Tax Questionnaire

Valley National's Tax Return Preparation Process
Step #1: We previously offered the option of ongoing Engagement and Consent forms, confirming arrangements for our team to prepare your tax return(s). We should already have these forms on file, unless you indicated that you prefer to fill them out annually. In that case, please call us. You can also access all of our forms (including this questionnaire) in both digital and printable PDF formats on our website - valleynationalgroup.com/tax

Step #2: Complete this questionnaire providing details about the past tax year.

Step #3: Provide us with your supporting source documents. A checklist of common items that may apply is included at the end of the enclosed questionnaire.

Step#4: Our team will contact you with any questions, and then to let you know when your tax return(s) are ready for your review.

Step#5: Sign off on your tax return(s) and return to us for filing with the IRS.

Delivery Preferences

Please select a delivery option for your tax return.

- Paper (Please send to me in the mail.)
- Paper (I will pick up at the office.)
- Digital (Post to my eVault Client Portal*****)

If you deliver ay paper tax documents to us, how would you like them returned to you?

- Send to me in the mail.
- I will pick up at the office.

Client Signature ____ ***DATE*** __________________
The following information is correct to the best of my knowledge.

Client Signature ____ ***DATE*** __________________
(if you file a joint return, we need both of your signatures)

***PRIVACY & SECURITY UPDATE FOR DIGITAL DELIVERY**
In order to protect your personal information, we will no longer e-mail electronic copies of your tax returns. Instead, for digital delivery we will upload your tax return and other related documents to your secure personal eVault Client Portal.

If you do not already have an eVault Client Portal login, we will create one for you using the e-mail address you indicate on this page. We will contact you with further instructions about how to access and navigate your online eVault Client Portal.

EMAIL ADDRESS *(to set up a new eVault Client Portal)* ____

Personal Information

Did your marital status change? YES____ NO____

Are you married? YES____ NO____

➔ ***If you answered yes to the previous question,***
Do you and your spouse want to file separate returns? YES____ NO____

➔ ***If no,*** are you in a domestic partnership, civil union, or other state-defined relationship? YES____ NO____

Can you *(or your spouse, if applicable)* be claimed as a dependent by another taxpayer? YES____ NO____

Did you *(or your spouse, if applicable)* serve in the military or were you or your spouse on active duty? YES____ NO____

Have you *(or your spouse, if applicable)* been a victim of identity theft and have you contacted the IRS? YES____ NO____

➔ *If Yes, you will need to furnish the 6-digit identity protection PIN issued to you by the IRS.*

The IRS and certain states allow refunds to be deposited to and balances due to be paid directly from your financial institution. Would you prefer to use this option? YES____ NO____

➔ *If Yes, please provide bank information*

Personal Residence

Did your address change? YES____ NO____

➔ *If yes, please provide your new address.*

Did you move to a different home because of a change in the location of your job? YES____ NO____

Were the moving expenses reimbursed by your employer? YES____ NO____

Was the move due to a permanent change of station pursuant to a military order? YES____ NO____

Did you *(or your spouse, if applicable)* withdraw any amounts from your Individual Retirement Account (IRA) or Roth IRA to acquire a principal residence? YES____ NO____

Did you *(or your spouse, if applicable)* claim a homebuyer credit for a home purchased in 2008? YES____ NO____

Are your total mortgages on your first and/or second residence greater than $1,000,000? YES____ NO____

➔ *If Yes, provide the principal balance and interest rate at the beginning and end of the year.*

Did you *(or your spouse, if applicable)* take out a home equity loan? YES____ NO____

Did you *(or your spouse, if applicable)* have an outstanding home equity loan at the end of the year? YES____ NO____

➔ *If Yes, provide the principal balance and interest rate at the beginning and end of the year.*

Are you claiming a deduction for mortgage interest paid to a financial institution and someone else received the Form 1098? YES____ NO____

Did you or your mortgagee receive mortgage assistance payments? YES____ NO____

➔ *If Yes, include all Forms 1098-MA.*

Did you sell your home? YES____ NO____

➔ ***If you answered Yes to the previous question…***

Did you receive Form 1099-S? YES____ NO____

Did you *(or your spouse, if applicable)* own and occupy the home as your principal residence for at least two years of the five-year period prior to the sale? YES____ NO____

Did you *(or your spouse, if applicable)* ever use any portion of the home for business purposes? YES____ NO____

Did you *(or your spouse, if applicable)* ever rent out the property? YES____ NO____

Have you *(or your spouse, if applicable)* sold a principal residence within the last two years? YES____ NO____

If you answered Yes to the previous question, please indicate who owned the residence at the time of sale: Taxpayer ____ Spouse ____ Both ____

Dependents

Do you have any dependents? *Include children and non-child dependents for whom you provided more than half the support.* YES____ NO____

