HAMILTON
TAX SERVICES

Tax Prep by Mail
Client Questionnaire

INSTRUCTIONS (SHORT FORM)

Step 1. Answer the screening questions on page 3 (to be sure you can use the short version).

Step 2. Read notes 1-5, then complete sections 1-5. Sign the certification when done. Need help? Contact us at 703.307.2478 or info@hamiltontaxservices.com.

Step 3. Send us the following by mail or fax (email - see Note 6):

- □ This completed questionnaire.
- □ Your W-2's, 1099's, and other supporting documents and explanations. (Check here if you need to explain something to us by phone: □)
- □ A copy of your 2008 federal and state tax returns, including any amendments.
- □ A signed Client Service Agreement (available at HamiltonTaxServices.com/csa2.pdf). Be sure to initial the "Use of Email" paragraph on page 2 if you want us to communicate by email.
- □ A photocopy of: (a) your driver's license or other photo ID showing your name and current address, AND
  (b) your Social Security card and those of your spouse and dependents. (Why do we ask for these? See Note 4.)
- □ A voided check from your bank account (for Direct Deposit of a refund or electronic withdrawal of a tax payment).

Step 4. We'll prepare your return and send a draft for review. Sign and return the E-file Authorization along with payment for our services.

Step 5. We'll e-file your return and let you know when it's been accepted by the IRS (usually within 48-72 hours). Then we'll send a paper copy for your records and return your original supporting documents.

CERTIFICATION

I/we have gathered and submitted the information contained in this questionnaire, and to the best of my/our knowledge it is true, correct, and complete.

Taxpayer ________________________________ Date ___________ Spouse ________________________________ Date ___________

EXTENSION REQUEST

[Applies if Hamilton receives this questionnaire after 31 March 2010.] I/we authorize Hamilton Tax Services to file Form 4868, Application for Automatic Extension, on my/our behalf. I/we understand this is an extension of time to file a tax return, not an extension of time to pay any tax due. I/we agree that Hamilton Tax Services shall not be responsible for any penalty or interest assessed as a result of my/our failure to pay enough tax by the due date to satisfy the total tax liability for the year.

□ Check here if you have already filed an extension request with the IRS (and state: _____). Show any taxes paid with the request in Section 4.

1. PERSONAL DATA (see Note 1 about name, SSN, and e-filing)

	TAXPAYER		SPOUSE	
Last name			□ same	
First, MI, Suffix				
SSN/Taxpayer ID				
Date of birth				
Principal occupation				
Street address	□ new since 2008		□ same	
City, State, Zip			□ same	
Phone (check best)	□ home	□ work	□ home	□ work
	□ cell	□ fax	□ cell	□ fax
Email				
Citizenship status for 2008	□ US citizen □ resident alien □ nonresident alien □ dual-status (Note 7) □ nonresident alien who elects to be treated as a resident alien		□ US citizen □ resident alien □ nonresident alien □ dual-status (Note 7) □ nonresident alien who elects to be treated as a resident alien	

Marital status as of 31 Dec 2009 and desired filing status (Note 8).			
□	Unmarried - Single	□	Married - Married filing jointly

1. PERSONAL DATA (cont.)

TAXPAYER	SPOUSE	ADDITIONAL QUESTIONS			
☐ Y ☐ N	☐ Y ☐ N	Did you move from another state in 2009?	State:	Date moved:	
☐ Y ☐ N	☐ Y ☐ N	Do you claim another state as your legal residence (Note 9)?	State:	Reason:	
☐ Y ☐ N	☐ Y ☐ N	Did you have a Health Savings Account or Medical Savings Account during the year?			
☐ Y ☐ N	☐ Y ☐ N	Do you expect any significant changes in income, deductible expenses, tax withholding, or tax liability in the coming year?			
☐ Y ☐ N	☐ Y ☐ N	In the past 3 years, has the IRS or a state tax authority changed your return or disallowed any deduction, adjustment or credit?			
☐ Y ☐ N	☐ Y ☐ N	Would you like to designate $3 of your taxes to go to the Presidential Election Campaign fund? (This will not affect your tax liability or refund.)			
☐ Y ☐ N	☐ Y ☐ N	Did you make any gifts totaling more than $12,000 to any individual?			

