



OCKER

accountants & consultants

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2024 TAX RETURN QUESTIONNAIRE & CHECKLIST

Taxpayer Name: _____ Spouse Name: _____

Taxpayer E-mail: _____ Spouse E-mail: _____

Preferred Phone Number(s): _____

FORMAT TO RECEIVE YOUR CLIENT COPY OF TAX RETURN

☐ Secure Online Client Portal ☐ Paper Booklet ☐ Both Portal & Paper (\$25 fee)

Portal selection includes e-signatures for federal and state e-file forms

Please review the following questions. If you answer yes to any of the questions, please provide details.

Y	N	PERSONAL INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	Your DOB _____ Your spouse's DOB _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you move during the year? If so, list date of change: _____ and attach new address
<input type="checkbox"/>	<input type="checkbox"/>	Did your marital status change during the year?
<input type="checkbox"/>	<input type="checkbox"/>	Please list your current occupation _____ and your spouse's _____
<input type="checkbox"/>	<input type="checkbox"/>	If you have an overpayment and want it to be direct deposited, you <u>MUST</u> provide either a voided check or the following information:

Bank Name _____ Account Number _____

Routing transit number _____ ☐ Checking ☐ Savings

If filing a joint return, please circle the owner of this account: Taxpayer Spouse Joint

☐ ☐ Did you provide a copy of your (and your spouse's) driver's license, or do we have them on file?

Y	N	DEPENDENTS
<input type="checkbox"/>	<input type="checkbox"/>	Could you be claimed as a dependent on another person's tax return for 2024?
<input type="checkbox"/>	<input type="checkbox"/>	Were there any changes in your dependents? If so, please provide dependent name(s) and months lived at home. If new, provide name, SSN & DOB.
<input type="checkbox"/>	<input type="checkbox"/>	Did any of your dependents have any income? If so, please provide amounts and tax return if our firm will not prepare the return.
<input type="checkbox"/>	<input type="checkbox"/>	Do you have any disabled children or dependents?

Y	N	PURCHASES, SALES AND DEBT
<input type="checkbox"/>	<input type="checkbox"/>	Did you buy or sell any stocks, bonds or other investment property or did any stocks become worthless in 2024? If sold, please provide original cost, date of purchase, amount of taxed reinvested dividends and non-taxed distributions. If any owned stocks became worthless, please provide a listing.
<input type="checkbox"/>	<input type="checkbox"/>	At any time during 2024, did you (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange or otherwise dispose of a digital asset (or a financial interest in a digital asset)?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have any foreign accounts with assets valued at over \$10,000.00?
<input type="checkbox"/>	<input type="checkbox"/>	Did you purchase, sell or refinance your principal home, second home or rental property? If so, please include settlement statements.
<input type="checkbox"/>	<input type="checkbox"/>	Did you have a new home equity loan? If so, what were the proceeds used for?
<input type="checkbox"/>	<input type="checkbox"/>	Did you have any debts (loans, credit card, etc.) cancelled or forgiven?

Y	N	RETIREMENT PLANS
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Did you make a contribution to a Traditional IRA or Roth IRA or SEP? (Please circle the type) If yes, Taxpayer's amount _____ Spouse's amount _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA?
<input type="checkbox"/>	<input type="checkbox"/>	Were you a public safety officer (law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew)? If so, are you receiving a pension? If yes, please provide.

Forms Checklist

W-2(s)	
Final Paystub(s)	
1099-INT Interest Income	
1099-DIV Dividends	
1099-B Sale of Stocks	
1099-G State or Local Refunds/ Unemployment Compensation	
1099-K Payment Card and Third Party Network Transactions	
1099-R Retirement Distributions	
1099-C Cancellation of Debt	
1099-MISC Miscellaneous Income	
1099-NEC Nonemployee Compensation	
1099-Q Qualified Education Programs	
1099-S Sale of Real Estate	
1099-SA Distributions from an HSA, Archer MSA, or Medicare Advantage MSA	
1099-SSA Social Security Statement	
1098-E Student Loan Interest	
1098-T Tuition Statement	
1098 Mortgage Interest State- ment Banks or Individuals	
W-2G Gambling Winnings	
1095-A, B or C Health Insurance Statement	

*If you provide paper source documents and opted for a portal copy of your return, your source documents will be shredded if they are not picked up from our office by April 30th.

