

Thank you for filling out this form. Having this information updated annually is **extremely important** for us. We need to be able to get in touch with you in case of **emergency situations** that force us to close the office unexpectedly. This information also helps us fill in your tax forms **more quickly**, and allows us to help monitor your **overall tax health**.

Date: _____

Client: _____ SS#: _____ DOB: _____

Spouse: _____ SS#: _____ DOB: _____

Other than yourself, who are you claiming for this tax year?

Dependent 1: _____ SS#: _____ DOB: _____

Dependent 2: _____ SS#: _____ DOB: _____

Dependent 3: _____ SS#: _____ DOB: _____

Home Phone: _____ Town You Live In: _____

Mailing Address: _____

Occupation:

Client: _____ Spouse: _____

Work Telephone:

Client: _____ Spouse: _____

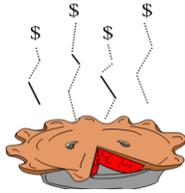
Cell Phone:

Client: _____ Spouse: _____

Email:

Client: _____ Spouse: _____

	Client	Spouse
Do you have a will?	Yes___ No___	Yes___ No___
Do you have a Trust?	Yes___ No___	Yes___ No___
Concerned about long term care costs?	Yes___ No___	Yes___ No___
Do you need Holly's help with any of your investments?	Yes___ No___	Yes___ No___
Do you have a retirement plan?	Yes___ No___	Yes___ No___
Do you have life insurance?	Yes___ No___	Yes___ No___



Members of National
Association of Enrolled Agents

H & R PYE'S

Tax & Accounting Service

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Bath, ME 04530
(207) 443-6183 * Fax (207) 443-8970
www.pyestax.com

Holly D.G. Pye, CMA, EA
Email: hollypye@pyestax.com

Ronald A. Pye, EA
1941-2014

CONSENT TO DISCLOSURE OF TAX RETURN INFORMATION

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose, without your consent, your tax return information to third parties for purposes other than the preparation and filing of your tax return. If you consent to the disclosure of your tax return information, Federal law may not protect our tax return information from further use or distribution.

You are not required to complete this form. If we obtain your signature on this form by conditioning our services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year.

Purpose for forwarding information: _____

Name and address to whom the information is being disclosed:

Duration of consent: _____

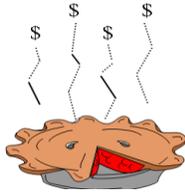
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I, _____, authorize H & R Pye's Tax & Accounting Services to
disclose to _____ information for tax year _____
_____.

Signature: _____ Date: _____

Signature: _____ Date: _____

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email to: complaints@tigta.treas.gov



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Holly D.G. Pye, CMA, EA
Email: hollypye@pyestax.com

Ronald A. Pye, EA
1941-2014

CONSENT TO USE INFORMATION

Due to IRS regulations, we must obtain your permission to use your tax return information for purpose other than the actual preparation of your tax return (i.e. you call asking for advice). Without your written consent, we cannot refer to your tax return or the work papers used in preparation of the return; in order to provide additional services after the return has been completed, paid for and filed.

Federal law requires this consent form be provided to you. Without your consent, unless authorized by law, we cannot use your tax return information for purposes other than the preparation and filing of your tax return. You are not required to complete this form. If we obtain your signature on this form by conditioning our services on your consent, your consent will not be valid. The consent will be valid for a period of 3 years, unless otherwise stated by you.

By signing this form you are consenting for H & R Pye's Tax & Accounting Services to use any and all tax return information contained in your _____ Federal and State Income Tax Returns (Forms 1040, 1040NR, 1040A, 1040EZ, etc. and supporting schedules) for tax projections, tax planning and financial planning based on tax consequences.

H & R Pye's Tax & Accounting Services will not solicit business from you or sell your information to any other party.

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email to: complaints@tigta.treas.gov

Sincerely,

H & R Pye's Tax & Accounting Services

Taxpayer Name

Taxpayer Signature

Date

Spouse Name:

Spouse Signature

Date

EIC QUESTIONNAIRE

Client Name: _____

The IRS continues to intensify its efforts to verify Earned Income Tax Credit (EIC) claims and is holding tax preparers responsible for exercising "DUE DILIGENCE" in preparing such tax returns. Failure to make sufficient inquiries subjects a tax preparer to fines and penalties up to **\$1,530 PER RETURN**. Therefore we will need the following information from you in order to claim an earned income credit. **THIS INFORMATION IS REQUIRED, NO EXCEPTIONS.**

CHILDREN:

Did the child(ren) live with you for the entire year? If not, please explain: _____

Could anyone other than yourself claim the child(ren) as dependent(s)? _____ Who? _____

Did any other adult live in the same household as the child(ren) during the year? _____ Who? _____

What school(s) did the child(ren) attend? _____

Do you have school, daycare, */or medical records for **each** child as evidence of attendance from your address? **WE NEED COPIES OF THESE DOCUMENTS.**

IF YOUR INCOME SUFFICIENT TO SUPPORT YOURSELF & FAMILY?

