OCKER
accountants & consultants
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2025 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 & SIGNATURE DOCUMENTS

◯ 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
☐	☐	Did you move during the year? If so, list date of change: __________ and attach new address
☐	☐	Did your marital status change during the year?
☐	☐	Please list your current occupation _______________ and your spouse's _______________
☐	☐	If you have an overpayment to be direct deposited, you MUST provide either a voided check or the following information: *If no change from last year, mark this circle:* ◯

Bank Name_________________________ Account Number ____________________

Routing transit number ______________________ ◯ Checking ◯ Savings

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

Y	N	
☐	☐	Please provide a copy of your (and your spouse's) driver's license for our records

Y	N	DEPENDENTS
☐	☐	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 and 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 purchase a new personal vehicle with final assembly in the US and incur a loan? If yes, please provide a copy of the sales receipt with the VIN and interest paid for the year
☐	☐	Did you buy or sell any stocks, bonds or other investment property or did any stocks become worthless this year? 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.
☐	☐	At any time during this year, 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)? *Examples: cryptocurrencies, Stablecoins, Non-fungible tokens (NFTs), etc.*
☐	☐	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 yes, please include settlement statements.
☐	☐	Did you have a new home equity loan? If so, what were the proceeds used for?
☐	☐	Did you have any debts (loans, credit card, etc.) cancelled or forgiven?

Y	N	RETIREMENT PLANS
☐	☐	Did you receive a distribution from a retirement plan (401(k), IRA, SEP, SIMPLE, etc.)? If yes, please provide statements reflecting year-end balances of retirement accounts
☐	☐	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 ____________________
☐	☐	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.

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/5498-SA Distributions/contributions 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	

****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
		Did you receive a distribution from an Education Savings Account or a Qualified Tuition Program (529 plan)?
		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 Form 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	ENERGY TAX CREDITS
		Did you add any solar, wind or geothermal improvements to your home in 2025? If so, please provide receipts reflecting cost and labor.
		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.
		Did you purchase an electric vehicle or have you installed a home electric charging station?

Y	N	DEDUCTIONS
		Did you receive overtime or tip income as an employee or independent contractor for the year? If as an employee, please provide employer summary. If no summary received, then provide your final paystub and include your occupation and employer industry. If as an independent contractor, please provide details along with the occupation and industry.
		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 70.5, 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 2025? 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.
		If you have an overpayment of 2025 taxes, do you want the excess applied to your 2026 estimated tax instead of being refunded?
		Do you expect any changes to your 2026 taxable income? If so, please provide an explanation.

Y	N	MISCELLANEOUS
		Did you contribute or withdraw from an HSA? If yes, please provide a copy of your Form 5498-SA for contribution and/or Form 1099-SA for withdraw.
		Did you purchase health insurance through the Marketplace, and take advanced premium credits (did you receive Form 1095-A)?
		Did you/your spouse receive any unemployment compensation? If so, please provide your Form(s) 1099-G.
		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. *If yes, please provide explanation of the payments with your 1099-K*
		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 $19,000.00 during the year?
		Did you receive any notices from the IRS, state or local governments? If so, please provide a copy of the notice(s).

WHAT IS INCLUDED WITH YOUR TAX PREPARATION FEE?

- 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