

# Welcome to Ober Financial

To better serve you we ask that you take a few minutes to fill out the information below. We will need a signed engagement letter and a signed questionnaire before we can prepare your tax returns.

If you have any questions while completing these forms, please do not hesitate to ask.

## Steps 1

### Tax information "IN" options

#### Discounted rates:

- Drop off
- Mail In
- Electronically via secure portal

#### Full rates:

- Tax Appointment

## Step 2

### Included forms:

- Signed Engagement Letter
- Signed Questionnaire
- Organizer

## Step 3

### Tax return "OUT" options:

- Pick up at office
- Mail
- PDF emailed copy

## Client Information

Taxpayer Name: \_\_\_\_\_ Spouse Name: \_\_\_\_\_

Please indicate your preferred contact method and if any changes to the following:

- Mailing address: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone: \_\_\_\_\_

## Check all that apply & please include documents

### Income:

- Employer - Form W2
- Interest & Dividends - Form 1099
- Business income – Schedule C
- Retirement Form 1099-R
- Rental income – Schedule E
- Unemployment - Form 1099-G
- Social Security - Form SSA-1099
- Gambling - Form W2 G
- Alimony
- Other \_\_\_\_\_

### Expenses & Credits:

- Self-Employment – Schedule C
- Tuition Credits – Form 1098 T
- Rental Property – Schedule C
- Medical/Dental expenses
- House mortgage - Form 1098
- Property tax
- Charitable donations
- Student loan interest
- Child care expenses
- Retirement contributions
- Educator expenses

### Health Insurance:

- Covered by a qualified private or government health insurance plan
- Enrolled in health care through federal marketplace- **must include form 1095**
- No medical insurance

## Questionnaire

### Personal Information

Yes No

- 1. Did your marital status change during the year?
- 2. Did your address change during the year?
- 3. Did any contact information change?
- 4. Did you bank account information change from what we have on file?
- 5. If RDP but not legally married, do you want to file other than single?

### Dependent Information

- 6. Could you be claimed as a dependent on another person's tax return?
- 7. Were there any changes in dependents?
- 8. Did you adopt a child?
- 9. Do all dependents have income under \$4150?
- 10. Did you and your dependents have healthcare coverage for the full year? If yes, please provide form 1095
- 11. Did you have any children under the age of 19 or a full-time student under the age 24 with more than \$2200 of unearned income?

### Income, Purchase, Sales & Debt Information

- 12. Did you make any residential energy-efficient improvements or purchase solar equipment?
- 13. Was your home rented out or used for business?
- 14. Did you sell, exchange or purchase any real estate during the year? Please provide closing escrow statement.
- 15. Did you purchase, sell or refinance your home or obtain a home equity loan?
- 16. Did you use proceeds from a home mortgage for something other than to buy, build or improve your home?
  
- 17. Did you start a business or farm, acquire an interest in a business or trust?
- 18. Did you purchase a vehicle that may be eligible for tax credits?
- 19. Did you use your car for business (other than to and from work)?
  
- 20. Do you have rental property or are self employed and pay over \$600 to an individual or non-corporate business for services in the calendar year? **If yes, you are required to issue a 1099 by January 31<sup>st</sup>.** If you would like us to prepare those forms please supply us with the necessary information. *(additional fees will apply)*
  
- 21. Did you, your spouse, or dependent incur any tuition or expenses that are required to attend college or university?
  
- 22. Did you buy or sell any stocks, bonds or other investment that is not a 1099 brokerage statement?
- 23. Did you receive any other income not provided by this organizer?
- 24. Did you incur a loss because of damaged or stolen property? If yes, was it a federal declared disaster?
  
- 25. Did you receive, sell, send exchange or otherwise acquire any financial interest in any virtual currencies?**

### Retirement

- 26. Did you receive a distribution from a retirement plan? (401k, Ira, Sep, Simple, etc.)
- 27. Did you make a contribution to a retirement plan? (401k, Ira, Sep, Simple, etc.)
- 28. Did you transfer or rollover any amount from one retirement plan to another?
  
- 29. Do you have anything sitting in an old 401k or retirement account?
- 30. Would you like a retirement plan consultation? *No charge*
- 31. Would you like a review of your investments? *No charge*
- 32. Would you like to open a retirement account? Available to clients in CA, AZ & NV

**Miscellaneous Information**

- 33. Did you make any estimated payments towards your 2019 taxes? Please provide copies of proof of payment.
- 34. Would you like a copy of your tax return emailed to you instead of printed?
- 35. If you have any overpayment for 2019 taxes do you want the excess applied to your 2019 estimated taxes? (instead of being refunded)
- 36. Do you want to electronically file your tax return?
- 37. May the IRS discuss your tax return with your preparer?
- 38. Were you notified or audited by either the Internal Revenue Service or the state taxing agency?
- 39. Do you anticipate your income or withholding to be different for 2020?
- 40. Did you or your spouse make any gifts to an individual of more than \$15,000?
  
- 41. Did you have any financial interest in or signature authority over a financial account in a foreign country?
- 42. Did you receive a distribution from, or were you a grantor or a transferor to a foreign trust?
- 43. Did you have any income from, or pay taxes to a foreign country?
- 44. Did you own a property in a foreign country?
- 45. Did the aggregate value of your foreign accounts exceeds \$10,000 at any time during the year?
- 46. Do you have foreign assets that produce rental or business income?
  
- 47. Did you receive income or incur expenses associated with any of the following?
  - Fantasy sports league
  - Car sharing? (Lyft, Uber etc.)
  - Freelancing? (Upwork, TaskRabbit etc.)
  - Fashion sharing? (Poshmark, Threadup, etc.)
  - Crowdfunding? (kickstarter or indiegogo)
  - Short term rental? (Airbnb etc.)

Taxpayer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_