

Intake Interview Sheet 2023 – Precisely Tax Solutions Corp

1. Name _____ Social Security # _____
2. Date of Birth _____ Occupation _____
 Address _____ Apt _____ City _____ State _____ Zip _____
 E-mail _____ Cell _____ Work _____
 Marital Status: Single _____ Married _____ Divorced _____ Widower _____ Separated _____
3. Spouse Name _____ Social Security No. _____
 Date of Birth _____ Occupation _____
 E-mail _____ Cell _____ Work _____
4. Bank Information: Bank Name _____ Checking _____ Savings _____
 Routing Number (ABA) _____ Account Number _____
Would you like to pay for the office service with your refund? Additional fees apply. **Yes** _____ **No** _____
Refund Options: IRS Check _____ Direct Deposit _____ Prepaid Card _____ Refund Sent to Office _____
5. Would you like to apply for an "Advance Loan" of your refund up to \$6,000? Fees apply. **Yes** _____ **No** _____
6. **Did you receive any of the following types of income?** Soc Sec _____ Disability _____ Wages _____
 Dividends _____ Gambling Winnings _____ Tips _____ Interests _____ Retirement _____
 Alimony (if divorced before 2018) _____ Cancelled Debt of any kind? _____ Did you sell your House? _____
 Rental Income _____ Foreign Income _____ Unemployment _____ Other _____
7. **Did you receive any of these forms?** W-2, W-2G, Sch K-1, 1098-Mortgage, 1095-A, 1098-E, 1098-T
or Any type of Form 1099? A, B, C, E, G, K, Q, DIV, INT, MISC, NEC, SSA, **Yes** _____ **No** _____
Did you receive any type of Non-Taxable Income such as Child Support _____ Housing Subsidy _____
 Public Assistance _____ Food Stamps _____ Family Help _____
8. Do you have any foreign bank account in which you had more than US\$10,000 during 2023?
Yes _____ **No** _____. If yes, did you file your Foreign Bank Account Reporting (FBAR)? **Yes** _____ **No** _____
9. **Do you have any dependents that you will claim this year?** **Yes** _____ **No** _____

Full Name	Date of Birth	Social Security Number	Relationship	Number of Months Lived With You in USA-2023

To qualify for the EIC and other refundable credits these questions must be answered.

- a. Could another person claim you or any of your dependents? **Yes** _____ **No** _____.
- b. Did your dependent live with you for more than 6 months in 2023? **Yes** _____ **No** _____.
- c. Did your dependents have any taxable or investment income? **Yes** _____ **No** _____.
- d. Were you or your spouse a non-resident alien for any part of 2023? **Yes** _____ **No** _____.
- e. Was your child a US citizen or legal resident alien for more than 6 months in 2023? **Yes** _____ **No** _____.
- f. Did you receive investment income of more than \$11,000.00 in 2023? **Yes** _____ **No** _____.
- g. Was your child between the ages of 18 and 24 years old and a full-time student for at least one semester in 2023? **Yes** _____ **No** _____. If yes, what school did your dependent(s) attend?

Name of School for Dependent No. 1	Name of School for Dependent No. 2	Name of School for Dependent No. 3

Is there any form 8332, **RELEASE OR REVOCATION OF CLAIM TO EXEMPTION FOR CHILD**, by custodial parent for the year 2023? **Yes** _____ **No** _____.

Did you provide more than half the support for all dependents claimed? **Yes** _____ **No** _____.

Did you receive any financial support from anybody else? **Yes** _____ **No** _____. If yes, from whom? _____

If you are claiming a child who is not your son/daughter, is your adjusted gross income higher than their parents? **Yes** _____ **No** _____.

If the biological parents of the child(ren) are not living with the child(ren), where are the parents?

Where is the Mother? of Child No. 1?	Where is the Mother? of Child No. 2?	Where is the Mother? of Child No. 3?
Where is the father? of Child No. 1?	Where is the father? of Child No. 2?	Where is the father? of Child No. 3?

