Note: Your personal information is strictly confidential and is never shared.

I. Personal Information

A. Full name:

Please check the appropriate box.

B. Did your address change compared to your U.S. tax return 2018?

- ☐ No
- ☐ Yes

If yes, please provide us with your new address, as follows:

Address:

ZIP code and city / town:

Country:

C. Did your marital status change compared to your U.S. tax return 2018?

- ☐ No
- ☐ Yes

If yes, please provide us with the following information:

Current marital status:

Date of marital status change:

D. Did your U.S. bank account change compared to your U.S. tax return 2018?

- ☐ No
- ☐ Yes
- ☐ N/A

If yes, please provide us with your new U.S. bank details, as follows:

Bank name:

Routing Number:

Account Number:

Type of Account (Checking/Savings):

E. Other information or comments pertaining to general information:

II. Tax Return and Filing Information:

In order to prepare your 2019 U.S. Individual Income Tax Return (Form 1040), please provide us with following information and documents (scan copies per email welcome):

A. German Income Tax Return 2019

Please provide us with a complete copy of your 2019 German Income Tax Return including all pertinent schedules and statements (z.B. Anlage EÜR, profit and loss statement (Gewinn- und Verlustrechnung)), as well as with the detailed income tax computaton (Steuerberechnung) according to your 2019 German Income Tax Return. Thus, we do not need to wait for your 2019 German Income Tax Assessment Notice (Einkommensteuerbescheid).

Should you have filed an income tax return for 2019 in other countries besides Germany and the USA, please provide us with a complete copy of this return as well.

B. German wage tax statement(s) for 2019 (Lohnsteuerbescheinigung(en) 2019)

C. Investment Income 2019

We must report your interest and dividend income along with the name of the financial institutions from which you received it (e.g. Berliner Sparkasse: USD 200) on your 2019 U.S. Income Tax Return. If this information is not included in your 2019 German Income Tax Return, we would like to ask you to send us this information separately (either by entering the details on page 5 of this questionnaire or by sending us the detailed statements from the financial institutions).

D. Did you sell or dispose of any shares, stocks, securities or mutual funds in 2019?

☐	No
☐	Yes

If yes, please provide us for each item with the following details:

- Name
- Date of purchase
- Cost (or other basis)
- Quantity sold
- Date of sale
- Proceeds (sales price)

Please provide us with these details in the attached excel worksheet (Appendix 1). This will enable us to process your work quickly and efficiently and keeping the fee for the preparation of your 2019 U.S. Tax Return as low as possible. Please also send us any available transaction records.

E. Did you purchase or sell any real estate in 2019?

☐	No
☐	Yes

If yes, please provide us with the details (e.g. on page 5 of this questionnaire).

F. Did you dispose of any other asset in 2019 (e.g. collectables, shares in a company)?

☐	No
☐	Yes

If yes, please provide us with the details (e.g. on page 5 of this questionnaire).

G. Did you received any payments from a life insurance policy in 2019?

☐	No
☐	Yes

If yes, please provide us with the following details (e.g. on page 5 of this questionnaire):

- Contributions history (contribtions per year)
- Date and value of the payout

II. Tax Return and Filing Information: *(continued)*

H. Did you inherit money or property in 2019 or did you make or receive any gifts in 2019?

If yes, please provide us with the details (e.g. on page 5 of this questionnaire).

No
Yes

I. Did you have any income from U.S. sources in 2019?

If yes, please provide us with the respective forms you may have received, e.g. W-2, 1099-R, 1099-B, 1099- INT, 1099-DIV, 1042-S.

No
Yes

J. Did you have income from other countries than Germany and the USA in 2019?

If yes, please send us all pertinent information and/or forms.

No
Yes

K. Did you have any participations in companies in 2019?

If yes, please provide us with all pertinent details (e.g. date of the acquisition and number of shares owned in a GmbH, KG, LLC etc.).

No
Yes

L. Did you hold mututual funds with a total value of more than USD 25,000 on 12/31/2019?

If yes, please provide us for each mututal funds with the annual investment statements as per 31.12.2018 and per 31.12.2019, as well as with the details regarding any purchases and acquisitions made in 2019 . If your U.S. filing status is "married filling jointly" the reporting threshold is USD 50,000.