Were there any changes in dependents from the prior year? YES____ NO____

Did you *(or your spouse, if applicable)* pay for child care while you or your spouse worked or looked for work? YES____ NO____

Do you have any children under age 18 with unearned income more than $1,050? YES____ NO____

Do you have any children age 18 or student children, aged 19 to 23, who did not provide more than half of their cost of support with earned income and that have unearned income of more than $1,050? YES____ NO____

Are any of your dependents non-U.S. citizens or non-U.S. residents? YES____ NO____

Did you adopt a child or begin adoption proceedings? YES____ NO____

Are any of your dependents required to file a tax return? YES____ NO____

Education

Did you *(or your spouse, if applicable)* pay any student loan interest? YES____ NO____

Did you *(or your spouse, if applicable)* pay any post-secondary tuition? YES____ NO____

➔ ***If you answered yes to the previous question***, please indicated the source:

IRA ____ 529 Plan ____ Afer-Tax ____

If you made tuition payments, include all Forms 1098-T.

If you made 529 plan distributions, include all Forms 1099-Q

Healthcare

Did you (*and your spouse/dependents, if applicable*) have health insurance, including Medicare, Medicaid, CHIP, and TRICARE, for the entire year? YES____ NO____

➔ ***If you answered yes to the previous question***, please indicated the source:

Employer ____	Medicare ____	Medicaid ____	CHIP ____
TRICARE ____	Marketplace ____	Self-Employed ____	Private Pay ____

Was anyone covered on your health insurance policy also covered on another health insurance policy for any part of the year YES____ NO____

If you *(or your spouse, if applicable)* are self-employed, are you eligible to be covered under an employer's health plan at another job? YES____ NO____

➔ *If Yes, how many months were you covered?*

Did you *(or your spouse, if applicable)* lose a job because of foreign competition and pay for your own health insurance? YES____ NO____

NOTE: Be sure to include all Forms 1095-B, and 1095-C. If you did not receive Forms 1095-A, 1095-B or 1095-C, provide information detailing each month you, your spouse, and dependents had coverage.

If you receive advanced premium tax credit or enrolled in coverage through the Marketplace, are married, and are filing separately from your spouse, are you a victim of domestic abuse or spousal abandonment YES____ NO____

Are you claiming the exemption for someone having healthcare coverage purchased in the Marketplace and for whom you did not receive Form 1095-A? YES____ NO____

Did you receive Form 1095-A for someone for whom another taxpayer will claim the personal exemption on their tax return? YES____ NO____

Did you (*or your spouse, if applicable*) make any contributions to or take distributions from a health savings account (HSA)? YES____ NO____

- ➔ *If yes, include all Forms 1099-SA.*

Did you (*or your spouse, if applicable*) make any contributions to or take distributions from a medical savings account (MSA)? YES____ NO____

- ➔ *If yes, include all Forms 1099-SA.*

Did you (or your spouse, if applicable) receive any distributions from long-term care insurance contracts? YES____ NO____

- ➔ *If yes, include Form 1099-LTC.*

Do you have an exemption through the Marketplace? YES____ NO____

NOTE: There are several exemptions from the mandate requiring health insurance coverage. Examples include membership in a healthcare sharing ministry, membership in a federally recognized Indian tribe, incarceration, membership in certain religious sects, and enrollment in certain Medicaid and TRICARE programs that do not provide minimum essential coverage. If any of these provisions apply, provide information regarding the exemption, the individual(s) (taxpayer, spouse, dependents) to which the exemption(s) may apply, and the month(s) for which the exemptions apply.

- ➔ *If you have a Marketplace Exemption, please provide the Exemption Certificate Number.*

Self-Employment

Are you *(or your spouse, if applicable)* self-employed? YES____ NO____

- ➔ ***If you answered yes to the previous question,***
  Was there a change in determining quantities, costs or valuations between opening and closing inventory?? YES____ NO____

Were you *(or your spouse, if applicable)* involved in the operations of this business on a regular, continuous and substantial basis? YES____ NO____

Have you prepared or will you prepare all required Forms 1099? YES____ NO____

Do you have written evidence to support your deductions (including mileage logs and business use percentage claimed on listed property)? YES____ NO____

Do you have a home office that is used exclusively for business purposes? YES____ NO____

Rental Property

Do you *(or your spouse, if applicable)* own any rental property? YES____ NO____

➔ ***If you answered yes to the previous question,***
Was your property rented the entire year? YES____ NO____

If further explanation is required, please provide supplemental notes.

RENTAL PROPERTY DEDUCTIONS: If you do not have income from your rental property, you will not be able to take certain deductions if the property was not available for rent.