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10. Childcare Expenses: Amount Paid _____ Provider's Name _____
 SSN or EIN _____ Phone _____
 Address _____ City _____ State _____ Zip Code _____
 Did you receive Form W-10 from the provider? Yes _____ No _____ Did you request it? **Yes** _____ **No** _____

11. Education Expenses: School Name _____
 Address _____ City _____ State _____ Zip Code _____
School EIN _____ Were you enrolled for at least one semester in 2023? **Yes** _____ **No** _____
 Were you a Part or Full-time student? _____ Do you have proof of enrollment? **Yes** _____ **No** _____
 Amount paid out of pocket for: Tuition \$ _____ Books and Materials \$ _____
 Did you make payments for student loans? **Yes** _____ **No** _____.

12. Health Insurance: Did you and every person in the household have health insurance coverage in 2023? **Yes** _____ **No** _____. Did you receive Form 1095-A? **Yes** _____ **No** _____.

13. Were you married, but lived apart from your spouse for the last six months of 2023? **Yes** _____ **No** _____.
 If yes, can you provide proof? **Yes** _____ **No** _____. Examples: Separation Agreement, Lease, Utility bill, etc.

14. Did you make any estimated tax payments to the IRS or any State? **Yes** _____ **No** _____.

Payment to	Date	Apr 18th, 2023	Jun 15th, 2023	Sep 15th, 2023	Jan 17th, 2024
IRS					
State/City No 1					

15. How much did you pay in rent in 2023? \$ _____ Did you live in public housing? **Yes** _____ **No** _____

16. Did you receive the First Time Homebuyer's Credit for a house bought in 2008? **Yes** _____ **No** _____

17. Does anybody owe you money and you have EXHAUSTED ALL REASONABLE EFFORTS to collect it? **Yes** _____ **No** _____. How much is owed to you? \$ _____.

18. Have you been audited by the IRS or any State? **Yes** _____ **No** _____

19. Have the EIC, Education, or any other refundable credit been disallowed to you in previous years? **Yes** _____ **No** _____.

PLEASE READ CAREFULLY THE FOLLOWING INFORMATION

You need to be able to provide the following documents to the **IRS** and/or **STATE(S)**, as proof that you have the right to claim one or more of these credits:

- Child Tax Credit CTC/ACTC - Earned Income Credit EIC - Education Credit
 Head-of-Household - Other Dependent Credit - Child Care Credit**

- Government Issued ID (Driver's License, Passport, Green Card, etc.).
- Social Security Card or ITIN Letter or ITIN Card.
- Dependent(s) Birth Certificate(s), and Social Security Card(s) or ITIN.
- Proof that your dependent lived with you for more than 6 months in 2023, such as A Doctor's Letter, School Letter, Church or Clergy Letter, etc.
- If you are claiming Stepchildren or descendants of them, you must have Marriage, Divorce Certificate, Legal Separation Agreement or Birth Certificates establishing the relationship.
- Your and your relative's birth certificate, if you are claiming a Brother/Sister/Niece/Nephew/Grandchild
- Government Agency or Court Documents, if you are claiming an Adopted or Foster Child.
- A Letter from a Doctor verifying that your dependent is **TOTALLY AND PERMANENTLY DISABLED**.
- Proof that you paid more than half of your home living expenses for 2023, such as Lease, Utility Bills, Mortgage statement, Real Estate Tax Bill, Grocery Receipts, Home Repairs Receipts, etc.
- Proof of Government Assistance Benefits, such as EBT, Welfare, Housing, Section-8, Disability, etc.

TAXPAYER ATTESTATION

By signing this questionnaire, I certify under penalty of perjury, that I have examined this document and that all the information contained in it was provided by me and to the best of my knowledge and belief is true, correct, and complete. I authorize PRECISELY TAX SOLUTIONS CORP to use this information to prepare my 2023 income tax return for which I have adequate records. I understand any false or misleading information may result in additional taxes, interest, and penalties. I also authorize them to send me information regarding additional financial services and other products offered.

Taxpayer	Spouse	Date
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PREPARE'S ATTESTATION

I attest that all information acquired in this questionnaire was obtained from _____, who provided it voluntarily, and to the best of my knowledge is true, correct and complete.

Preparer's Signature	Date
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