

Linda Gabbert Keith, CPA  
Client Questionnaire:  
Tax Return Analysis

Client:  
Date:  
Senior Lender:

- 1) # expected:
- 2) Type of lending: (Consumer, Mortgage (Secondary Market or Portfolio), Commercial)  
Level of participants: Basic, intermediate, advanced? If mixed, please indicate percentages.
- 3) What prompted you to get training on this subject at this time?
- 4) Are there any problem areas you would like to clear up as a result of this training?
- 5) Are your lenders currently consistent in their approach to tax return analysis?
- 6) Are your lending guidelines for tax return analysis written and well-understood? Please send a copy of any written guidelines back with this questionnaire.
- 7) Request a copy of my AGI method worksheet and my Schedule Analysis Method worksheet. Do you wish to use one of these or your own? AGI \_\_\_\_ SAM \_\_\_\_ Ours \_\_\_\_  
Please send a copy of any worksheet your lenders have been using back with this questionnaire. If using yours for the program, I will also ask you to provide a solution to my case studies using your worksheets several weeks before the program so that I can be sure I understand your approach.
- 8) Please give me feedback on the following guidelines. If you are undecided on any, I would be happy to discuss it with you and make recommendations.
- When lending to wage-earners, do you use gross wages or net wages?
- When using tax returns, do you subtract federal and state income taxes? If so, what source do you use for state income taxes (if applicable)?
- Do you use a debt-to-income ratio for qualifying purposes? If so, what is your guideline:  
Do you use a debt-coverage or debt-service ratio? If so, what is your guideline:
- At what percentage ownership do you require lenders to obtain corporate, partnership or s-corporation tax returns?
- How many months do payments have to be continuing (car, business loan, alimony) for you to count them against the borrower?
- How many months do receipts have to be continuing (alimony, notes receivable, etc.) for you to give your borrower credit for them?
- If using the AGI method when doing a 1040 analysis, do you add back IRA's?  
Do you add back home office deductions from Schedule C?  
Do you add back interest and subtract loan payments for Schedule C and Rentals?
- 9) When considering competence, confidence and consistency in tax return analysis, which one(s) are of concern to you?
- 10) When we are done, what do you hope we will have accomplished?
- 11) Anything else? (Feel free to add a second page. The more I know the better I'll be able to meet your needs.)

Please return this questionnaire as soon as possible to my office at FAX to 360-455-1570 or email Kimberly@LindaKeithCPA.com.