January 2026

Bookkeepers Business Service
201 East Rumble Road, Suite A-2
Modesto, CA 95350
(209) 526-4004, fax (209) 526-4304
bbsmod@sbcglobal.net

Income Tax Client:

If you do NOT want an extension information needs to be in by March 13th.

If we do file an extension information needs to be in by September 11th, will charge extra if not.

If covered through Covered California in 2025, MUST provide 1095-A to complete tax return. NO EXCEPTIONS.

If you want your potential refund direct deposited into your bank account, please mention when information is bought/sent in, along with bank routing number and account number and bank name, not after return done.

Please get your returns done early. Due to the fact I must prepare payroll returns/payments by April 15th for bookkeeping clients all income tax information needs to be into us by March 13th. If all information is not received by March 13th, it will require you to have an extension, call for one at that time if this is the case. THIS WILL BE OUR ONLY REMINDER. It is not necessary to come in for an appointment, you can drop off, email, mail, or fax in your information. We do not want all your receipts; provide totals for things like medical expenses by expense type. We ***must*** have things like W-2's, 1099-R, K-1's, and 1098's. We do not need 1099 MISC if amounts included in information already provided (i.e., business income) unless income tax is withheld. You MUST keep all backup for what is on tax return.

Complete the following questionnaire *and* ***bring*** it to your appointment or send in ***completed*** if faxing, emailing, dropping off or mailing in information. Bold questions require answers by everyone.

All returns are electronically filed unless the taxpayer(s) sign a form ***prior*** to us releasing the tax returns.

Make sure to call for an appointment first, we are sometimes closed for off-site bookkeeping.

We are NORMALLY here.
Tuesday through Friday open at 8:30 AM, closed for lunch (time varies), leave at 5 PM.
There is a LARGE mail slot to the right of the entrance for drop off.

IF FAXING IN INFORMATION BE SURE PRINT LARGE ENOUGH TO READ AFTER FAX BLURS IT. SEND SCANS NOT PICTURES OF DOCUMENTS.

Bookkeeping clients do NOT put income tax information in blue bag, turn in a separate envelope.

THANK YOU,

Paulette

CTEC registered preparer # A006560. Bond # 90 P7 18051/State Farm

Questionnaire
BOLD printed questions MUST be answered by EVERYONE.
If you answer "YES" to any question, please provide pertinent information.

Client name ________________________________ Did your marital status change during 2025? _____
Name/social security #/birth date of new spouse ____
New address? ____ **same address where living**? _____
E-mail address: ____ Phone number? ______________
Driver's license/ID taxpayer current **ISSUE** date ______________ & **expiration dates**_______________
Driver's license/ID spouse current **ISSUE** date _______________ & **expiration dates** ______________
New dependents: name, social security number, birth date and relationship and if disabled: ___________
____
Taking any dependent off? Give names: ____
Childcare: Name of care giver, address, FEIN/social security #, telephone #, amount paid, which dependent for: ____
Can you provide documentation to prove credits claiming if IRS requests (I need an answer not the documentation)? _______ i.e., child lived with you for over half of the year in California, must live with you over half the year for CTC/ACTC/EIC/State EIC. Was your tax return changed by IRS, you would have received a letter ____. Anyone besides spouse and children live in home? ______. If yes whom? ___________________________ Any child(ren) providing over half own support? ____

Did you buy anything that is sales taxable in California and no sales tax was paid? ______$ ______

Have received, sold, exchanged, gifted, or otherwise disposed of "Digital assets" i.e., virtual currency and cryptocurrency? ______________

Was everyone on income tax return covered by health insurance ALL 2025? _______________

Pay for schooling beyond grade school? ________ Require *1098T from school* not, receipts for tuition.

Do you wish to direct deposit your refund? _____ Same account as last year? ___ If new, we need a copy of a check from the account, *you* need to verify with bank electronic account and routing number. *

Did you make all your federal estimates 1040es? ____ Give amounts if not all made _________________
Did you make all your state estimates 540es? _____ Give amounts if not all made ___________________

Did you receive any wages (W-2's)? _______* Retirement (1099-R's)? ________*
Gambling winnings (W-2G's) _______* Interest Income (1099-INT)? _______ *
Social security? ________* Unemployment/taxable Disability? _______*
Dividends (1099-DIV)? _____ * **Health Insurance** 1095A, B or C _______*
Capital gain/loss from sale of asset? ______ If so need dates and amounts for when bought and when sold _________ Interest from a personal loan or installment sale? ____________________
Alimony? _________ K-1's from partnerships? _______* Any other income? _______________

Did you put any money into or take out of an IRA? _____ What type? _______ How much? ________

Penalty for early withdrawal from savings? ______ Student Loan interest? *need form* _______*

Contribute any money to any retirement for the self employed? _____ Type and how much? ________
Pay any alimony? ____ Amount and social security # of recipient? ____________________(pre1/1/19)
Did you pay rent for the entire year in the state of California to someone claiming? _________

Anything with an " *" MUST TURN IN FORM, Request/DOWNLOAD REPLACEMENT IF LOST
*** Means no longer available to use on Federal return only good on state. Bold ones are common.**
Here is a partial list of Itemized Deductions allowed, write down amounts, and do not bring in receipts:

Medical and dental costs which include: >7.5 % Ad G
Prescription medicines ___________
Medical insurance premiums _____________
Long term care premiums _____________
Doctors/dentists/etc _____________
Hospital/clinic/etc _____________
Dentures/Eyeglasses _____________
Medical miles driven _____________
Real Estate property taxes home _____________
DMV VLF fee for vehicles ___________________
Other personal property taxes _____________
Taxes paid on property held as investment _________
Home mortgage interest _____________
Points paid on the purchase of residence _________
Investment interest _____________
Gambling losses to the *extent of winnings* ________

Impairment-related work expenses of a disabled person ____________
Appraisal fees for Charitable contributions__
Theft losses <10% AGI________________
Unrecovered investment in a retirement plan or annuity ____________
Tax return preparation fees* __________
Work clothes ***not suitable*** for normal wear & uniforms* ________________
Dues work-related prof & Union dues* ___
Tools/supplies used in employees work* _
Employment related education* _________
Subscriptions to professional magazines* _
Investment advice and management fees* _
Hobby expense to the extent of hobby inc *
Cost of looking for new job* __

Charitable contributions: must have receipts for ALL donations. Any one-time donation of $250+ or if noncash is $500+, detailed information must be provided on return. To whom, address, what, FMV, how determined FMV and amounts, date acquired and how, date donated of items given:
Cash/Check/Credit Card____
Non-Cash ____

Rentals you own information, break it down for each rental. Do NOT send receipts.

Address: ______________	Address: ______________	Address: ______________
# days rented out_______	**# days rented out**_______	**# days rented out**_______
Income _______________	Income _______________	Income _______________
Maintenance ___________	Maintenance ___________	Maintenance ___________
Insurance ______________	Insurance ______________	Insurance ______________
Management fees ________	Management fees ________	Management fees ________
Mortgage interest _______	Mortgage interest _______	Mortgage interest _______
Repairs _______________	Repairs _______________	Repairs _______________
Supplies______________	Supplies______________	Supplies______________
Taxes ________________	Taxes ________________	Taxes ________________
Utilities _______________	Utilities _______________	Utilities _______________
______________________	______________________	______________________

equipment/furniture bought for rentals, need what and date bought, list each separately.