

JK ASSOCIATES LLC - 2017 TAX YEAR BUSINESS INTERVIEW SHEET (INCLUDING SELF-EMPLOYED, PARTNERSHIPS, RENTAL PROPERTIES, ETC)

Name of Business: _____ Responsible Party: _____
NEW for 2017: Responsible party's SSN _____ phone number: _____
 Address: _____

Type of Business: C-Corp S-Corp Partnership Sole Proprietor QJV Rental

List all states in which business was conducted last year:

If you paid \$600 or more to any contractor (eg. accountant, lawyer, carpenters, etc) for services in 2017, you may be required to file Form 1099. If you are unsure, please ask! This is a required question on your return and there are penalties for non-compliance.

Did you make any payments in 2017 that would require you to file Form(s) 1099? Yes No
 If yes, did you file those forms? Yes No Do you want JK Associates LLC to file those forms? (Fees apply) Yes No

All businesses are required to maintain adequate records. Please indicate your method of recordkeeping:
 QuickBooks other accounting program written general ledger Excel spreadsheet other none
 Accounting method: Cash Accrual

GENERAL

- 1 Were any assets sold, retired, or converted to personal use last year?
- 2 Does your business have inventory?
- 3 Do you have an accountable plan for reimbursement of employee/owner expenses?
- 4 If self-employed, do you have deductible health insurance premiums (including Medicare)?
- 5 Did you receive a 1099-K (for credit card payments)?
- 6 Did you use a home office regularly and **exclusively** for business?
- 7 Did your business make any estimated tax payments to federal, state, or other authorities?
- 8 How many employees does your business have?
- 9 Do you have a capitalization policy?
- 10 Did you contribute money or withdraw money from your business?
- 11 Did you loan money to your business or receive a loan from your business?
- 12 Did you use any personal assets (i.e. home computer, car phone, etc.) for business?
- 13 Did you use any business assets for personal use?
- 14 If you have an unincorporated business, do you want us to prepare a Maryland Personal Property Tax Return?

YES	NO

BANKING Check if you do not have a business account)

- 15 Was all business income deposited into your business account?
- 16 Were all business expenses paid for from your business account?
- 17 Was your business account used only for business expenses?
- 18 Are bank accounts, credit cards and loans already reconciled?

BUSINESSES: IF YOU ANSWER NO TO ANY OF QUESTIONS 19-20, PLEASE EXPLAIN BELOW

- 19 Do you have the required documentation for all deductions claimed, **including** date, amount, place, business purpose, parties involved and business relationship of the parties for all meals, entertainment, travel, business auto, and business gifts deducted?
- 20 Did you keep contemporaneous mileage logs? THE IRS REQUIRES LOGS.

YES	NO

Signature: _____ Date: _____

JK ASSOCIATES, LLC, TAX & CONSULTING

2017 Extended Health Care Insurance Worksheet

Coverage Worksheet – Place an X in the box for any month with NO coverage

Individual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Taxpayer												
Spouse												
Dependent 1												
Dependent 2												
Dependent 3												
Dependent 4												

Describe coverage for each individual in your tax household (include proof)

Individual	Type of Coverage	From (Exchange/employer/other)
Taxpayer		
Spouse		
Dependent 1		
Dependent 2		
Dependent 3		
Dependent 4		

We will calculate your Shared Responsibility Payment on your return. There may be exemptions available. Please check if any of the following apply:

Religious conscience - member of a sect recognized by SSA	Indian tribes
Income below the income tax return filing requirement	Incarceration
Short coverage gap - without coverage for less than 3 months	Health care sharing ministry
Affordability - minimum premiums exceed 8% of your household income	Persons living outside of United States
Not lawfully present in the United States or non-resident alien	
Hardship - must be approved by the Health Insurance Marketplace (generally for 30 days prior and 30 days following hardship event) Exemption Certificate Number: _____ (required) <ul style="list-style-type: none"> <input type="checkbox"/> Became homeless <input type="checkbox"/> Evicted in the past six months, or facing eviction or foreclosure <input type="checkbox"/> Received a shut-off notice from a utility company <input type="checkbox"/> Recently experienced domestic violence <input type="checkbox"/> Recently experienced a fire, flood, or other natural or human-caused disaster that resulted in substantial damage to your property <input type="checkbox"/> Filed bankruptcy in the last six months <input type="checkbox"/> Incurred unreimbursed medical expenses in the last 24 months that resulted in substantial debt <input type="checkbox"/> Experienced unexpected increases in essential expenses due to caring for an ill, disabled, or aging family member 	

	YES	NO
Were you eligible for (even if you did not receive) Medicare, Medicaid or other state or local health insurance program?		
Were you eligible for (even if you did not receive) health care coverage through the taxpayer or spouse's employer?		
Do any dependents in your tax household have income?		

