Roberts Accounting, CPAs, P.C.

# 2025 PERSONAL TAX INTAKE FORM

Taxpayer's **Name:** ____________________ Spouse's **Name:** ____________________

Taxpayer's **Email:** ____________________ Spouse's **Email:** ____________________

Taxpayer's **Phone:** ____________________ Spouse's **Phone:** ____________________

Preferred point of contact: ☐ Taxpayer ☐ Spouse

Preferred form of contact: ☐ Phone ☐ Email ☐ Text

**The following questions are in relation to the last known tax return you have filed with the government:**

Marital Status: ____________________ Did your status change in 2025? ☐ NO ☐ YES

Number of Children being Claimed: ____________________ Did this number change in 2025? ☐ NO ☐ YES

Has your address changed? ☐ NO ☐ YES (please add this below)

Your Address: ________________________________________

Taxpayer's Occupation: ____________________ Spouse's Occupation: ____________________

**Primary bank account** for electronic tax refunds/balances due: RAC has on file (account ending): __________

**Bank Name:** ____________________ ☐ Checking ☐ Savings

**Account Number:** ____________________

**Routing Number:** ____________________

Income Tax Refund/Balance Due Preferences:

| | |
|---|---|
| Federal Balance Due: | ☐ Withdraw from my bank account ☐ I will mail a check |
| Federal Refund Owed: | ☐ Direct Deposit ☐ Paper Check ☐ Apply to my estimated payment |

| | |
|---|---|
| State Balance Due: | ☐ Withdraw from my bank account ☐ I will mail a check |
| State Refund Owed: | ☐ Direct Deposit ☐ Paper Check ☐ Apply to my estimated payment |

*IMPORTANT: If you or your spouse are a new client or if your Driver's License was renewed or updated in the past year, please attach a copy of both the front and back of the license to this form.*

## ANNUAL QUESTIONS

At any time during 2025, did you or your spouse:

1. Buy, receive, sell, exchange, or otherwise dispose of any cryptocurrency? ☐ NO ☐ YES
   *Please provide form 1099-DA as we will need a list of all taxable transactions, [www.rac-co.com/crypto](www.rac-co.com/crypto)*
2. Make any Energy Efficient Home Improvements? (Includes second homes now) ☐ NO ☐ YES
   *If yes, please provide statement/receipts*
3. Make any solar, fuel cell, geothermal, or wind-powered improvements to your primary residence? ☐ NO ☐ YES
   *If yes, please provide statement/receipts*
4. Purchase an electric or fuel cell vehicle? ☐ NO ☐ YES
   *If yes, please provide statement/receipts*
5. NEW In 2025, did you purchase a new vehicle, for personal use, that you are paying loan interest on? ☐ NO ☐ YES
   *If yes, we will need the purchase statement, the year-end bank statement showing the annual amount of interest paid, and the VIN number*
6. Make any payments on student loans? ☐ NO ☐ YES
   *If yes, please provide form 1098-E*

At any time during 2025, did you or your spouse – *Continued:*

7. Receive any unemployment income? ☐ NO ☐ YES
   *If yes, please provide form 1099-G*
8. Get your health insurance through the marketplace? ☐ NO ☐ YES
   *If yes, please provide form 1095-A (we do not need forms 1095-B or 1095-C)*
9. Pay for long-term care insurance? ☐ NO ☐ YES
   *If yes, please provide statements/receipts*
10. Have any interests in or are a member/partner of a business that you will receive a K-1? ☐ NO ☐ YES
11. NEW Did you work in an occupation where you customarily and regularly received Tip income? ☐ NO ☐ YES
12. NEW Did you work and get paid for any overtime in 2025? ☐ NO ☐ YES
    *If yes, we will need the final pay stub for the year and any pay stub issued with a change in pay rate.*
13. Make any contributions to an HSA ***outside of payroll?*** ☐ NO ☐ YES
    *If yes, please provide form 5498-SA*

| | | | |
|---|---|---|---|
| 13A. *Taxpayer contribution HSA plan type:* | ☐ *Single Plan* ☐ *Family Plan* | *Amount Contributed:* | $ ____________ |
| 13B. *Spouse contribution HSA plan type:* | ☐ *Single Plan* ☐ *Family Plan* | *Amount Contributed:* | $ ____________ |