	MONTHLY	ANNUALLY
INCOME		
RENT OR MORTGAGE PAYMENT		
GROCERIES & OUTSIDE MEALS		
UTILITIES		
RECREATION		
INSURANCE		
CHILD CARE		
AUTO PAYMENTS		
GASOLINE & AUTO SERVICE		
MEDICAL EXPENSES		
TAXES		
ALIMONY		
CONTRIBUTIONS		
OTHER		

IF YOU HAVE A BUSINESS:

How long have you been in business? _____ years

What evidence do you have to support your business? Business cards: _____ Business Stationery: _____

Receipts/receipt books: _____ Business license(s): _____

Do you have a separate business bank account? _____ If not, how do you track business activity? _____

Have you filed any sales tax returns, payroll tax returns? _____

Indicate which of the following you have: Accounting records: _____ Paid invoices/receipts: _____

Log books: _____ Computer records: _____ Mileage Log: _____ Car/truck expenses: _____ Ledgers: _____ Business bank statements: _____

Do you file 1099's for subcontractors? _____

Date: _____

Signature

H&R Pye’s 2016 Personal Check-Off List

Client Name:

Please answer *all* questions on this list, and refer to the table to help you gather your documents, so we can get your tax return completed as quickly as possible. If there is information that we need and do not have at the time of your appointment, you will have homework and you’ll lose your priority of appointment. Open all envelopes before you arrive and bring proof of residency for all dependents.

W2s: # _____	Unemployment	State Tax Refund
1099Rs (profit sharing plans, military pension, IRA distribution, company pension, 401k or 403b distribution, IRA converted to Roth)	Jury Duty	Owner Financing/Installment Sales Income (we need name, address, & SS number)
1099 MISCs (subcontracting income, prizes/awards)	Rental Income (see “Rental Property Check-Off List”)	Business Income (see “business Check-Off List”)
1099 INTs (savings bonds, etc.)	Sick Pay or Disability Pay (not on W2)	Royalties
1099 DIVs (even if reinvested)	Alimony Received	Fuel Tax Credit
Social Security (1099-SSA)	Property Tax Rebate	Unreported Tip Income
W2-Gs (gambling/lottery winnings)	Scholarships/Grants	Any Other Income
K1s (partnerships, S-corporations, Trusts, Estates)	Barter Income	Tax Exempt Interests and Dividends

Did you have a job-related move that increased your commute by at least 50 miles? If yes, we need to know the expenses involved.	Do you pay alimony? If yes, we need the SS number of the person paid, and how much you paid.
Were you a resident of another state during 2016? If yes, we need to know the city, state, and county you lived in, as well as the school district. We need the date you moved. If you rented your home there, we need to know how much rent you paid and the landlord’s name and address.	Do you pay for care for your child or disabled spouse? If yes, we need the name, address, SS number or federal ID number of the provider, and the amount you paid. If you use a Maine Quality Day Care Provider, we need their certificate number. If the provider comes to your home, you may need to issue a W2.
Did you work outside of Maine? If yes, where?	Are you a teacher? If yes, did you have any unreimbursed teaching aid expenses and/or professional development?
Did you pay any educational loan interest? If yes, we need your 1098-E.	Did you have any casualty losses during the year? If you had unreimbursed losses of over 10% of your total income, it may be deductible.
Do you pay any household help (who is over 18 years old) more than \$1000 in a quarter and/or more than \$1900 in the year?	Do you have any worthless securities, stocks, or bad debts?
Did you have any Early Withdrawal Penalties on CDs?	How much have you contributed to your retirement accounts in 2016?
Did you make any gifts to individuals of \$14,000 or more?	Do you plan to put more money into an IRA, Roth IRA, Simple, SEP, KEOGH, or Education IRA by April 15 th ?

Please list all property taxes paid in 2016 for all homes and land that you own, including the due dates, the dates paid, and the amount paid.

Help us save a tree—please bring this list to your appointment with you!

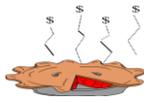


H&R Pye’s 2016 Personal Check-Off List

If you think you might be able to itemize, please provide us with the information requested on this page.