Signature: _____ Date: _____

**JK ASSOCIATES LLC - 2017 TAX YEAR – TAX CREDITS (Education, Child, Earned Income)
DUE DILIGENCE INTERVIEW SHEET**

Taxpayer/Spouse: _____ Date: _____

Interviewer: _____ Date: _____

The IRS requires us to ask our clients additional questions for the American Opportunity Tax Credit, Child Tax Credit, and Earned Income Tax Credit. We must consistently ask these questions and document the response.

For all Credits	Yes	No
Can you provide documentation to substantiate eligibility for, and the amount of the credits, claimed on the return?		
Were any of these credits disallowed or reduced in a previous year?		
Were you, or your spouse if filing jointly, a non-resident alien for any part of the year?		
Could you, or your spouse if filing jointly, be a qualifying child of another person for the year?		
Was your main home, and the main home of your spouse if filing jointly, in the US for more than half the year?		
Are you, or your spouse if filing jointly, eligible to be claimed as a dependent on anyone else's federal income tax return for the year?		

Dependents	
Residency	Can you provide any of the following documentation to prove your child lived with you for more than half the year? <input type="checkbox"/> school records <input type="checkbox"/> medical records <input type="checkbox"/> social service records <input type="checkbox"/> daycare records <input type="checkbox"/> official letters _____ <input type="checkbox"/> other _____
Relationship	If the biological parent is not living with the child, where is the parent? Mother _____ Father _____
	Adopted children: is the adoption final or pending? <input type="checkbox"/> Final <input type="checkbox"/> Pending with letter from adoption agency
	Foster children: do you have a letter from the authorized placement agency or applicable court document? Yes No
	Other relationship: can you provide birth certificates that verify your relationship to the child? Yes No
	Step-children: can you provide a birth certificate and marriage certificate verifying your relationship to the child? Yes No
	If not a parent of the child, is your AGI higher than any parent of the child? Yes No
Age – Dependent over 18	Students: What school does child attend? _____ Can you provide documentation showing full-time student for 5 months or more? Yes No
	Disability: What type of disability does the child have? _____ Does the child receive SSI or other disability payments? Yes No Do you have a letter from the child's doctor, health care provider, social service program or agency verifying the child is permanently and totally disabled? Yes No
	Release
Explanations	Do you understand that you may not claim the Earned Income Credit if you have not lived with your child for over half the year, even if you have supported the child? Yes No If your child is the qualifying child of more than one taxpayer, the IRS has "tie-breaker" rules. Do you need these rules explained to you? Yes No

Income

Would your income appear to be sufficient to support you and your dependents? Yes No

If NO, how was the family supported? _____

Education Credits

Yes No

Student enrolled at least half-time for one academic period at eligible institution in program leading to a degree/certificate?

Student completed first 4 years of post-secondary education before 2017

Student convicted of felony for controlled substance?

If the Hope or American Opportunity credit has been taken for this student before, list years taken:

Documents to support education credits:

1098-T school financial transcripts receipts cancelled checks Other _____

Head of Household Filing Status

Marital status: never married spouse deceased divorced or separated (date: _____) separation agreement
 married but lived apart from spouse during last six months of the year

If you are divorced or legally separated, can you provide the IRS with any of the following?

divorce decree separate maintenance agreement of separation agreement

If you are married but did not reside with your spouse for the last 6 months of the tax year, can you provide the IRS with any supporting documents verifying that your spouse did not live with you?

N/A lease agreement utility bills letter from a clergy member letter from social services
 other _____

Can you provide the IRS with receipts and bills substantiating the cost of maintaining more than half the cost of the home? utility bills property tax bills grocery receipts rent receipts mortgage interest statement
 maintenance and repair bills other household bills _____

Did you receive any non-taxable support/income?

Family support Food stamps Housing assistance childcare assistance other _____