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Y	N	EDUCATION
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program (529 plan)?
<input type="checkbox"/>	<input type="checkbox"/>	Did you make a contribution to a 529 plan(s)? If so, how much did you contribute for each child? If so, please list amounts, names, and social security numbers. _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you, your spouse or a dependent incur any tuition expenses that are required to attend a college, university or vocational school? If you purchased any required text books or paid any required fees, provide Form 1098-T.
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a student loan? Please include your 1098-E indicating your student loan interest paid.
<input type="checkbox"/>	<input type="checkbox"/>	Did you incur any expenses working as a teacher, counselor, or principal for classes K-12? If so, please list.
Y	N	ENERGY TAX CREDITS
<input type="checkbox"/>	<input type="checkbox"/>	Did you add any solar, wind or geothermal improvements to your home in 2024? If so, please provide receipts reflecting cost and labor.
<input type="checkbox"/>	<input type="checkbox"/>	Did you purchase any qualified energy efficient improvements? This includes biomass stoves, windows and doors, insulation, heat pumps, electric or gas furnaces, air conditioners and boilers.
<input type="checkbox"/>	<input type="checkbox"/>	Did you purchase an electric vehicle or have you installed a home electric charging station?
Y	N	DEDUCTIONS
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay for childcare or daycare? Provide names of dependents, name, address and identification number of provider (EIN or SSN), and amount paid for each dependent.
<input type="checkbox"/>	<input type="checkbox"/>	Did you pay or receive alimony? If so, please list amount and date of execution. \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Did you have any unreimbursed employee expenses (job travel, education, etc.), union dues, uniforms, etc.? Can you substantiate these expenses? Did the employer require them? Did the employer reimburse any portion? If yes, please provide.
<input type="checkbox"/>	<input type="checkbox"/>	Did you make any charitable contributions? Please list amounts and to whom paid (you <u>must</u> have written acknowledgment from a qualified organization for any single contribution over \$250.00). Can you substantiate these contributions?
<input type="checkbox"/>	<input type="checkbox"/>	If you are over 70.5, did you make a qualified charitable distribution from your IRA? If so, please list.
Y	N	ESTIMATED TAXES
<input type="checkbox"/>	<input type="checkbox"/>	Did you make any estimated tax payments for the tax year 2024? Please list all amounts and dates paid for federal, state, and local estimated tax payments made, or provide your completed estimate worksheets from last year.
<input type="checkbox"/>	<input type="checkbox"/>	If you have an overpayment of 2024 taxes, do you want the excess applied to your 2025 estimated tax instead of being refunded?
<input type="checkbox"/>	<input type="checkbox"/>	Do you expect any changes to your 2025 taxable income? If so, please explain.
Y	N	MISCELLANEOUS
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive a 1099-K? Third party payment processors such as Venmo, Zelle, and Paypal are now required to send these to people who accept payments through them. <i>If yes, please provide explanation of the payments with your 1099-K</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any Schedule K-1(s) reporting income from Partnership(s), S-Corporation(s), Estates(s), Trust(s), etc.?
<input type="checkbox"/>	<input type="checkbox"/>	Do you own a rental property, business or farm? Please provide the following, if applicable: <ul style="list-style-type: none"> • All Forms 1099-K indicating credit card sales • Detailed income and expenses • Number of days rental property(-ies) rented and number of days used personally • Explanation of business activity
<input type="checkbox"/>	<input type="checkbox"/>	Did you transfer or was a home transferred from parent to child?
<input type="checkbox"/>	<input type="checkbox"/>	Were any gifts to individuals made greater than \$18,000.00 during the year?
<input type="checkbox"/>	<input type="checkbox"/>	Did you receive any notices from the IRS, state or local governments? If so, please provide a copy of the notice(s).
<input type="checkbox"/>	<input type="checkbox"/>	Did you/your spouse receive any unemployment compensation? If so, please provide your Form(s) 1099-G.
<input type="checkbox"/>	<input type="checkbox"/>	Did you purchase health insurance through the Marketplace, and take advanced premium credits (did you receive Form 1095-A)?

Should you have any questions concerning the checklist or any other item related to your return, please contact us and we will gladly assist you.

WHAT IS INCLUDED WITH YOUR TAX PREPARATION FEE?

- Electronic filing of your federal and state returns
- Return phone calls within 24 hours
- We will be responsible for penalties related to our preparation errors
- Free phone calls, as long as the question requires no additional research or analysis
- Retention of your tax returns for 7 years