

INDIVIDUAL TAX PLANNER FOR 2023 RETURNS

TAXPAYER

First & Middle _____

Last Name _____

Social Security # _____

Occupation _____

Birth Date _____ Blind? ☐

Telephone: (Home) _____

Telephone: (Cell) _____

Email _____

Street Address _____

City _____ State _____ Zip Code _____ County _____

New to our firm ☐ Yes ☐ No If yes, please provide a copy of your previous year tax return at time of appointment

Have you received any notice from the IRS or state revenue department within the past year? ☐ Yes ☐ No *Please provide*

Marital status in 2023 Single ☐ Married ☐ Head of Household ☐ Married/ Separate ☐ Divorce final by 12/31/18? ☐

Did your marital status change during 2023? ☐ Yes ☐ No

Did your address change during 2023? ☐ Yes ☐ No

Did you move in 2023? ☐ Yes ☐ No

First & Middle _____

Last Name (If Different) _____

Social Security # _____

Occupation _____

Birth Date _____ Blind? ☐

Telephone: (Home) _____

Telephone: (Cell) _____

Email _____

State of Prior residence ____ Date of Move _____

Are you a widow or widower with dependent children living with you? ☐ Yes ☐ No

If yes, enter date spouse died _____

DEPENDENTS

Dependents Name (First, MI, Last)	Birth Date	Social Security Number (Required)	Relationship	Full time Student
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Did any of the children have income above \$1,000 for the year? ☐ Yes ☐ No Do any of the children have a disability? ☐ Yes ☐ No

Is it anticipated that a different taxpayer would seek to claim a child listed above as their dependent for tax year 2023? ☐ Yes ☐ No

DIRECT DEPOSIT OF REFUND

Do you want any refund direct deposited into your bank account? ☐ Yes ☐ No *Please attach a voided check or fill out the following information:*

Name of Bank _____ Type of Account: *Checking* ☐ *Savings* ☐

Routing Transit Number (9 digit #) _____ Account Number _____

If you have an overpayment of 2023 taxes, do you want the overpayment to (Choose one):

☐ Apply to 1st quarter 2024. Refund balance. ☐ Apply to all 2024 estimates. ☐ Refund all. Do not apply to 2024.

QUESTIONS — ALL TAXPAYERS

"You" refers to both taxpayer and spouse — enter "?" if unsure about a question.

LIFESTYLE & TAXES

- ☐ Yes ☐ No Did you receive any Unemployment payments in 2023? *Please provide 1099G*
- ☐ Yes ☐ No Did you receive any 1099K forms from Venmo, Paypal or other company in 2023? *How many?* _____
- ☐ Yes ☐ No Did you pay or receive alimony in 2023? *Paid/Received \$* _____ *Recipient's SS#* _____
- ☐ Yes ☐ No Was the divorce final on or before 12/31/18? What was the final date of the divorce? _____
- ☐ Yes ☐ No Did you have health insurance for you, your spouse, and all dependents for the **entire year**? Date purchased _____
- ☐ Yes ☐ No Did you purchase health insurance through a public exchange? **Please provide form 1095, Very important!**
- ☐ Yes ☐ No Do you make payments on student loans? *Please provide forms 1099-E*
- ☐ Yes ☐ No Did you make any charitable donations of \$300 or more in 2023?
- ☐ Yes ☐ No Will there be any significant changes in income or deductions next year, such as retirement?
- ☐ Yes ☐ No Did you pay anyone for domestic services in your home?
- ☐ Yes ☐ No Did you purchase a new energy-efficient car, truck, or van?
- ☐ Yes ☐ No Are you involved in bankruptcy, foreclosure, repossession, or had any debt (including credit cards) cancelled?
- ☐ Yes ☐ No Are you a member of the military? If yes, were you deployed in a combat zone? ☐ Yes ☐ No
- ☐ Yes ☐ No Were you a citizen of or live in a foreign country, or receive income from a foreign investment or bank account?
- ☐ Yes ☐ No Would you like to allow your tax preparer or another person to discuss your return with the IRS?
- ☐ Yes ☐ No Did you move in 2023? Costs reimbursed? ☐ Yes ☐ No

CHILDREN & EDUCATION

- ☐ Yes ☐ No Were any children born or adopted in 2023? Please provide copies of their Social Security Card
- ☐ Yes ☐ No Were any dependent children attending college? *Year in college?* _____
- Did you pay for child or dependent care so you could work or go to school?
- Please provide all provider statements, including address, phone and tax ID for provider*
- Do you have any children who earned more than \$2,000 of investment income? ☐ Yes ☐ No

