

# Independent Tax & Financial Planners, P.C.

**Holland Commons Building**  
**130 Buck Road, Suite 101**  
**Holland, PA 18966-1744**

2024 **ITFP** 2024

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**Fax: (215)354-0117**

Please carefully answer the following questions. These questions will help us prepare your tax return.

**You will have to send supporting documentation regarding any questions that are answered "Yes".\***

1)	Y	N	Do you have a preferred method of contact? <b>Home Phone</b> <b>Cell Phone</b> <b>Email</b>
2)	Y	N	Has your bank account information changed since last year? If so, please send a copy of a voided check.
3)	Y	N	Have you or your spouse updated your license in the past year? If so, please send a color copy of the license.
4)	Y	N	Are you or your spouse a US veteran who files a resident or non-resident NJ return?
5)	Y	N	Are you or your spouse legally blind? <b>Taxpayer</b> <b>Spouse</b>
6)	Y	N	Any life changing events that would affect your tax return? <b>Move</b> <b>Baby</b> <b>Marriage</b> <b>Divorce</b> <b>Other</b>
7)	Y	N	Did your occupation/job title change? List your new occupation/job title here: <b>Taxpayer:</b> _____ <b>Spouse:</b> _____
8)	Y	N	Did you work for any material length of time in a state other than where you reside? Which state(s)? _____
9)	Y	N	Any change to your dependents (Children/Parents)?
10)	Y	N	Do you have a child who will be preparing their own return? If yes, have you confirmed whether they will be claiming themselves or not? <b>I am claiming the child</b> <b>Child is claiming him/herself</b> <b>Unsure</b> <b>*CAUTION* - DO NOT LET YOUR CHILD FILE UNTIL WE DO YOUR RETURN</b>
11)	Y	N	Did you have any children under age 19 or full-time students under age 24 at the end of 2023, with investment income in excess of \$2,600?
12)	Y	N	Did you receive any notices from the IRS, or from a state or local taxing authority?
13)	Y	N	Did you make any Federal, State or Local estimated payments? <b>Federal</b> <b>State</b> <b>Local</b>
14)	Y	N	Did you make gifts totaling more than \$18,000 to any individual during the year?
15)	Y	N	Did you or your spouse have any Foreign Bank, Financial Accounts, or Assets, or receive a gift from a foreign person? Please provide statements.
16)	Y	N	Did you start a new job or a new business? If yes, explain in comments section. <b>Job</b> <b>Business</b>
17)	Y	N	Did you have a small business for which we need to report a profit or loss? If yes, <b>BOI filed for LLC?</b>
18)	Y	N	Did you have any other sources of income? (i.e. Etsy, eBay, Uber, Airbnb, babysitting, etc.) If yes, please explain in Comments Section below and send ITPF all 1099's received.
19)	Y	N	Did you receive any 1099 forms from companies such as Venmo, Paypal, Cash App, etc.? If yes, please send us all 1099's received.
20)	Y	N	Did you receive form 1099-K in error or for personal items sold at a loss?
21)	Y	N	Did you earn more than \$1.00 of interest on any bank accounts? If Yes, please include 1099INT(s) or please note bank(s) and amount(s) here: _____
22)	Y	N	Did you have any dividend income? If Yes, please send all 1099DIV(s).
23)	Y	N	Did you sell any stocks or mutual funds? (If yes, provide cost basis and 1099-B) (Check for Statements Online)
24)	Y	N	Were you granted stock options by your employer and/or exercised employer stock options? <b>Granted</b> <b>Exercised</b>
25)	Y	N	Did you receive restricted shares of a stock for which you need to file an 83b election?
26)	Y	N	Did you have any IRA Rollovers or Transfers? <b>ITFP Only</b> <b>I had rollovers elsewhere</b>
27)	Y	N	Did you have any retirement accounts that require you to make a Required Minimum Distribution? <b>Yes, I took the RMD</b> <b>Yes, but I did not take the RMD.</b>
28)	Y	N	Do you anticipate receiving any K-1's? If so, have you received them? <b>Yes</b> <b>No</b> <b>Expected Date</b> _____
29)	Y	N	Did you receive, sell, exchange, gift, or otherwise dispose of a digital asset, or a financial interest in a digital asset, in 2024? <b>Received</b> <b>Sold</b> <b>Exchanged</b> <b>Gifted</b> <b>Other</b>
30)	Y	N	Did you receive any unemployment compensation?
31)	Y	N	Did you have any gambling winnings or losses? <b>Winnings</b> <b>Losses</b>
32)	Y	N	Did you have any debts forgiven? If yes, were they related to your personal residence? <b>Yes</b> <b>No</b>
33)	Y	N	Any alimony? <b>Paid</b> <b>Received</b> Date of agreement? _____. Date of any amendments? _____
34)	Y	N	Did you receive any social security benefits?
35)	Y	N	Did you pay child care costs for a dependent child under age 13, or costs of caring for a disabled dependent or spouse? (Must provide EIN or SSN) <b>Child care</b> <b>Caring for disabled dependent/spouse</b>
36)	Y	N	Did you employ a full-time household worker and pay them \$2700 or more in 2024? (Such as a caregiver or housekeeper?) If so, specify: _____
37)	Y	N	Any cash or non-cash charitable contributions, or charitable mileage? <b>Cash</b> <b>Non-Cash</b> <b>Mileage</b>
38)	Y	N	Did you contribute (or plan to before April 15th) to a SEP IRA, IRA, Roth IRA for 2024? <b>Contributed</b> <b>Plan</b> If yes, were the contributions made to accounts through ITPF? <b>Yes</b> <b>No</b>
39)	Y	N	Any significant medical expenses or medical mileage? <b>Out Of Pocket Medical Expenses</b> <b>Medical Mileage</b>

