

2023 TAX CHECKLIST

PERSONAL INCOME

1. W-2s for all jobs held during the year.
2. 1099s for self-employment, rent, retirement, disability, unemployment, gambling, social security, long-term care, tax refunds, HSAs, and other income.
3. K-1s from Partnerships, S-Corporations, Estates, or Trusts.
4. Alimony Received (pre 12/31/18 divorces).
5. Rental income & expenses.

INVESTMENT INCOME

1. 1099-INT for bank accounts, CDs, land contracts, bonds, etc.
2. 1099-DIV for stocks, mutual funds, and brokerage accounts.
3. 1099-B for sale of stocks, bonds, mutual funds, and other assets.
4. Purchase info for capital assets sold or became worthless during the year.
5. Closing Statement (HUD-1) for real estate sales, purchases, and refinances.

ITEMIZED DEDUCTIONS

1. Medical expenses (only the amount over 7.5% of your income is deductible).
2. Real Estate taxes.
3. Sales Tax - Did you purchase a car, boat, or plane this year?
4. Automobile Registration Fees.
5. Mortgage Interest (generally limited to \$750,000 of mortgage debt).
6. Charitable contributions. You are required to have a receipt or bank record to take the deduction (I don't need to see all those records, but you are required to retain them).
7. Non-monetary charitable contributions. (Clothes, furniture, household goods, cars, etc. Items must be in good usable condition. Keep a list of items donated along with the receipt from the charitable organization.)
8. Uninsured disaster loss (federally declared disaster, exceeding 10% of income).

EDUCATION DEDUCTIONS & CREDITS

1. 1098T and account statement for college tuition & fees.
2. Has the college student ever been convicted of a felony?
3. Did you cash US savings bonds issued after 1989 to pay for tuition?
4. Education IRA or Coverdell contributions and withdrawals.
5. Student Loan interest.

(Continued on reverse)



CHILD RELATED DEDUCTIONS

1. If you haven't previously, provide children's birthdays.
2. Child Care expenses.
3. Adoption expenses.
4. Did the children live with you or someone else?

OTHER DEDUCTIONS & CREDITS

1. Educator's unreimbursed classroom expenses.
2. Did you buy a new electric or hybrid vehicle?
3. Alimony Paid (pre 12/31/18 divorces).
4. IRA, SEP, SIMPLE, or HSA contributions.
5. Did you install any energy-saving home improvements? (You should receive a certificate from the manufacturer if it is eligible for the credit.)
6. If you made estimated tax payments please provide the date and amount of each payment.

OTHER

1. **Review and sign the [client agreement](#). Make sure to circle the appropriate responses regarding efile & foreign financial accounts.**
2. New Clients: please bring a copy of the previous year's tax return.
3. Did your address, phone, email, dependents, or marital status change?
4. Do you own or did you transact virtual currency (e.g. Bitcoin)?
5. Medical insurance 1095s.
6. Did you start or acquire a new business?
7. Do your children have more than \$1,250 of investment income.
8. If you want direct deposit of your refund into an account different than the year before, provide a void check or bank info (name, account type, account number, and routing number).
9. Do you have a bank or financial account in a foreign country?
10. Did you buy or sell any crypto currencies?
11. Please note: job related expenses, professional & union dues, investment advisor fees, are no longer deductible
12. Please don't staple documents as they will need to be unstapled to be sorted and scanned. Original documents are much easier to work with than photocopies. If you can provide originals instead of copies that would be beneficial. Thanks.
13. If you own a corporation or LLC, you are now required to register with FinCen at <https://www.fincen.gov/boi>. Since this is a legal issue, not tax or accounting, I am not able to prepare this form for you.

Some aspects of your tax situation may not be covered on this brief checklist. If you prefer a more detailed questionnaire or have any questions, let me know.