Do you have a broker's contract, property listing or other documentation to support the property's availability for rent? YES____ NO____

Have you prepared or will you prepare all required Forms 1099? YES____ NO____

Do you have written evidence to support your deductions (including mileage logs and business use percentage claimed on listed property)? YES____ NO____

Deductions and Credits

Did you (*or your spouse, if applicable*) make any large purchases, such as motor vehicles and boats? YES____ NO____

Charitable Contributions

No charitable deduction is allowed if you do not have a receipt or canceled check.

Do you have the necessary support? YES____ NO____

Do you have a letter from the charity for contributions over $250? YES____ NO____

For contributions of property, the assigned value must be a reasonable thrift shop value. Any item donated must be in "good or better" condition.

Do you meet these conditions for in-kind property donations? YES____ NO____

Did you (*or your spouse, if applicable*) contribute property (other than cash) with a fair market value of more than $5,000 to a charitable organization? YES____ NO____

➔ *If Yes, provide the appraisal of property contributed. NOTE: An appraisal is not required for contributions of publicly traded securities or contributions of non-publicly traded stock of $10,000 or less.*

Business Auto Expenses

To claim a deduction for this item, you need to substantiate it with contemporaneous records.

Do you have records to support the total miles driven this year and your total business miles? YES____ NO____

Other Business Expenses

To claim these deductions, you need receipts, contemporaneous notes with regard to the business discussed and with whom, etc.

Do you have records that will support your deductions for meals and entertainment and all other business expenses? YES____ NO____

Did you (*or your spouse, if applicable*) incur any casualty or theft losses? YES____ NO____

Did you (*or your spouse, if applicable*) incur any casualty or loss attributable to a federally declared disaster? YES____ NO____

Did you (*or your spouse, if applicable*) purchase a new alternative technology vehicle, including a qualified plug-in electric drive motor vehicle? YES____ NO____

Did you (*or your spouse, if applicable*) use gasoline or special fuels for business or farm purposes (other than for a highway vehicle)? YES____ NO____

➔ *If you answered Yes to the previous question, provide the number of gallons* ***or*** *special fuels used for off-highway business purposes.* GALLONS: ______________________

FUEL TYPE: Gasoline ____ Undyed Diesel____ Undyed Kerosene ____

Did you (*or your spouse, if applicable*) install any alternative energy equipment in your residence such as solar water heaters, solar electricity equipment (photovoltaic) or fuel cells? YES____ NO____

Did you (*or your spouse, if applicable*) install any energy efficiency improvement or energy property in your residence such as exterior doors or windows, insulation, heat pumps, furnaces, central air conditions, or water heaters? YES____ NO____

Investments

Did you (*or your spouse, if applicable*) have any debts canceled, forgiven or refinanced? YES____ NO____

Do you have or use virtual currency? YES____ NO____

Did you or your spouse sell or exchange Bitcoin or other cryptocurrencies or engage in any sales or exchanges denominated in Bitcoin or other YES____ NO____ cryptocurrencies?

Did you (*or your spouse, if applicable*) start or purchase a business, rental property, or farm, or acquire any new interest in any partnership or S corporation? YES____ NO____

Did you (*or your spouse, if applicable*) sell an existing business, rental property, farm, or any existing interest in a partnership or S corporation? YES____ NO____

Did you (*or your spouse, if applicable*) sell, exchange, or purchase any real estate? YES____ NO____

➔ *If yes, include closing statements.*

Did you (*or your spouse, if applicable*) receive grants of stock options from your employer, exercise any stock options granted to you or your spouse or dispose of any stock acquired under a qualified employee stock purchase plan? YES____ NO____

Did you (*or your spouse, if applicable*) engage in any put or call transactions? YES____ NO____

➔ *If yes, provide the transaction details.*

Did you (*or your spouse, if applicable*) close any open short sales? YES____ NO____

Did you (*or your spouse, if applicable)* sell any inherited property? YES____ NO____

Did you (*or your spouse, if applicable)* own any securities which became worthless? YES____ NO____

Did you (*or your spouse, if applicable*) sell any securities not reported on Form 1099-B? YES____ NO____

<u>Retirement and Severance</u>

Are you (*or your spouse, if applicable*) covered by an employer's retirement plan? YES____ NO____

Did you (*or your spouse, if applicable*) contribute to a Roth IRA or convert an existing IRA into a Roth IRA? YES____ NO____

Did you (*or your spouse, if applicable*) roll into a Roth IRA any distributions from a retirement plan, an annuity plan, tax shelter annuity or deferred compensation plan? YES____ NO____

Did you (*or your spouse, if applicable*) turn age 70½ and have money in an IRA or other retirement account without taking any distribution? YES____ NO____

Did you (*or your spouse, if applicable*) retire or change jobs? YES____ NO____

Did you (*or your spouse, if applicable*) receive deferred, retirement or severance compensation? YES____ NO____