14. Spend any funds from your HSA throughout the year? ☐ NO ☐ YES
    *If yes, please provide form 1099-SA*

| | |
|---|---|
| 14A. *Were all the funds used for qualified medical expenses?* | ☐ NO ☐ YES |

15. Make any contributions to an IRA? ☐ NO ☐ YES
    *If yes, please provide form 5498 if available (sometimes this form will not be available until May)*

| | | | |
|---|---|---|---|
| 15A. *Taxpayer Retirement Account Type:* | | *Amount Contributed:* | $ ____________ |
| ☐ *Traditional IRA* | ☐ *Roth IRA* | ☐ *SEP IRA* | ☐ *SIMPLE IRA* |
| 15B. *Spouse Retirement Account Type:* | | *Amount Contributed:* | $ ____________ |
| ☐ *Traditional IRA* | ☐ *Roth IRA* | ☐ *SEP IRA* | ☐ *SIMPLE IRA* |

16. Receive an Identity Theft PIN number? ☐ NO ☐ YES
    *If yes, please provide letter(s)*
17. Have an interest or signature authority over any foreign financial banks that had an aggregate value of $10,000 or more during the calendar year? ☐ NO ☐ YES

| | |
|---|---|
| 17A. *If yes, you have an obligation to file form FinCEN114. Would you like RAC to prepare this for you?* | ☐ NO ☐ YES |

18. For NYS Residents Only: Maintain living quarters in NYC any time during the year? ☐ NO ☐ YES
    *If yes: Month* _______________ *to Month* ________________
19. Were you an educator? Eligible Teachers & Educators may deduct up to $300 for unreimbursed classroom expenses. ☐ NO ☐ YES
    *If yes, please provide statements/receipts*

| | | |
|---|---|---|
| 19A. *If yes, who was the educator?* | *Amount of Qualified Expenses:* | $ ___________ |
| ☐ *Taxpayer* | ☐ *Spouse* | ☐ *Both* |

20. For NYS Residents Only: Were you a volunteer firefighter any time during the year? ☐ NO ☐ YES

| | | |
|---|---|---|
| 20A. *If yes, who was the firefighter?* | *Company/Dept.:* ___________________ | *Address:* _________________________ |
| ☐ *Taxpayer* | ☐ *Spouse* | ☐ *Both* |

21. Make any estimated tax payments? ☐ NO ☐ YES
    *If yes, please provide payment details below AND include proof of payment with your documents:*

| Federal Amount | Date Paid | State Amount | Date Paid |
|---|---|---|---|
| | | | |
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| | | | |

## BUSINESSES, FARMS & PARTNERS OF A PARTNERSHIP
(For Schedule C & F Filers Only - *All others can skip this section entirely*)

Name of Entity/Activity: ___________________________________ EIN: _________________________________________

Who does this Entity/Activity belong to? ☐ Taxpayer ☐ Spouse ☐ Both

1. What accounting software do you use to track your business or farm activity?

☐ QuickBooks Online* ☐ Excel/Google Sheets ☐ Other __________________

☐ QuickBooks Desktop** ☐ None (please provide us with all relevant activity, information and details)

**If using **QuickBooks Online**, please add us as your accountants using OASTeam@rac-co.com*

***If using **QuickBooks Desktop** or an excel spreadsheet, please provide a copy of all necessary files*

2. Did you have any business or farm activity in 2025 that was **not held** by a partnership or S-Corporation? ☐ NO ☐ YES

   *If yes,* ☐ *I had a business* ☐ *I had a farm* ☐ *I had both*

3. Did you sell/dispose or trade in any assets in 2025 that were used for business purposes in prior years? ☐ NO ☐ YES
   *If yes, please provide all necessary information relating to this transaction*
4. Did you buy or inherit any assets in 2025 that were used by or for your business or farm during 2025? ☐ NO ☐ YES
   *If yes, please provide all necessary information relating to this transaction*
5. Did you close or sell your business, farm or partnership interest in 2025? ☐ NO ☐ YES
   *If yes, please provide closing documents.*
6. Did you receive the Employee Retention Credit in 2025? ☐ NO ☐ YES