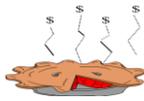
- 1) **HOME:** Do you have a mortgage on your first or second home? If yes, we need to know the amount of interest you paid. If you have refinanced and borrowed more than \$100,000 extra, or borrowed more than your home is worth, we need to know. If you have purchased a home this year, or refinanced your home this year, we need to see your HUD Settlement Statement or disclosure papers. If you are using owner financing, we need the name, address, and Social Security number of the person you pay, as well as the amount of interest you paid them. A second home includes camps, recreational vehicles, boats, condos—anything in which you can cook, sleep, and go to the bathroom.
- 2) **SALES TAX:** For 2016 you may be able to deduct either your state income taxes or your state sales taxes paid—whichever is higher. The IRS will have a table to use based on your gross income. If you paid sales tax on any large purchases (car, truck, boat, RV, etc.) you will be able to add that to the amount in the sales tax table. The items do not have to be new, as long as they are new to you. If you spent more on sales tax than the table allows, and you have the receipts to prove it, you can use your actual sales tax paid on everything.
- 3) **INCOME TAXES:** Did you pay any state income taxes on last year’s tax return? If you filed an extension for your 2015 state tax return, did you send any payments to the state with your extension? Did you pay any old state income taxes during 2016? We need to know the amount you paid that went to the taxes themselves, not the portion that paid interest and penalties.
- 4) **EXCISE TAXES:** Excise taxes paid on your personal vehicles, boats, campers, motorcycles, etc. are deductible if you are able to itemize. The costs of the plates, tags, registrations, etc. are not deductible, though there is an exception for the extra cost of the conservation loon plate, lobster plate, or any other plate whose fees go to a charity. If you have excise taxes connected with a business, please list those on the “Business Check-Off List.”
- 5) **MEDICAL:** If you have spent more than 10% of your adjusted gross income on medical expenses (or 7.5% if you or your spouse are 65 or older by the year end) then you may be able to deduct what you have spent above that percentage, as long as it was not reimbursed by an insurance company or a pretax health plan. Some expenses that qualify are: health insurance premiums (though not if the premiums have already been deducted from your wages, as in a cafeteria plan, Sec 125, POP, etc.); dentist bills; eye doctors and glasses; doctor and hospital bills; prescriptions; physical therapists; chiropractors; medical aids such as wheelchairs, hearing aids and batteries, crutches, braces, eyeglasses, contact lenses, insurance, cleaning solutions, as well as some home improvements done on your doctor’s advice. You can also include your medical mileage—the number of miles traveled for medical places. You will need to make a mileage log based on dates and the mileage involved. The mileage rate is \$0.19.
- 6) **CONTRIBUTIONS:** Did you make any cash or non-cash contributions to any church or nonprofit organization? You need to have either bank proof or a receipt from the charity for any money donations, regardless of the size of the donation. If a single contribution is greater than \$250, you will need a signed receipt. If it was a non-cash contribution, you will need a list of the items you gave, the values of the items (write down any items you don’t know how to price and we’ll address it at your appointment), who you gave them to, and the date you gave them, as well as the signed receipt for contributions valued at \$250 or more. Do you do volunteer work? If so, you can deduct your out-of-pocket expenses and mileage. The mileage rate is \$.014. Did you make any food donations to food banks, churches, or other charities?
- 7) **JOB EXPENSES:** If you spent more than 2% of your income on job-related expenses and your employer did not reimburse you, you may be able to deduct the expenses. Such expenses include: job search mileage and out of pocket expenses; union and professional dues; job-related publications, courses, tools, safety shoes, and equipment. If you are sent on a temporary assignment you may be able to deduct any unreimbursed meals and lodging. If you have unreimbursed business mileage, we will need the total miles and business miles per vehicle for January 1st to December 31st. If you were reimbursed less than the IRS rate of \$0.54, we will need to know the total miles reimbursed, and at what rate, so we can determine if you can use the difference as a deduction.
- 8) **ESTIMATED PAYMENTS:** If you made estimated payments, please fill in the table below. The payment you made in Jan. 2016 was for your 2015 taxes, but the payment made in Jan. 2017 was for your 2016 taxes.

