OCKER

accountants & consultants

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2019 TAX RETURN QUESTIONNAIRE & CHECKLIST

Name: ______________________ Date: ______________

Phone Number: ______________________ Best Time to Call: ______________

E-mail address: ______________________

Preferred format for your client copy of tax return (*you may choose more than one option*) :

○ Secure Online Client Portal ○ Printed Booklet

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

Y	N	PERSONAL INFORMATION
		Your DOB ______________ Your spouse's DOB ______________
		Did you move during the year? If so, list date of change: ______________
		Did your marital status change during the year?
		Please list your current occupation ______________ and your spouse's ______________
		If you have an overpayment and want it to be direct deposited, you MUST 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 attach a copy of your (and your spouse's) driver's license?

Y	N	DEPENDENTS
		Could you be claimed as a dependent on another person's tax return for 2019?
		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.
		Did any of your dependents have any income? If so, please provide amounts & tax return if our firm will not prepare the return.
		Do you have any disabled children or dependents?

Y	N	PURCHASES, SALES AND DEBT
		Did you buy a new or used car/truck/motorcycle in 2019? If yes, provide copy of invoice.
		Did you buy or sell any stocks, bonds or other investment property or did any stocks become worthless in 2019? If sold, please provide original cost, date of purchase, amount of taxed reinvested dividends and non-taxed distributions. If any owned stocks become worthless, please provide a listing.
		Did you buy and/or sell any crypto-currency (i.e. Bitcoin) in 2019? If sold, please provide the original cost and purchase date.
		Do you have any foreign accounts with assets valued at over $10,000.00?
		Did you purchase, sell or refinance your principal home, second home or rental property? If so, please include settlement statements.
		Did you have a home equity loan? If so, what were the proceeds used for?
		Did you have any debts (loans, credit card, etc.) cancelled or forgiven?
		Did you purchase a home after 04/08/08 and before 01/01/09 and you were a first-time homebuyer taking the $7,500.00 tax credit? If we did not prepare your 2008 return, provide a copy.
		Did you add any solar improvements to your home in 2019? If so, please provide receipts reflecting cost and labor.

Y	N	RETIREMENT PLANS
		Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, etc.)?
		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 ______________

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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-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 Statement Banks or Individuals	
W-2G Gambling Winnings	
1095-A, B or C Health Insurance Statement	
8965 Health Coverage Exemptions	

Y	N	
		Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth IRA?
		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.

Y	N	**EDUCATION**
		Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program?
		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. ____
		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.
		Do you have a student loan? Please include your 1098-E indicating your student loan interest paid.
		Did you incur any expenses working as a teacher, counselor, or principal for classes K-12? If so, please list.

Y	N	**DEDUCTIONS**
		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.
		Did you pay or receive alimony? If so, please list amount and date of execution. $________________ ________________
		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.
		Did you make any charitable contributions? Please list amounts and to whom paid (you <u>must</u> have written acknowledgement from a qualified organization for any single contribution over $250.00). Can you substantiate these contributions?
		If you are over 70$^{1}/_{2,}$ did you make a qualified charitable distribution from your IRA? If so, please list.

Y	N	**ESTIMATED TAXES**
		Did you make any estimated tax payments for the tax year 2019? Please list all amounts and dates paid for federal, state, and local estimated tax payments made.
		If you have an overpayment of 2019 taxes, do you want the excess applied to your 2020 estimated tax instead of being refunded?
		Do you expect any changes to your 2020 taxable income? If so, please explain.

Y	N	**MISCELLANEOUS**
		Did you receive any Schedule K-1(s) reporting income from Partnership(s), S-Corporation(s), Estates(s), Trust(s), etc.?
		Do you own a rental property, business or farm? Please provide the following, if applicable: • 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 • Copies of forms W-3 and W-2, if not prepared by Ocker Accountants & Consultants
		Did you transfer or was a home transferred from parent to child?
		Were any gifts to individuals made greater than $15,000.00 in 2019?
		Did you receive any notices from the IRS, state or local governments?

REMEMBER, YOU CAN SAVE $75.00 IF YOU DROP OFF YOUR TAX INFORMATION*

*This discount applies to those that do not have or those that cancel their scheduled tax appointment at our office. Should you have any questions concerning the checklist, drop-off information, or any other item related to your return between now and your appointment, 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
- Access via our website to a bi-monthly client newsletter, *In The Loop*
- 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
- Free review of your previous years tax returns

DID YOU KNOW? FILING DEADLINE FOR FORMS 1099

The deadline for filing Forms 1099 with the IRS and providing the forms to contractors is **January 31, 2020.**
It is important to prepare and file them early, if possible.