   *If yes, amount received:* ____________________________
7. Fill out the below sections if you are a **partner of a partnership** (K-1), a **farmer** (Schedule F) or **business owner** (schedule C):

Apply the information below to: ☐ My Business: ___________ ☐ My Farm: ___________ ☐ My K-1 (1065): ______________

### Home Office Deduction

Square Footage of Home (livable): _____________________

Square Footage of your Home Office: _____________________

Home Insurance: $ ___________________

Utilities: $ ___________________

Internet service: $ ___________________

Repairs and Maintenance: $ ___________________

Cell Phone: $ ___________________

### Mileage Deduction Information

Year: _______ Make: ________ Model: ______

Date placed in service: ___________________

Total Miles Driven for the year**: ___________

Business Miles Driven for the year: ___________

**If you have mileage for more than one activity, please add this information to **Other Notes and Comments** below*
***This is the difference between your odometer read as of January 1 and December 31st*

### NOTES & OTHER RELEVANT INFORMATION (Use this section if you need more space than already provided)

| |
|---|
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## REAL ESTATE RENTALS (LANDLORDS)
(For Schedule E Filers Only - *All others can skip this section entirely*)

Physical Address of Property: ______________________________________________________________________________

Is this property held in an LLC? ☐ Yes (fill out below): ☐ No, but I would like it to be ☐ No, and I'm okay with that

Name of LLC: ________________________________________ EIN: ______________________________

Type of Property:
□ Single-Family Residence □ Multi-Family Residence □ Vacation/Short-Term Rental □ Commercial
□ Land □ Royalties □ Self-Rental □ Other ______________

Who does this rental property belong to? ☐ Taxpayer ☐ Spouse ☐ Both

1. What accounting software do you use to track your real estate rental activity?
□ QuickBooks Online □ Excel/Google Sheets □ Other __________________
□ QuickBooks Desktop □ None (use the Rental Activity section below for each rental you own)

2. Did you have any rental activity in 2025 that was **not held** by a partnership or S-Corporation? ☐ NO ☐ YES

   *If yes,* ☐ *I had one rental* ☐ *I had multiple rentals (please use a new sheet for each rental property)*
3. Did you sell/dispose or trade in any assets in 2025 that were used for your rental(s) in prior years? ☐ NO ☐ YES
   *If yes, please provide all necessary information relating to this transaction*
4. Did you buy or inherit any assets in 2025 that were used by or for your rental property(ies) during 2025? ☐ NO ☐ YES
   *If yes, please provide all necessary information relating to this transaction*
5. Did you buy or sell any rental properties during 2025? ☐ NO ☐ YES
   *If yes, please provide closing documents and all necessary and pertinent information.*
6. Did you have an outstanding mortgage on any rental property(ies) that you own as of the end of the year? ☐ NO ☐ YES
   *If yes, please provide all balances and interest expense details.*
7. Did you make any payments requiring Form 1099? ☐ NO ☐ YES
   *If yes, did you or will you file the necessary Form(s) 1099?* ☐ NO ☐ YES
8. **Only for those who said "None" to Question 1 above:** Use the below section to report all financial information relating to your rental property(ies):

## RENTAL ACTIVITY BY PROPERTY
(for additional rentals, please contact us for a template: info@rac-co.com)

Physical Address of Property: ☐ Use the one listed above ____________________________________________________

### General Information:

Number of Fair Rental Days: ____________________

Number of Personal Use Days: ____________________

Rents Received (for the year): $__________________

Royalties Received (for the year): $__________________

### Mileage Deduction Information:

Year: _________ Make: ____________ Model: __________

Date placed in service: __________________

Total Miles Driven for the year*: __________________

Business Miles Driven for the year: __________________

**This is the difference between your odometer read as of January 1 and December 31st*

### New Asset Information:

| Description of Asset Purchased | Date Purchased | Cost ($) |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |

### Expenses

Advertising: $ ___________

Cleaning & Maintenance: $ ___________

Commissions: $ ___________

Insurance: $ ___________

Legal and Professional: $ ___________

Management Fees: $____________

Mortgage Interest: $____________

Repairs: $____________

Supplies: $____________

Property Taxes: $____________

Utilities: $____________

## IMPORTANT DEADLINES

If you wish to have RAC file your tax return by the filing deadline of April 15, 2026, then we need all of your tax documents and materials by no later than Tuesday, March 25, 2026.

