yes No Unsure *Part II – Expenses – Last Year, Did You (or Your Spouse) Pay*

- 1. Alimony or separate maintenance payments? If yes, do you have the recipient's SSN?
- 2. Contributions to a retirement account? IRA (A) Roth IRA (B) 401K (C) Other (D)
- 3. College or post-secondary educational expenses for yourself, spouse or dependents? (Form 1098-T)
- 4. Medical expenses? (including health insurance premiums)
- 5. Home mortgage interest? (Form 1098)
- 6. Real estate taxes for your home or personal property taxes for your vehicle? (Form 1098)
- 7. Charitable contributions?
- 8. Child or dependent care expenses such as daycare?
- 9. For supplies used as an eligible educator such as a teacher, teacher's aide, counselor, etc.?
- 10. Expenses related to self-employment income or any other income you received?
- 11. Student loan interest? (Form 1098-E)

Yes No Unsure *Part III – Life Events – Last Year, Did You (or Your Spouse)*

- 1. Do you have health insurance from the Maryland Marketplace? (1095-A form)
- 2. Have a Health Savings Account? (Forms 5498-SA, 1099-SA, W-2 with code W in box 12)
- 3. Have debt from a mortgage or credit card cancelled/forgiven by a commercial lender?
- 4. Buy, sell or have a foreclosure of your home? (Form 1099-A)
- 5. Buy, sell or have crypto currency transactions?

Yes No Unsure *Part IV – Miscellaneous Questions – Last Year, Did You (or Your Spouse)*

- 1. Did you give a gift of more than \$15,000 to one or more people?
- 2. Did you sell your home?
- 3. Did you earn any foreign income or pay any foreign taxes?
- 4. Did you have a financial account in a foreign country (i.e. bank account, securities account, etc.)?
If yes, did you aggregate value of all financial accounts exceed \$10,000 at any time during
2021? yes no

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5. Did you pay any expenses related to the adoption of an eligible child?
6. Are you currently repaying the First-Time Homebuyer Credit?
7. Estimated Tax Payments: Federal estimated payments: _____