Year-end tax planning questionnaire

2026 tax year, to return before the end of October

Prepared for the clients of (firm name)

Your name, and your spouse’s if filing jointly

Answer with your best estimate for the full year. Round numbers are fine.

Attach the latest statement for each account you mention, so figures are year-to-date.

Tell us about anything planned before December 31, even if it is not certain yet.

Income for the rest of the year

Based on: Publication 505, Worksheet 2-1

Do you expect a bonus, commission or raise before year end? ◯ Yes ◯ No
If yes, send: Latest pay stub; Offer or bonus letter

Will you change jobs, stop working or retire this year or next? ◯ Yes ◯ No
If yes, send: Separation or retirement date; Final pay stub when available

Do you hold stock options, restricted stock units or an employee stock purchase plan? ◯ Yes ◯ No
If yes, send: Grant and vesting statements; Planned exercise or sale dates

Do you own a business or have side income? ◯ Yes ◯ No
If yes, send: Year-to-date profit and loss report

Did you receive tips, or overtime that federal law requires your employer to pay? ◯ Yes ◯ No
If yes, send: Pay stubs showing tips and overtime

Withholding and estimated payments

Based on: Publication 505; Form 1040-ES

Federal and state tax withheld so far this year

Have you made estimated tax payments this year? ◯ Yes ◯ No
If yes, send: Date and amount of each payment

Was your adjusted gross income last year above the higher-income safe harbor level? ◯ Yes ◯ No
If yes, send: Last year’s federal return

Do you expect a large one-time item, such as a property sale or a lump-sum payout? ◯ Yes ◯ No

Investments

Based on: Schedule D (Form 1040); Form 8949

Have you sold investments at a gain or loss this year? ◯ Yes ◯ No
If yes, send: Year-to-date brokerage statement with realized gains

Do you hold any position you would consider selling at a loss? ◯ Yes ◯ No
If yes, send: Unrealized gain and loss report

Did you buy, sell or exchange digital assets? ◯ Yes ◯ No
If yes, send: Exchange transaction history

Retirement and health accounts

Based on: IRS contribution limits; Publication 590-A and 590-B

Are you contributing to a 401(k), 403(b) or similar plan? ◯ Yes ◯ No
If yes, send: Pay stub with year-to-date deferrals

Do you plan an IRA contribution or a Roth conversion? ◯ Yes ◯ No
If yes, send: IRA account statements

Must you take a required minimum distribution this year? ◯ Yes ◯ No
If yes, send: Account statement showing the distribution so far

Do you have a health savings account? ◯ Yes ◯ No
If yes, send: HSA statement with year-to-date contributions

Charity and family gifts

Based on: Publication 526; Form 709 instructions

Do you plan cash gifts to charity before year end? ◯ Yes ◯ No
If yes, send: Receipts for gifts made so far

Would you donate appreciated stock or use a donor-advised fund? ◯ Yes ◯ No
If yes, send: Statement showing the shares and their cost

Will you give more than the annual exclusion amount to any one person? ◯ Yes ◯ No
If yes, send: List of gifts, recipients and dates

Have you updated beneficiaries or your will in the last three years? ◯ Yes ◯ No

Life events, home and vehicle

Based on: Publication 501; Publication 523; Publication 505

Did you marry, divorce, have or adopt a child this year, or expect to? ◯ Yes ◯ No
If yes, send: Marriage certificate, decree or birth certificate

Do you plan to buy, sell or refinance a home? ◯ Yes ◯ No
If yes, send: Purchase or sale contract; Closing statement when available

Will you move to another state? ◯ Yes ◯ No
If yes, send: Planned move date and new address

Did you buy a new car for personal use with a loan? ◯ Yes ◯ No
If yes, send: Loan statement with interest paid; VIN, or the label showing final assembly in the United States

Will you or your spouse be 65 or older by year end? ◯ Yes ◯ No
If yes, send: Birth dates

Will a child start college or pay tuition next year? ◯ Yes ◯ No
If yes, send: 529 plan statement; Tuition bill

Business owners (fill in only if it applies)

Based on: Schedule C; Form 1120-S; Form 4562

Do you plan to buy equipment, vehicles or software for the business before year end? ◯ Yes ◯ No
If yes, send: Quotes or invoices

Does the business have a retirement plan, or do you want to start one? ◯ Yes ◯ No
If yes, send: Plan documents or provider statement

Do family members work in the business? ◯ Yes ◯ No
If yes, send: Payroll records for each family member

Owner salary and distributions taken so far this year

Anything else your preparer should know