Tax return preparation will not begin until all required materials have been received.

If you need more time this year, please don't wait to request that we file an extension for your personal return. You can request that we file this extension any time before and up to April 15th, 2026, online here: https://www.rac-co.com/1040extension

## ENGAGEMENT & SIGNATURE

*By signing this form and/or submitting your tax documentation to us, you are agreeing to the terms and conditions of our Personal Income Tax Engagement Letter available on our website at: https://www.rac-co.com/1040*

Signature of Taxpayer or Spouse: ______________________ Date: __________ RAC Initials: ______

## MISSING ITEMS AT DROP OFF [FOR OFFICE USE ONLY]

| TAX DOCUMENT OR INFORMATION | NOTES |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 8. | |

You can drop off your documents to our office or submit your documents online using the upload link at www.rac-co.com

2025 Personal Income Tax Checklist

Checklist Instructions: Please review the list of all income, adjustments, deductions, and credits listed below and the total number of each form that applies to your household for 2025. We will need you to provide the respective supporting documentation for each item as it is listed in the "Required forms and documentation" column.

| INCOME: Required Forms/ Documentation: | *# of forms* |
|---|---|
| W-2 (Employer/Paycheck) | |
| SSA-1099 (Social Security) | |
| 1099-G (Unemployment) | |
| 1099-INT (Interest) | |
| 1099-DIV (Dividends) | |
| 1099-R (Retirement distributions) | |
| 1099B (Cryptocurrency/virtual currency) | |
| 1099-B (Consolidated Statement/Investment Activity) | |
| 1099-SA (Health Savings Account (HSA)) | |
| W2-G (Gambling) | |
| K-1 (Privately Held Corporations/Partnerships)<br>○ RAC prepares this for me | |
| Small Business/Real Estate/Rental/Farm (2025 income statement, balance sheet and asset schedule) | |
| 1099-Q (Qualified Tuition Program) | |
| 1099-C (Forgiven Debt or Foreclosure) | |
| 1099-K (Third Party Network Sales/Income) | |
| 1095-A (Marketplace Health Insurance) | |
| Other: | |

| DEDUCTIONS: Required Forms/ Documentation: | *# of forms* |
|---|---|
| 1098 (Mortgage Statement and Property Taxes Paid) | |
| 1099-S (Purchase and/or Sale of Real Estate (attorney-provided)) | |
| Charitable Donations (Estimated value of donated items OR Receipt for cash) | |
| Unreimbursed Employee Expenses (Total amount, receipt, details) | |
| Home Office Expenses – Self-Employed Only (Square footage of office and all relevant expenses) | |
| Mileage - Business, medical and charitable (Vehicle description, total annual miles, deductible miles) | |
| Other: | |

| ADJUSTMENTS: Required Forms/ Documentation: | *# of forms* |
|---|---|
| 1098-E (Student loan payments) | |
| 5498 (Retirement account contributions (non-payroll)) | |
| 5498-SA (Health Savings Account (HSA) contribution) | |
| Cash Charitable Contributions (Charity and donation letters) | |
| Other: | |

| CREDITS: Required Forms/ Documentation: | *# of forms* |
|---|---|
| Childcare or other dependent care expenses (EIN for provider and total amounts paid for each child) | |
| 1098-T (College Tuition – for you, spouse, or dependent) | |
| Full-Year Firefighter or EMT Volunteer (NYS) (Name & address of where you volunteered) | |
| Certified energy efficient property purchase (paid receipts) | |
| Other: | |

| OTHER: Required Forms/ Documentation: | *# of forms* |
|---|---|
| Required: All taxpayers & spouses need a copy of valid Driver's License or NYS ID card to e-file | |
| All 2025 estimated income tax payments (Record of all payments made to each agency (dates & amounts)) | |
| IRS or NYS Tax Notice (Complete copy of the tax notice(s)) | |
| 2025 NYS STAR Tax Relief Check (Amount or check stub provided by NY when you get the check) | |
| Other: | |