2. INCOME

Applies	Type of Income	Documents Needed	Note
☐ Y ☐ N	Wages, salaries, tips	W-2's	
☐ Y ☐ N	Tips, gratuities, commissions, or bonuses not reported on Form W-2	Income records	
☐ Y ☐ N	Income from services as a household employee, if not given a W-2	Income records	
☐ Y ☐ N	Qualified military combat pay	W-2	
☐ Y ☐ N	Taxable interest (including seller-financed mortgage)	1099-INT, 1099-OID, brokerage statements	10,11
☐ Y ☐ N	Unemployment compensation	1099-G	
☐ Y ☐ N	Payments for educational expenses from a qualified education fund or account	1099-Q	
☐ Y ☐ N	Alaska Permanent Fund dividends	APF dividend statements	
☐ Y ☐ N	Taxable scholarship income	Amounts received and purpose	
☐ Y ☐ N	$250 Economic Recovery Payment (this is not taxable income)		

3. E-FILING and DIRECT DEPOSIT (Note 12)

☐ Y ☐ N	A. If your return is eligible, do you want to file electronically?
☐ Y ☐ N	B. If you're entitled to a refund, do you want Direct Deposit?
☐ Y ☐ N	C. If you owe tax, do you want it withdrawn electronically? Date:

If yes to B or C, include a voided check. For a savings account, enter routing and account numbers:

ROUTING NUMBER	ACCOUNT NUMBER	
		☐ CHECKING
		☐ SAVINGS

4. ESTIMATED TAXES PAID (Note 13)

FEDERAL (1040-ES or 4868)		STATE	
Date	Amount	Date	Amount
	$		$
	$		$
	$		$
	$		$

5. FINAL QUESTION

Are you aware of anything else not covered in this questionnaire that might affect your 2009 tax liability? If yes, attach explanation. ☐ Y ☐ N

Notes and Instructions

1. Filling in the blanks. You do not need to fill in dollar amounts if the correct figures are clearly shown on your supporting documents. For example, if we ask for the amount of your taxable interest income, you can leave the line blank if you provide copies of all Form 1099-INTs you received.

Please complete all Yes/No questions. We use these to determine whether we need more information for your particular return. If a line says "explain," write a short explanation on the back of the page or on a separate sheet of paper. If the explanation is complicated, call us.

2. Supporting documents. Include your **original** W-2's, W-2G's, and 1099's and the original or a photocopy of all other supporting documents. We'll return all documents to you unless you request otherwise. Our **fax number** is 703.933.7031. Our **mailing address** is: 4201 36th St S, Arlington VA 22206.

If you transmit your documents by fax or email (see Note 6), send us the original W-2's, W-2G's, and 1099's when you return the e-file authorization by mail.

Include a copy of your **2008 federal and state tax returns**, including any amendments. Skip this if we prepared your 2008 returns.

3. Organizing your records. For most income and expense items, you'll have only one or a small number of supporting documents. When there are many, please create a list or spreadsheet and include the total for each category. We'll let you know if we have questions about the details.

4. Why do we ask for your Social Security card, driver's license, etc.? Two reasons: **First, for your protection.** We want to be sure the person who claims to be you really is you. We don't want an impostor filing a tax return in your name and receiving your refund. (Remember, with Tax Prep By Mail we're not meeting you in person.)

Second, to prevent errors. The IRS compares the names and SSNs on your tax return with Social Security Administration records. A mismatch **will** cause rejection of an e-filed return, and may cause problems with a paper return. It's important to file your return using the name exactly as shown on the Social Security card. A common error is the use of a different name following marriage or divorce without informing the Social Security Administration.

5. Dates. Unless otherwise specified, when we ask "Did you do X?," it means "during 2009." "Are (or were) you X?" means as of 31 December 2009.

