

2025 Tax Questionnaire

Thank you for being a valued J Clark Lee, CPA, PC client. For Tax Year 2025 and on, we are simplifying things by sending just key questions we need to know to prepare and understand your tax situation as well as confirmation of your contact and banking information (for direct deposit or electronic tax payments).

This fillable questionnaire will also be available on our website www.jclcpa.com.

Please answer the questions by clicking the box if the answer is **yes**. Also, type in your current contact information and indicate if your banking information changed since the prior year.

After completing the questions, please send it back along with any source documents. A list of common source documents we will need are listed below. **We no longer accept documents via email due to security concerns for our clients as well as our firm. We also request no photos of documents from cell phones.**

Please provide your documents via mail or delivery service, or upload through our secure portal.

For mail or delivery, please send to our **Frederick office**. **DO NOT SEND INFORMATION to our Rockville office.**

**J Clark Lee, CPA, PC
7549 Fingerboard Rd
Frederick MD 21704**

We will be happy to provide you with a link to upload your information upon request. Returns are prepared according to when all information is received. Please have your information to our office by March 1, 2026.

If we have not received your documents by March 1, 2026 an extension may be required. ***We process returns in the order they are received***, submitting your complete documentation (documentation has been received by us and no further correspondence is needed from us to you regarding processing your return) by March 1, 2026 ***does not guarantee your return will be finalized by April 15, 2026.***

Thank you for your cooperation as we continue to strive to make things more mobile and secure for all our clients.

Sincerely,

J Clark Lee

Common Source Documents:

- W-2
- 1099-Misc
- 1099-Int
- 1099-Div
- 1099-B – Brokerage Statement
- Charitable Donations
- 1098-Mortgage Interest Statement
- Property Tax Statements
- Any additional supporting documents

Detail of Common Source Documents:

- Forms W-2 for wages, salaries and tips, and additional information regarding overtime pay.
- All Forms 1099 for interest, dividends, retirement, miscellaneous income, unemployment compensation, nonemployee compensation, tips not reported on Form W-2, Social Security, sales of digital assets, state or local refunds, gambling winnings, payment card or third party network transactions, etc.
- Brokerage statements showing investment transactions for stocks, bonds, digital assets, etc.
- Schedule K-1 showing income from partnerships, S corporations, estates and trusts.
- Statements and receipts supporting qualified educational expenses, deductions or distributions, including any Forms 1098-T, 1098-E, or 1099-Q.
- Statements from U.S. Department of Education supporting federal student loan forgiveness.
- All Forms 1095-A, 1095-B, and/or 1095-C related to health care coverage or the Premium Tax Credit.
- All Forms 1099-H related to Health Coverage Tax Credit (HCTC) advance payments.
- Statements supporting deductions for mortgage interest (Forms 1098), taxes, and charitable contributions (including any Form 1098-C).
- Statements supporting deduction of auto loan interest (Forms 1098-VLI) for a new vehicle purchased for personal use in 2025.
- Statements supporting the receipt, exchange, sale, use, or any other disposition of a digital asset
- Copies of closing statements (Settlement sheets) regarding the sale or purchase of real property.
- Legal papers for adoption, divorce, or separation involving custody of your dependent children.
- Six-digit Identity Protection PIN for use during calendar year 2026, if sent to you by the IRS.
- Any tax notices sent to you by the IRS or other taxing authority.
- A copy of your income tax return from last year, if not prepared by this office.

Please Complete the Following

Name:

Address:

Phone Number:

Preferred Taxpayer Email:

Preferred Spouse Email (if applicable):

Did you change bank accounts, or did routing transit numbers (RTN) and/or bank account number change from last year's tax return? If yes, please provide the **name of the bank, bank routing number, account number and whether the account is checking or savings**

☐ No

☐ Yes (will send updated information with tax documents)

Questions

Please check the appropriate boxes and include all necessary details and documentation.