	Refund applied from last year’s return	4/15/16		6/15/16		9/15/16		1/15/17	
		Amt Pd	Date Pd						
IRS									
State									



H&R Pye's 2016 Personal Check-Off List

In 2016, did you get/have/make...	If yes, we need...
Married, divorced, or separated?	If married: prior year return of both spouses. If divorced: finalized date and a copy of the divorce decree. If separated, a copy of the separate maintenance agreement and the community property income allocation.
A birth or adoption?	The Social Security cards and/or adoption papers for the child/ren.
Death of a child or spouse?	Date of death and a copy of the death certificate.
Any new members of your household?	Their date of occupancy, relationship to you, their date of birth, Social Security cards, amount of income, and proof of residency.
Sale of stock, bonds, mutual funds, etc?	Form 1099-B or other sales documents and the basis or original costs. If the 1099-B does not show your cost basis and you have been reinvesting dividends, get the reinvestment history.
Sale of principle residence or other real estate?	<ul style="list-style-type: none"> • HUD/Settlement Statement from your purchase of the property • If original HUD is unavailable: date of purchase and purchase price • HUD/Settlement Statement from your sale of the property • For sale of principle residence: if the profit is greater than \$250,000 for a single person or \$500,000 for a married couple, then we need the cost of any improvements made, and the dates they were done. • For sale of other real estate: the date and cost of improvements made, including surveys, septic design, roads, etc.
Purchase of a personal residence or other real estate?	Purchase documents and closing documents.
A refinancing on your home?	<ul style="list-style-type: none"> • Closing papers with amount borrowed • Closing papers from previous mortgages • Forms 1098 for all mortgages • Description of the use of any moneys received
Any First Time Homebuyer Credit repayments on a credit from 2008?	A copy of your 2008 tax return showing the homebuyer's credit and a record of the \$500 payments you've made so far toward repaying it.
A recapture of the Homebuyer's Credit?	The sale or change of use from the principal residence and the closing papers if the residence was sold.
Energy credit? <ul style="list-style-type: none"> • Solar energy systems, small wind systems, and geothermal heat pumps: credit equal to 30% of the total cost, no limit to the size of the credit • Fuel cells: credit equal to 30% of the total cost, limited to \$1,000 per KW of capacity • Personal energy property such as windows, doors, certain furnaces, hot water boilers, central air conditioners, water heaters, and certain roofs: lifetime limit of \$500 	Manufacturer's statement that the property qualifies, as well as your cost information for the item(s).



H&R Pye's 2016 Personal Check-Off List

Inheritance?	The will, the K1 from the estate, and if the inheritance is in stocks, the date of death values for the stocks received.
Start or ending of a small business?	Formation or termination dates and property contributions or distributions.
Lawsuit settlements?	Date received, the reason for the settlement, and the 1099-MISC.
Health insurance?	Proof of coverage, months covered, and family members covered (1095 A, B, or C). If you qualify for an exemption, bring your exemption certificate. If you don't have health insurance and you do not qualify for an exemption, we need to know the household income for all of your dependents.
A health savings account? You have until April 15, 2017 to make a contribution for 2016, but make sure you tell the bank that it is a 2016 contribution.	The total amount of money contributed in 2016, both through payroll and by yourself, outside of payroll, as well as the 1099 SA you receive, which reports the distributions you have taken from the account.
Bankruptcy filing, debt forgiveness, or abandonment of property?	Bankruptcy court documents, listing of assets and liabilities at time of forgiveness, Form 1099 A and/or 1099 C, and the date any property was taken by the bank or sold in foreclosure.
Credit card debt cancellation or settlement?	Form 1099-C from the cancellation or settlement.
Payment for Long Term Care Insurance?	How much you paid for each person.
Maine Opportunity Tax Credit? <ul style="list-style-type: none"> If you graduated from a Maine college or university and you are working in Maine and paying student loans, you are entitled to a credit against your Maine income taxes for a portion of your loan payments. 	<ul style="list-style-type: none"> A transcript from your college/university to prove you went to school in Maine Proof of your required loan payment amount Proof of the loan payments you have made in 2016 Proof that you are working in Maine
College savings plans (529)?	If you took money out of a 529 to pay for school, we need the 1099Q and a list of all student expenses including room and board.
Education expenses? <ul style="list-style-type: none"> If you have paid for education past high school for either yourself or your dependents, you may qualify for a tax credit. 	<ul style="list-style-type: none"> 1098T from the college(s)—get this from your student Tuition bills for Fall 2015, all of 2016, and Spring 2017 Receipts for books and supplies purchased in 2016 As of January 1st 2017, how many years of higher education has the student completed? New clients: what education credits have already been used for each student, and for which years?
Any foreign bank accounts and/or investments?	Amount of money in foreign accounts. If the total value of your foreign accounts is over \$10,000, there are additional forms to be filed.
Earned Income Credit, Child Care Credit, and/or Child Tax Credit?	Proof that your child lives with you. This must show the child's name, your name, and your child's address. Documents accepted as proof are school records, medical records, social services record, church record, or an employer statement.

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