



# CLAREMONT MANAGEMENT **CLIENT ORGANIZER**



**THE TAX EXPERTS**

---

CLAREMONT MANAGEMENT CORP. | 1845 East Rand Road, Suite L111 | Arlington Heights, IL 60004  
Email: [savetax@claremontmgmt.com](mailto:savetax@claremontmgmt.com) | Phone: (847) 398-7010 | Fax: (847) 398-1275

Claremont Management Corp  
1845 E Rand Rd Suite L111  
Arlington Heights, IL 60004  
Office: 847-398-7010  
Fax: 847-398-1275

Client

,

Dear Client:

Attached please find your 2017 Tax Questionnaire.

As part of our best practices work ethic, we are having all clients sign an **ENGAGEMENT LETTER** detailing the responsibilities of your requirements as clients and our responsibilities as preparers. Please return the signed Engagement Letter with your 2017 source documents. Each year the Internal Revenue Service imposes more costly penalties for both taxpayer and tax preparer. It is our goal to eliminate any misunderstanding and clarify our procedures and responsibilities.

**PLEASE BOOK YOUR APPOINTMENT or MAIL YOUR DOCUMENTS EARLY!**

You are welcome to call or email us to schedule an appointment. If you mail your documents to us, please do so by March 10th, 2018.

Please provide us with the following supportive information:

- Form(s) W-2 (wages, etc.)
- Form(s) 1099 (interest, dividends, etc.)
- Schedule(s) K-1 (income/loss from partnerships, S corporations, etc.)
- Form(s) 1098 (mortgage interest) and property tax statements
- Brokerage statements from stock, bond or other investment transactions
- **Form(s) 1095-A, 1095-B and 1095-C Health Coverage documents (if received)**
- Closing statements pertaining to real estate transactions
- All other supporting documents (schedules, checkbooks, etc.)
- Any tax notices received from the IRS or other taxing authorities

Again this year we are offering **AUDIT INSURANCE**. We guarantee that if you are audited and/or receive any notices from the federal and state agencies for the 2017 tax return we prepare, you will pay no extra fees for our services. Please note insurance is not available to individuals that own their own business' or have related business entities. We see that taxpayers are receiving more notices due to factors such as e-filing and the advancement of document matching. A big portion of notices are computer generated and we can resolve many of these notices by providing prompt correspondence and proper support. The price for audit insurance is **\$84.95** again this year. However the time billed to prepare and send correspondence is higher than the cost of purchasing audit insurance even in the simplest of cases.

Please keep us in mind for anyone who can benefit from our services. We promise to provide them the same high quality service we give all our clients.

Sincerely,

Claremont Management Corp.  
john@claremontmgmt.com - maria@claremontmgmt.com

Like and Follow us on Facebook to stay on top of the **latest tax news** alerts.

Facebook Page: **CLAREMONT MANAGEMENT CORP**

2017

1040

US

**Miscellaneous Questions**

If any of the following items pertain to you or your spouse for 2017, please check the appropriate box and provide additional information if necessary.

**PERSONAL INFORMATION**

Yes

No

Did your marital status change during the year?

Did your address change during the year?

Could you be claimed as a dependent on another person's tax return for 2017?

**DEPENDENTS**

Were there any changes in dependents?

Were any of your unmarried children who might be claimed as dependents 19 years of age or older at the end of 2017?

Did you have any children under age 19 or full-time students under age 24 at the end of 2017, with total investment income in excess of \$2,100?

**HEALTH CARE COVERAGE**

Did you and your dependents have healthcare coverage for the full-year?

Did you receive any of the following IRS Documents? Form 1095-A (Health Insurance Marketplace Statement), 1095-B (Health Coverage) or Form 1095-C (Employer Provided Health Insurance Offer and Coverage) If so, please attach.

If you or your dependents did not have health care coverage during the year, do you fall into one of the following exemption categories: Indian tribe membership, health care sharing ministry membership, religious sect membership, incarceration, general hardship or unable to renew existing coverage? If you received an exemption certificate, please attach.