No
Yes

M. Did you have any U.S. presence days in 2019?

If yes, please provide us with the exact U.S. entry and departure dates (e.g. on page 5 of this questionnaire).

No
Yes

N. Did you own a house or apartment for private use (in or outside the U.S.) in 2019?

If yes, please provide us with your mortgage interest payments and property tax payments in 2019 (e.g. on page 5 of this questionnaire).

No
Yes

O. Did you make any alimony payment to a former spouse in 2019?

If yes, please provide us with the total amount of these payments (e.g. on page 5 of this questionnaire).

No
Yes

P. Did you pay any estimated income taxes in 2019 to the U.S. tax authority?

If yes, plese provide us with the pertinent details (e.g. on page 5 of this questionnaire).

No
Yes

Q. Do you want us (U.S. Tax Services) to prepare your 2019 FBAR Report?

If yes, please provide us with the completed FBAR Worksheet for 2019 (Appendix 2).

No
Yes

II. Tax Return and Filing Information: *(continued)*

R. Review of your obligation to file Form 8938 (Statement of Specified Foreign Financial Assets) for 2019

In response to tax policy concerns that some taxpayers have avoided paying taxes by hiding assets overseas, the Foreign Account Tax Compliance Act (FATCA) provisions of the HIRE Act were enacted in March 2010. One of FATCA's key provisions requires U.S. persons to disclose certain information about foreign financial assets with their U.S. tax returns starting in 2011 on Form 8938, Statement of Specified Foreign Financial Assets.

There are serious penalties for not reporting these foreign financial assets. This FATCA requirement is in addition to the long-standing requirement to report foreign financial accounts on FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).

The definition of a "specified foreign financial assets" is quite broad. Foreign (non-U.S.) bank accounts, investment vehicles such as foreign mutual funds, foreign hedge funds, and foreign private equity funds are clear examples of what is reportable on Form 8938. However, reporting is also required with respect to foreign trusts, deferred compensation plans, foreign pension plans, contracts with non-U.S. persons, interests in foreign entities, as well as foreign-issued life insurance or annuity contract with a cash-value.

This new reporting requirement will apply to you if the total value of your "specified foreign financial assets" exceeds certain reporting thresholds. The reporting threshold depends on your filing status and where you live.

In determining whether you have an obligation to file Form 8938, the total value of all your foreign financial assets on the last day of the calendar year 2019 or the maximum value of all your foreign financial assets during the year 2019 must be reviewed. If one of the annual thresholds are met, you are required to file Form 8938.

In order to check your obligation to file Form 8938, please provide us in the table below with the total value of all your foreign financial assets during the year 2019 and the total value of all your foreign financial assets on the last day of the year 2019.

If you authorize us to prepare your FBAR Report for 2019, we will determine the total value of all you foreign financial assets during the year. In this case, please only send us the total value of all your foreign financial assets on the last calender day of the year.

The applicable exchange rate is the following: 1 USD = 0,8900 EUR.
(Source: www.fiscal.treasury.gov/fsreports/rpt/treasRptRateExch/currentRates.htm)

Please check the appropriate box for the total value on the last day of the year and the total maximum value during the year.

Form 8938 (Statement of Specified Foreign Financial Assets)		
	Total value on 12/31/2019	Total maximum value during 2019
Specified Foreign Financial Assets ≤ USD 50,000	☐	☐
Specified Foreign Financial Assets > USD 50,000	☐	☐
Specified Foreign Financial Assets > USD 75,000	☐	☐
Specified Foreign Financial Assets > USD 100,000	☐	☐
Specified Foreign Financial Assets > USD 150,000	☐	☐
Specified Foreign Financial Assets > USD 200,000	☐	☐
Specified Foreign Financial Assets > USD 300,000	☐	☐
Specified Foreign Financial Assets > USD 400,000	☐	☐
Specified Foreign Financial Assets > USD 600,000	☐	☐

III. Additional information / comments / questions

Please note below any items that may require further explanation. Also please provide us with any further information you feel we should be aware of for the preparation of your 2019 U.S. Income Tax Return.