➔ ***If you answered Yes to the previous question****, write the date received.*

If you are at age 70 ½, did you donate any part of your IRA directly to charity? YES____ NO____

Gifts

Did you (*or your spouse, if applicable*) make any gifts, including birthday, holiday, anniversary, graduation, education savings, etc., with a total (aggregate) value in excess of $15,000 to any individual? YES____ NO____

Did you (*or your spouse, if applicable*) make any gifts of difficult-to-value assets (such as nonpublicly traded stock) to any person regardless of value? YES____ NO____

Did you (*or your spouse, if applicable*) make any gifts to a trust for any amount? YES____ NO____

Did you (*or your spouse, if applicable*) have a life insurance trust? YES____ NO____

Did you (*or your spouse, if applicable*) assist with the purchase of any asset (auto, home) for any individual? YES____ NO____

Did you (*or your spouse, if applicable*) forgive any indebtedness to any individual, trust or entity? YES____ NO____

Miscellaneous

Did you (*or your spouse, if applicable*) pay in excess of $1,000 in any quarter or $2,100 during the year for domestic services performed in or around your home to individuals who could be considered household employees? YES____ NO____

Did you (*or your spouse, if applicable*) receive unreported tip income of $20 or more in any month? YES____ NO____

Have you (*or your spouse, if applicable*) received a punitive damage award for damages other than for physical injuries or illness? YES____ NO____

Did you (*or your spouse, if applicable*) engage in any bartering transactions? YES____ NO____

Did you (*or your spouse, if applicable*) generate funds from any type of web-based activity? YES____ NO____

Were you (*or your spouse, if applicable*) notified by the IRS or other taxing authority of any changes in prior year returns? YES____ NO____

For any trust that you (*or your spouse, if applicable*) created or are trustee, did any beneficiaries, grantors, or trustees die or move? YES____ NO____

Did you make any estimated tax payments? YES____ NO____

Did make purchases which are subject to Use Tax? YES____ NO____

Foreign Matters

Did you (*or your spouse if applicable*) perform any work outside of the U.S. or pay any foreign taxes? YES____ NO____

Were you (*or your spouse if applicable*) grantor or transferor for a foreign trust have any interest in or a signature authority over a bank account securities account or other financial account in a foreign country? YES____ NO____

Did you (*or your spouse if applicable*) create or transfer money or property to a foreign trust? YES____ NO____

Did you (*or your spouse if applicable*) own any foreign financial assets? YES____ NO____

Were you or your spouse subject to the transition tax on undistributed foreign income and elect to pay the tax in installments? YES____ NO____

Did you or your spouse have an interest in an S corporation that had undistributed foreign income subject to the transition tax? YES____ NO____

- ➔ ***If you answered yes to the previous question,***
  Did the corporation cease to be an S Corporation? YES____ NO____

  Was there a sale or liquidation of substantially all of the corporation's assets or did the corporation case business? YES____ NO____

  Did you or your spouse transfer any shares of stock in the corporation? YES____ NO____

Disclosure of Foreign Assets

We need to make further inquiries to ensure the $10,000 penalty (or higher), and the loss of tax return statute of limitations, will not affect you.

Do you own directly or with others any foreign stock or securities, financial instruments, foreign-issued annuities or life insurance, foreign hedge and private-equity funds (not in a US Brokerage account or US Financial Institution)? YES____ NO____

- ➔ *If Yes... What country / countries? What is the estimated value of position on 12/31/2018?*

Do you have a retirement or deferred compensation plan/account in another country (other than a Social Security type program)? YES____ NO____

- ➔ *If Yes... What country / countries? FMV on 12/31/2018? Highest estimated value of the retirement plan during 2018?*

Do you have a bank/brokerage account or a custodial account in another country? YES____ NO____

➔ *If Yes...* Provide the highest value of the bank account during the year.

Do you have any other assets outside the US such as land? YES____ NO____

➔ *If Yes...* What country / countries? Provide a description and estimated value of the assets.

At any time during 2018, did you have a financial interest in or signature authority over a financial a count (such as a bank account, securities account, or brokerage account) located in a foreign country? YES____ NO____

➔ *If Yes, you may be required to file Form 114 to report that financial interest or signature authority.* If required, enter the name of the foreign country where the account is located.

During 2018, did you receive a distribution from, or were you the grantor of, or transferor to a foreign trust? YES____ NO____

➔ *If Yes, you may have to file Form 3520.*

Tax Planning Information for Next Year

Do you expect any of the following to occur in 2019?

A change in your marital status? YES____ NO____

A change in the number of your dependents? YES____ NO____

A substantial change in your income? YES____ NO____

A substantial change in your withholding? YES____ NO____

A substantial change in deductions? YES____ NO____