<u>Personal Information</u>	V if YES
Did your marital status change during the year? <i>If married, are you filing SEPARATE or JOINT this year?</i> If yes, explain: _____	
Did you live separately from your spouse during the last six months of the year?	
Did your address change from last year? If yes, explain: _____	
Can you be claimed as a dependent by another taxpayer?	
Do you, your spouse (if applicable), and any dependents have a taxpayer identification number (SSN, ITIN, or ATIN)?	
Did you receive an Identity Protection PIN (IP PIN) from the IRS or have you been a victim of identity theft? If yes, attach the IRS letter.	
Did you reside in or operate a business in a Federally declared disaster area? The Federally declared disaster areas include victims of hurricanes, tropical storms, floods, as well as wildfires.	
<u>Dependent Information</u>	V if YES
Were there any changes in dependents from the prior year? If yes, explain. Please include dates of birth for new dependents. _____	
Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of \$2,600?	
Do you have dependents who must file a tax return?	
Did you provide over half the support for any other person(s) other than your dependent children during the year?	
Did you pay for child care while you worked, looked for work, or while a full-time student?	

Is there any other person(s) who lived with you more than half the year but not claimed by you last year? If yes, please explain and include dates of birth.	
Did you pay any expenses related to the adoption of a child during the year?	
If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?	
Did any dependents receive an Identity Protection PIN (IP PIN) from the IRS or have they been a victim of identity theft? If yes, attach the IRS letter.	
<u>Purchases, Sales and Debt Information</u>	✓ if YES
Did you start a new business or purchase rental property during the year?	
Did you have ownership interest in any type of business?	
Did you sell, exchange, or purchase any assets used in your trade or business?	
Did you acquire a new or additional interest in a partnership or S corporation?	
Did you sell, exchange, or purchase any real estate during the year? <i>If yes, please provide settlement statements for purchase and or sale</i>	
Did you purchase or sell a principal residence during the year?	
Did you foreclose or abandon a principal residence or real property during the year?	
Did you acquire or dispose of any stock during the year?	
Did you take out a home equity loan this year?	
Did you refinance a principal residence or second home this year?	
Did you sell an existing business, rental, or other property this year?	
Did you lend money with the understanding of repayment and this year it became totally uncollectable?	
Did you have any debts canceled or forgiven this year, such as a home mortgage or student loan(s)?	
Did you purchase a new or previously owned Clean vehicle this year that is eligible for the new clean vehicle credit? If yes, attach the vehicle statement from the dealer even if you received the credit at the dealer.	
Did you purchase a new US assembled vehicle in 2025 for personal use and financed with an auto loan? If yes, attach the vehicle purchase statement. See attached information for eligibility to deduct interest expense.	
Did you receive a Form 1099-K for the sale of personal property for a gain or loss?	
<u>Income Information</u>	✓ if YES
Did you have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or a foreign employer?	
Did you receive any income from property sold prior to this year?	
Did you receive any unemployment benefits during the year?	
Did you receive any disability income during the year?	
Did you receive any Medicaid waiver payments as difficulty of care during the year?	
Did you receive tip income not reported to your employer this year?	
Did any of your life insurance policies mature, or did you surrender any policies?	
Did you receive any awards, prizes, hobby income, gambling or lottery winnings?	
Did you receive any income considered to be nonemployee compensation?	
Do you expect a large fluctuation in income, deductions, or withholding next year?	
Did you have any sales or other exchanges of digital assets (including from an airdrop or a hard fork) or used digital assets to pay for goods or services.	
Did you receive Form 1099-K, 1099-MISC, 1099-NEC, or other income statement for work done in what is commonly referred to as the "gig" economy?	
Did you receive a Form 1099-DA for the sale of a digital asset?	