6. Email. We recommend against transmitting sensitive information by email unless it's in a password-protected (encrypted) PDF or zipped file. If you have the ability to create encrypted PDFs (this requires a "full" version of Adobe Acrobat, not just Reader), you can scan and send us your information that way. Set compatibility to Acrobat 7.0 or higher, and call us with the password.

* * * * *

7. Dual-status. A resident alien for part of the year and a nonresident alien for the rest of the year. Different rules apply for each part of the year.

8. Marital status. For more info see the discussion on our website, www.hamiltontaxservices.com. Click on Tax Info, then Filing FAQs.

9. Legal residence. Most taxpayers are legal residents ("domicillaries") of the state in which they reside. But if your presence is temporary (*e.g.*, you're an active-duty military member or a college student), you may retain your legal residence in your home state. This exception generally does not apply to spouses.

10. Interest income. Some banks don't issue a Form 1099-INT if the amount they paid you is less than $10. However, the interest income is still taxable. Please provide other supporting documents such as your December or January bank statement showing year-to-date interest paid, or enter the amount on this line.

11. Seller-financed mortgage interest. If you sold property and provided all or part of the buyer's financing, you must report as income the interest component of the loan payments, whether or not you gave the buyer a Form 1098.

12. E-filing and deposit options. Most federal and state returns are eligible for e-filing, and we do not charge extra for this service. If you're due a refund, you can get a paper check by mail or have Direct Deposit to a checking or savings account, or to an account at a financial institution such as a mutual fund, brokerage firm, or credit union. IRS refunds can even be split between two or three accounts. (State options may vary.) If you owe tax, you can pay by check (mailed not later than 15 April) or by direct debit from a checking or savings account, which can be scheduled for any date up to 15 April.

If you use a checking account for Direct Deposit or electronic withdrawal, please send us a voided check (not a deposit slip). For a savings or other account, enter the routing and account numbers in Section 5. The ABA routing number is a 9-digit number beginning with 01 through 12 or 21 through 32. You may wish to contact your bank to verify the routing number to use for electronic transactions.

Some banks will not allow a joint refund to be deposited into an account held in only one name. If an electronic deposit is rejected, the IRS will issue a paper check but your refund will be delayed significantly.