Were you(or your spouse) the beneficiary of COBRA premium assistance for any month during 2017?

**INCOME**

Did you receive unreported tip income of \$20 or more in any month?

Did you cash any Series EE U.S. savings bonds issued after 1989 and pay qualified higher education expenses for yourself, your spouse, or your dependents?

Did you receive any disability income?

2017

1040

US

**Miscellaneous Questions**

Did you have any foreign income or pay any foreign taxes?

Do you own any digital currency (bitcoins)?

**PURCHASES, SALES AND DEBT**

Did you start a business or farm, purchase rental or royalty property, or acquire an interest in a partnership, S corporation, trust, or REMIC?

Did you purchase or dispose of any business assets (furniture, equipment, vehicles, real estate, etc.), or convert any personal assets to business use?

Did you buy or sell any stocks, bonds or other investment property in 2017?

Did you sell or do you plan to sell any dividend generating stocks or mutual funds during the first 60 days of 2018?

Did you purchase, sell, or refinance your principal home or second home, or did you take a home equity loan?

Did you purchase a home in 2017 and you were overseas on official extended duty?

Did you make any residential energy-efficient improvements or purchases involving solar, wind, geothermal or fuel cell energy sources?

Did you have any debts cancelled or forgiven?

Does anyone owe you money which has become uncollectible?

**RETIREMENT PLANS**

Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?

Did you make a contribution to a retirement plan (401(k), IRA, SEP, SIMPLE, Qualified Plan, etc.)?

Did you transfer or rollover any amount from one retirement plan to another retirement plan?

Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA in 2017?

2017

1040

US

**Miscellaneous Questions**

Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program?

Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school?

**ITEMIZED DEDUCTIONS**

Did you incur a loss because of damaged or stolen property?

Did you work out of town for part of the year?

Did you use your car on the job (other than to and from work)?

**ESTIMATED TAXES**

Did you apply an overpayment of 2016 taxes to your 2017 estimated tax (instead of being refunded)?

If you have an overpayment of 2017 taxes, do you want the excess applied to your 2018 estimated tax (instead of being refunded)?

Do you expect your 2018 taxable income and withholdings to be different from 2017?

**MISCELLANEOUS**

Did your email address change within the last twelve months?

If Yes, please provide your current email for us to keep on file

Taxpayer Email : \_\_\_\_\_

Spouse Email: \_\_\_\_\_  
(if applicable)

Did your bank account information change within the last twelve months?

If Yes, please fill in Direct Deposit Bank Information:

Bank Name: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Number: \_\_\_\_\_  
(checking or savings)

Do you want to purchase audit insurance at a cost of \$84.95 for your 2017 tax return we prepare? (Please note insurance is not available to individuals that own their own business' or have business entities)

2017

1040

US

**Miscellaneous Questions**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want to allocate \$3 to the Presidential Election Campaign Fund?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your spouse want to allocate \$3 to the Presidential Election Campaign Fund?   |
| <input type="checkbox"/> | <input type="checkbox"/> | May the IRS discuss your tax return with your preparer?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you have an interest in or signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive a distribution from, or were you the grantor of, or transferor to, a foreign trust or did you have an interest in any foreign assets or accounts?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Was your home rented out or used for business?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you have a medical savings account (MSA), a Medicare + Choice MSA, or acquire an interest in an MSA or a Medicare + Choice MSA because of the death of the account holder? Or, were you a policyholder who received payments under a long-term care (LTC) insurance contract or received any accelerated death benefits from a life insurance policy? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you receive a distribution from an Achieving a Better Life Experience (ABLE) savings account?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you incur moving expenses due to a change of employment?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you engage the services of any household employees?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Were you notified or audited by either the Internal Revenue Service or the State taxing agency?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you or your spouse make any gifts to an individual that total more than \$14,000, or any gifts to a trust?  |