

# Returning Client Check-In Sheet

For Internal Use Only: Folder Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

### Taxpayer Information

**Please provide a copy of your Driver's License or State ID.**

Taxpayer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Email: \_\_\_\_\_  
 Spouse Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Email: \_\_\_\_\_

Did you move last year? If so, please provide your current address and the date you moved. Date Moved: \_\_\_\_\_ Current Address: \_\_\_\_\_

### Dependents

If you are adding or removing any dependents, please fill in below.

Name:	Add/Remove:	SSN:	DOB:	Relationship:	Months in Home:	Child Care? Yes/No:

### Banking Information

Did your bank information change? If so please provide a voided check.

Please select one of the following:    Checking    Savings

Bank Name: \_\_\_\_\_ Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

### Other Information

Yes    No

- |   |  |
|---|--|
| 1. Did you have Health Insurance through the Marketplace/Pennie?    | <b>If so, provide form 1095-A.</b>                                       |
| 2. Do you have any foreign bank or retirement accounts?             |  |
| 3. Did you receive, sell, exchange or acquire any virtual currency? |  |
| 4. Did you buy or sell any real estate?                             | <b>If so, provide settlement statement.</b>                              |
| 5. Did you pay any student loan interest?                           | <b>If so, provide form 1098-E.</b>                                       |
| 6. Did you have any college expenses?                               | <b>If so, provide form 1098-T.</b>                                       |
| 7. Did the taxpayer or spouse receive any unemployment?             | Neither    Both    Taxpayer    Spouse <b>If so, provide form 1099-G.</b> |

### Documents/Information Needed/Questions/Issues


For Internal Use Only:

Scanning complete  
Folder Label

Payment Method

Cash    Check    Credit Card

-----Forms-----

Have    Need