13. Estimated taxes. Do not include any withheld taxes shown on your W-2, 1099, etc.

SCREENING QUESTIONS	
Answer all questions below (for both yourself and your spouse, if filing jointly). If the answer to **any** of these questions is "yes," you cannot file Form 1040EZ and you should complete our **long-form questionnaire**. Contact us if you need help answering any question.	
GROUP A (requires 1040A or 1040)	
Were you born before 2 Jan 1945 or were you legally blind as of 31 Dec 2009?	☐ Y ☐ N
Are you claiming any dependents, including a child who did not live with you due to divorce or separation?	☐ Y ☐ N
Do you want to use filing status: (**a**) married filing separately, (**b**) head of household (with qualifying person), or (**c**) qualifying widow(er) with dependent child?	☐ Y ☐ N
Do you have any of the following types of income: (**a**) taxable interest over $1500, (**b**) tax-exempt interest (any amount), (**c**) dividends, (**d**) capital gain distributions, (**e**) IRA distributions, (**f**) pensions and annuities, or (**g**) Social Security benefits?	☐ Y ☐ N
Do you intend to claim any of the following adjustments: (**a**) educator expenses, (**b**) IRA deduction, (**c**) student loan interest deduction, or (**d**) tuition and fees deduction?	☐ Y ☐ N
Did you provide housing for at least 60 consecutive days (and without compensation) to a Midwestern displaced individual who was not your spouse or dependent?	☐ Y ☐ N
Did you pay any state or local real estate taxes (excluding taxes on business, rental, or foreign property)?	☐ Y ☐ N
Did you buy a new motor vehicle between 17 February 2009 and 31 December 2009?	☐ Y ☐ N
Do you owe any alternative minimum tax (AMT)? (If you don't know, leave blank. But check "yes" if you paid an AMT for 2008.)	☐ Y ☐ N
Do you intend to claim any of the following credits: (**a**) child and dependent care expenses, (**b**) credit for the elderly or disabled (income limits apply), (**c**) education credits (American Opportunity, Hope, Lifetime Learning), (**d**) retirement savings contributions credit, or (**e**) child tax credit or additional child tax credit?	☐ Y ☐ N
Did you receive any advance earned income credit payments (Form W-2, box 9)?	☐ Y ☐ N
GROUP B (requires 1040)	
Do you have any other type of income, including: (**a**) tip income you did not fully report to your employer and which exceeded $20 in any month, (**b**) allocated tips shown on Form W-2 box 8, (**c**) taxable refunds, credits, or offsets of state and local income taxes, (**d**) alimony, (**e**) business income or loss (sole proprietor or independent contractor), (**f**) capital gain or loss (other than capital gain distributions), (**g**) gain or loss from sale or disposition of business property, (**h**) rental real estate, royalties, partnerships, S-corporations, trusts, or REMICs, (**i**) farming or fishing, (**j**) prizes, awards, or gambling winnings, (**k**) jury duty pay, (**l**) rental of personal property for profit, (**m**) cancelled debts, (**n**) taxable distributions from a Coverdell ESA, Qualified Tuition Program, Health Savings Account, or Archer MSA, or (**o**) reimbursement of any amount you deducted in a previous year (for example, an insurance payment for a casualty or theft loss or medical expense)?	☐ Y ☐ N
Were you an eligible trade adjustment assistance (TAA), alternative TAA (ATAA) or Pension Benefit Guarantee Corporation pension recipient?	☐ Y ☐ N
Do you intend to claim any other adjustments, including: (**a**) business expenses of reservists, performing artists, or fee-based government officials, (**b**) Health Savings Account deduction, (**c**) moving expenses, (**d**) self-employed SEP, SIMPLE, or other qualified plan, (**e**) self-employed health insurance deduction, (**f**) penalty on early withdrawal of savings, (**g**) alimony paid, or (**h**) domestic production activities deduction?	☐ Y ☐ N
Do you plan to itemize deductions?	☐ Y ☐ N
Do you have employee income which was not reported on Form W-2 (but should have been) and on which Social Security and Medicare tax was not withheld?	☐ Y ☐ N
Did you (**a**) take an early distribution from an IRA or or qualified retirement plan (and no exception to the additional tax rule applies), or (**b**) make an excess contribution to an IRA, other qualified retirement plan, modified endowment contract, Coverdell ESA, QTP, HSA, or Archer MSA?	☐ Y ☐ N
Did you incur or carry forward any adoption expenses or receive employer adoption reimbursements in 2009?	☐ Y ☐ N
Do you intend to claim any other tax credits, including: (**a**) foreign tax credit, (**b**) mortgage interest credit, (**c**) adoption expense credit, (**d**) residential energy credit or energy efficient property credit (solar, wind, geothermal), (**e**) general business credit, (**f**) credit for prior-year minimum tax, (**g**) alternative motor vehicle credit, (**h**) credit for tax on undistributed gains of mutual funds and REITs, (**i**) credit for excess Social Security and tier 1 RRTA tax withheld, (**j**) credit for holders of tax credit bonds, (**k**) credit for federal tax paid on fuels, or (**l**) health coverage tax credit?	☐ Y ☐ N
Did you pay $1,700 or more in cash wages to any one person, or $1,000 or more in cash wages in any calendar quarter to all household workers combined, for household services (nannies, maids, health aides, yard workers, etc.)?	☐ Y ☐ N
Do you have children under age 18 with investment income (under 24 if a dependent student) who are not filing their own tax returns?	☐ Y ☐ N
Is your taxable income over $100,000? (Estimate as follows: add all the income in Section 2, then subtract $9,350 if single, $18,700 if filing jointly.)	☐ Y ☐ N
Did you have any net disaster loss from a federally declared disaster that occurred in 2009?	☐ Y ☐ N
Did you acquire any stock from the exercise of an incentive stock option? (This may trigger an alternative minimum tax adjustment.)	☐ Y ☐ N