Did you receive tips in 2025 in a job where tips are customary? For example, food service, hospitality, salons, or transportation?	
Did you receive overtime pay required under the Federal overtime rules for working more than 40 hours in a work week?	
<u>Retirement Information</u>	✓ if YES
Are you an active participant in a pension or retirement plan?	
Did you receive any Social Security benefits during the year?	
Did you make any withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	
If yes, were any withdrawals due to a Federally declared disaster?	
If you received any qualified disaster retirement plan distributions, did you repay any of the distributions in 2024?	
Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	
Did you make any contributions to an IRA, Roth, myRA, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan?	
Did you make any qualified charitable distributions (QCD) from your retirement account this year?	
<u>Education Information</u>	✓ if YES
Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year?	
Did you have any educational expenses during the year on behalf of yourself, your spouse, or a dependent? <i>If yes, attach any Form(s) 1098-T and receipts for qualified tuition and related expenses.</i>	
Did anyone in your family receive a scholarship of any kind during the year?	
If yes, were any of the scholarship funds used for expenses other than tuition, such as room and board?	
Did you make any withdrawals from an education savings or 529 Plan account?	
Did you make any contributions to an education savings or 529 Plan account?	
Did you pay any student loan interest this year?	
Did you cash any Series EE or I U.S. Savings bonds issued after 1989?	
<u>Health Care Information</u>	✓ if YES
Did you have qualifying health care coverage for all twelve months of the year , such as employer-sponsored coverage or government-sponsored coverage (i.e. Medicare/Medicaid) for your family? "Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent. <i>If yes, attach any Form(s) 1095-B and/or 1095-C you received.</i>	
Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? If yes, attach any Form(s) 1095-A received.	
Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act?	
If yes, did you share a policy with anyone who is not included in your family?	
Did you make any contributions to a Health savings account (HSA) or Archer MSA?	
Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year?	
Did you pay long-term care premiums for yourself or your family?	
If you are a business owner, did you pay health insurance premiums for your employees this year?	

<u>Itemized Deduction Information</u>	V if YES
Did you incur a casualty or theft loss or any condemnation awards during the year?	
If yes, did the loss occur in a Federally declared disaster area?	
Did you pay out-of-pocket medical expenses more than 7.5% of your income (Co-pays, prescription drugs, etc.)?	
Did you make any cash or noncash charitable contributions (clothes, furniture, etc.)? If yes, and amount of donation is more than \$500, please provide evidence such as a receipt from the donee organization, a canceled check, or record of payment along with complete name and address of donee organization.	
Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C or other written acknowledgment from the donee organization.	
Did you pay real estate taxes for your primary home and/or second home?	
Did you pay any mortgage interest on an existing home loan and/or second home? If yes, attach any Form(s) 1098 you received.	
Did you incur interest expenses associated with any investment accounts you held?	
Did you pay any personal tax, such as vehicle, boat or RV?	
Did you make any major purchases during the year (cars, boats, etc.)?	
<u>Miscellaneous Information</u>	V if YES
Did you make gifts of more than \$19,000 to any individual?	
Did you utilize an area of your home for business purposes?	
Did you engage in any bartering transactions?	
Did you retire or change jobs this year?	
Did you incur moving costs because of a permanent change of station as a member of the Armed Forces on active duty?	
Did you pay any individual as a household employee during the year?	
Did you make energy efficient improvements to your main home this year?	
Did you receive a distribution from, or were you a grantor or transferor for a foreign trust?	
Did you have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account, located in a foreign country?	
Do you have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?	
Are you a foreign owner or do you control 25% of a foreign company's ownership interest for a foreign company registered with a secretary of state or similar office? If yes, did you file its initial Beneficial ownership Information Report (BOIR)? If you were required to file a Beneficial Ownership Information Report (BOIR) with The Financial Crimes Enforcement Network (FinCEN), has any of the previously Reported information changed (for either the foreign reporting company or any of the beneficial owners)?	
Did you receive correspondence from the State or the IRS? If yes, explain: _____	
Do you have previous years of tax returns that are either unfiled or filed with unpaid balances due?	
Do you want to designate \$3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.	