Individual Tax Worksheet for New Clients

MCS
Certified Public Accountants

Client Information Date: _____

Taxpayer Name:_____ Cell Phone: _____

Spouse Name:_____ Cell Phone: _____

Taxpayer Email:_____ Spouse Email:_____

Taxpayer SSN:_____ DOB(MM/DD/YY):_____

Spouse: SSN:_____ DOB(MM/DD/YY):_____

Full Address:_____

Did you move this year? Y N Date of move: _____ School District:_____ Co. _____

Required Information:

Did you buy, sell, exchange or receive any digital assets (e.g. Bitcoin or Cryptocurrency) in 2026? Y N

Do you have funds in a foreign bank account? Y N Did you receive overtime in 2026? Y N

Would you like to set up a Trump Account for your child under the age of 18? Y N

Amount of cash donations to qualified charities? Y N If **yes**, total contributions:$ _____

*Please retain receipts. You do not need to provide them to us unless we specifically request them.

Educator Expense (teachers only): $ _____ (up to $500 for K-12 accredited school)

The IRS requires bank account information for direct deposit and electronic withdrawal.

Bank:_____ Routing #:_____ Account #:_____Checking ☐ Savings ☐

Did you pay FEDERAL estimates? Y N

If **yes**, enter amounts, dates and check # below.

	Amount	Date	Check #
1Q			
2Q			
3Q			
4Q			

Did you pay STATE estimates? Y N

If **yes**, enter amounts, dates and check # below.

	Amount	Date	Check #
1Q			
2Q			
3Q			
4Q			

Please provide the following, if applicable:

- W-2's
- 1099's (interest, dividends, sale of stock, misc. income, rent income, non-employee comp)
- All supporting documents concerning retirement plan contributions and distributions
- All supporting documents concerning Health Insurance and Health Savings Accounts
- Social security benefits and unemployment compensation statements
- 1099's from the USDA and Cooperatives
- 1098's (mortgage interest expense, student loan interest, student tuition expenses)
- K-1's from pass-through entities
- All tax forms/correspondence received from the government
- Please provide last 3 years of tax returns (5 years for farm clients).

Preferences: We will electronically file your tax return. How would you like your copy of the tax return?

Tax Return Copy: Paper ☐ Electronic ☐ Signature Method: In-Person ☐ Electronic ☐

Billing Method: Mail ☐ Email ☐ Pick up Location: Osage ☐ Riceville ☐ Cresco ☐ Nashua ☐

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Dependent Information (Complete this page if claiming dependents.)

Name:_____ Rel: _____DOB:_____SSN:_____
Name:_____ Rel: _____DOB:_____SSN:_____
Name:_____ Rel: _____DOB:_____SSN:_____
Name:_____ Rel: _____DOB:_____SSN:_____

Child Care Expenses:

Daycare Provider Name: _____ SSN/EIN:_____ Amt Pd:$_____
Address: _____
K-12 Tuition, Books, Extracurriculars (IA & MN): $_____
College Education Expenses (1098-T): Y N

Credit Inquiry Form Completed By: _____ (sign) _____ (date)

1. Do you have a child that meets **ALL** the following criteria:
   - ☐ Relationship: son, daughter, adopted child, stepchild, foster child, grandchild, brother, sister, half-brother/sister, stepbrother/sister, niece, nephew (any dependent qualifies for Other Dependent Credit)
   - ☐ Age: Child under age 17 at the end of the tax year or age 18-24 and a full-time student (any age qualifies for ODC, any age and disabled qualifies for Earned Income Credit)
   - ☐ Residency: Child lives with you for more than half the year.
     If so, # of months the child resides with you _____
   - ☐ Citizenship: The Child is a U.S. citizen, U.S. national, or U.S. resident alien.
   - ☐ Support: The child did not provide more than half of their own support.
   - ☐ Dependent: The child is claimed as a dependent on the taxpayer's federal tax return and has a valid social security number. (If they have a valid ITIN or ATIN qualifies for ODC).
   - ☐ Joint Return: Child cannot file a joint return unless spouse only filed joint return to claim a refund.
   - ☐ Does the child qualify to be claimed as a dependent for more than one person?
     If so, does the client have a Form 8332 releasing the child for dependent purposes to the noncustodial parent or a court ordered agreement on file?

2. If you have a dependent with college education expenses, do they meet **ALL** the following criteria?
   - ☐ As of the beginning of the tax year, the student had not completed the first 4 years of postsecondary education.
   - ☐ The AOTC (American Opportunity Tax Credit) credit has been claimed for this student for any 3 or fewer tax years before the current tax year. If so, # of years AOTC has been claimed for this student _____
   - ☐ The student was enrolled in at least one academic period at an eligible educational institution for at least one-half the normal full-time workload for his or her course of study.
   - ☐ The student has not been convicted of a federal or state felony.
   - ☐ Form 1098-T was provided with the educational institution's EIN and students TIN.