40)	<b>Y N</b>	Are you a grade K–12 teacher or aide? If yes, please provide any out-of-pocket classroom or professional development expenses.
41)	<b>Y N</b>	Do you pay union dues? If yes, do you have documentation to support? (i.e. W-2 or paystub showing union dues) <b>Yes No</b>
42)	<b>Y N</b> <b>Y N</b>	Are you self-employed? If so: Do you have documentation to support your expenses (i.e. receipts, mileage log, etc.)
43)	<b>Y N</b>	Did you have a Health/Medical Savings Account? (HSA or MSA, <b>NOT an FSA</b> ) If yes, any activity in 2024? <b>Contributed Withdrew</b> Were all withdrawals used for qualified medical expenses? <b>Yes No</b>
44)	<b>Y N</b> <b>Y N</b>	Did you pay any student loan interest? NJ Residents – Did you repay any student loan <b>principal</b> under NJCLASS in 2024? Total Amt _____
45)	<b>Y N</b> <b>Y N</b>	Did you have any education expenses paid in 2024 (i.e. tuition, books)? If NJ Resident – Were expenses for in-state tuition?
46)	<b>Y N</b>	Did you have a child/children, over the age 18, that attended college full-time for at least 5 months of 2024?
47)	<b>Y N</b>	Did you contribute to a 529? If yes, were these contributions made through ITFP? <b>Yes No</b>
48)	<b>Y N</b>	Did you convert a 529 to a Roth IRA? If yes, <b>Through ITFP I had 529's converted elsewhere</b>
49)	<b>Y N</b>	Any education distributions? (529, ESA, Coverdell). If yes, were these distributions done through ITFP? <b>Yes No</b>
50)	<b>Y N</b>	Did you make any purchases in which you have not paid sales tax? (Online or out-of-state purchases)
51)	<b>Y N</b>	Any large purchases for which you paid sales tax? (i.e. car)
52)	<b>Y N</b>	Did you rent your home out for any period of time, either on your own or through a company (Airbnb)?
53)	<b>Y N</b>	Did you make any qualified home energy improvements? Please provide receipts and manufacturer's certification.
54)	<b>Y N</b> <b>Y N</b>	Did you receive a new or used clean vehicle credit in 2024? (Please provide Form 15400, Clean Vehicle Seller Report) Did you Install a charging system? Date of Installation: _____
55)	<b>Y N</b>	Did you pay Real Estate Taxes?
56)	<b>Y N</b>	Did you pay rent or a mortgage? <b>Rent Mortgage</b>
57)	<b>Y N</b>	Did you refinance, sell, or purchase a primary/vacation home/rental? <b>Refinance Sell Purchase</b> If yes, please send us a copy of the HUD or Settlement Sheet.
58)	<b>Y N</b>	Did you have a rental/vacation home? If a rental property, did you use it personally for more than 14 days? <b>Yes No Days Rented</b> _____
59)	<b>Y N</b>	Did you take out a home equity loan? Date _____ Amount of Loan \$ _____ Was the home equity loan used entirely for home improvements? <b>Yes No</b>
60)	<b>Y N</b>	If you are a resident of NJ, RI, CA, MA, or DC, did you have health insurance coverage for yourself and all of your dependents for the entire year?
61)	<b>Y N</b>	Did you have health insurance coverage through the <b>Marketplace</b> ? Please provide 1095-A.
62)	How would you like to receive the tax return for your review and files? Please choose ONE of the following: <b>CD Thumb drive (\$5 fee) Paper ShareFile Portal</b>	
63)	<b>PLEASE NOTE:</b> If you have accounts with online access, check online for tax documents. Some companies no longer mail hard copies of tax documents. <b>Acknowledged I have no accounts with online access</b>	
<b>***PLEASE ANSWER ALL QUESTIONS***</b>		
<b>If using Google Chrome or a web browser to fill in this PDF, use the Print button and select "Save as PDF" to save your selections.</b>		
<b>If indicated above, remember to send a voided check, color copy of license, settlement sheet, etc.</b>		

**COMMENTS:**

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**Is there anything else we can help you with, regarding taxes or financial planning?**

\_\_\_\_\_

Check out <https://itfp.com/whats-new/> or <https://itfp.com/tax-planning/> for the latest in tax law changes.  
We encourage you to make [www.itfp.com](http://www.itfp.com) a favorite in your Web Browser.

\*We are taking extra steps to ensure that our clients' information remains secure. We encourage all of our clients to avoid sending sensitive information and documents via unsecure email.

We recommend uploading your documents to an individual ShareFile that we can create for you. If you are unable to use ShareFile, please mail your documents or drop them off in our office mailbox, located at the rear of our building.

**If you would like to send your information via ShareFile, please contact Tom O'Malia at [TomOmalia@ITFP.com](mailto:TomOmalia@ITFP.com) to set up your secure individual ShareFile.**