

# NEW INDIVIDUAL CLIENT DOCUMENT REQUEST FORM

## ▶ Personal Information

Taxpayer's SSN/TIN Numbers and DOB  
Dependent's SSN/TIN Numbers and DOB  
Identity Protection Pin (if required by the IRS)  
Driver's License(s)  
Routing & Bank Account Numbers  
Prior Two Years Tax Returns

## ▶ Income

W-2 (Wage Income) for the year  
Year-End Pay Stubs  
Miscellaneous Income (1099-MISC)  
Pension & Retirement Distributions (1099-R)  
Social Security/RRR Benefits (RRB-1099)  
Partnership/S-Corporation Income (K-1)  
Estate/Trust Income Statement (K-1)  
Unemployment Compensation (1099-G)  
Jury Duty Pay Charity  
Gambling & lotto winnings (W-2G and/or losses)  
Prizes and Awards, Scholarships, & Fellowships  
State & local income tax refunds (Form 1099-G)

## ▶ Financial Assets

Interest income statements (1099-INT & 1099-OID)  
Dividend income statements (1099-DIV)  
Proceeds from broker transactions (1099-B)  
Combined year end brokerage statements  
IRA Contribution Information (5498)

## ▶ Financial Liabilities

Early withdrawal penalties from CD/Savings  
Stock and Bond transaction information

## ▶ Dependent Care

Childcare expenses  
Provider Info (Name, Address, Tax ID)

## ▶ Other / Miscellaneous Documents

Details of any interest in foreign accounts and/or  
virtual currency  
Mortgage Credit Repayment (if applicable)  
Any government notices received regarding prior  
and/or current tax years

## ▶ Taxes Paid

Federal, state & local estimated income tax  
State & Local Personal Property Taxes (i.e Auto Tabs)  
Sales tax on large purchases (i.e. Car or Boat)

## ▶ Education and Tuition

Student Loan Interest (1098-E)  
Tuition Statement (1098-T)  
Distributions from College Savings Plan  
(i.e.529 Plan) (Form 1099-Q)  
Contributions to College Savings Plans

## ▶ Charity

Cash Contributions (Including acknowledgements)  
Non-Cash Contributions (include value of donation)  
Mileage driven for charity/volunteer work

## ▶ Homeowner/Rental Data

Sale of your home or other real estate (Form 1099-S)  
Mortgage Interest (Form 1098)  
Rental Information, (Rent paid, landlord information)  
Real Estate Property Taxes Paid  
Energy efficiency improvement expenses

## ▶ Healthcare

Health Coverage Documentation (1095-A, B, or C)  
Health Insurance Premiums Paid by You  
Medical Expenses (medical, dental, vision,  
prescription drugs, etc.)  
Mileage related to medical care  
Long-term health premiums (1099-LTC)  
HSA Account Contributions (5498-SA) and/  
or Distributions (1099-SA)  
ABLE Accounting Contributions (5498-QA) and/or  
Distributions (1099-QA)