INVESTMENTS

- ☐ Yes ☐ No Did you, or will you, contribute any money to an IRA for 2023? Amount _____ from Jan 1 - Apr 15 2024 _____
- ☐ Yes ☐ No Did you roll over any amounts from a retirement account in 2023? *Please provide documents*
- ☐ Yes ☐ No Did you purchase or sell any digital currency/coins in 2023? *Please provide documents and year end statement*
- ☐ Yes ☐ No Did you sell or transfer any stock or sell rental or investment property? *Please provide 1099- year end statement*
- ☐ Yes ☐ No Did you have any investments become worthless or were you a victim of investment theft in 2023?
- ☐ Yes ☐ No Were you granted, or did you exercise, any employee stock options during 2023? *Please provide documents*

BUSINESS

- ☐ Yes ☐ No Did you work from a home office or use your car for business?
- ☐ Yes ☐ No Did you receive any income from an installment sale?
- ☐ Yes ☐ No Do you own a business or an interest in a partnership, corporation, LLC, farming activities, or other venture?
- ☐ Yes ☐ No Do you own a rental property? Receive rent from someone in your home?

HOME

- Do you rent or own your home? ☐ Rent ☐ Own *Please provide year end lender statement*
- ☐ Yes ☐ No Did you purchase or sell a main home during the year? If yes, provide closing statement.
- ☐ Yes ☐ No Did you make any new energy-efficient improvements to your home?

STATE INFORMATION ☐ Full-year resident ☐ Part-year resident ☐ Non-resident

States of residence during 2023 and dates if not California _____ School district _____ County _____

SALARIES AND WAGES (Form W-2)

Did you receive any wages on form W-2 ☐ Yes ☐ No Please provide all W-2 forms from all employers.

PENSION, IRA DISTRIBUTIONS, ANNUITIES (FORM 1099R)

Did you receive any Pensions, IRA or Annuity Distributions? ☐ Yes ☐ No Please provide all 1099 forms received

MISCELLANEOUS INCOME (FORMS 1099 MISC, SSA, 1099-G)

Did you receive more than \$600 un payments from Venmo, Paypal, etc?

State Income Tax Refunds ☐ Yes ☐ No Social Security Income — Taxpayer ☐ Yes ☐ No Social Security Income — Spouse ☐ Yes ☐ No

Unemployment Compensation ☐ Yes ☐ No Unemployment Compensation — Spouse ☐ Yes ☐ No Please provide 1099 G

Lottery and Gambling Winnings ☐ Yes ☐ No Awards, jury duty, other income not listed above ☐ Yes ☐ No Please provide W2-G

INTEREST & DIVIDEND INCOME

Did you receive interest or dividends from banks and brokerage firms in 2023? ☐ Yes ☐ No

Please attach all 1099-INT, 1099-OID and 1099-DIV forms. Please provide a copy of your year-end brokerage statements.

PROPERTY ACQUISITIONS AND SALES

Did you buy or sell any Real Property or any other assets in 2023? ☐ Yes ☐ No

If property was acquired or sold during 2023, please provide escrow docs and property tax forms. For other assets and improvements please list on a separate sheet.

CAPITAL GAINS AND LOSSES

Did you buy or sell any stocks, securities, commodities, or any other appreciable items in 2023? ☐ Yes ☐ No

Did you buy or sell any digital currency/coins in 2023? ☐ Yes ☐ No

Provide information about sales of stock, real estate, or other property, along with Year-end consolidated statements or Forms 1099-B, 1099-S, and other supporting statements.

CHILD AND DEPENDENT CARE CREDIT

You must have paid for the care of one or more dependents enabling you to work or attend school to qualify for this credit. If dependent care costs are deducted from your pay at work, please provide closing pay check stub for 2023

During 2023, how many dependents were cared for by the following providers? _____

Were any of the following expenses paid by your employer? ☐ Yes ☐ No

If yes, enter amount \$ _____ .

Provider: _____

Street Address: _____

City: _____ Zip _____ \$ _____

Telephone #: _____ I.D.# _____

PLANNING FOR 2024

Do you expect a change in income or expenses, tax withholding, employment location, marital status or number of exemptions for 2024 that will cause you to increase or decrease your 2024 estimated tax payments over last year Yes ☐ No ☐

If yes, describe these changes: _____

PRIVACY POLICY

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates.

Under our policy, all information we obtain about you will be provided by you or obtained with your permission. Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

TAX PREPARATION CHECKLIST

Please provide the following documentation:

- ☐ All Forms W-2 (wages), 1099-INT (interest), 1099-DIV (dividends), 1099-B (proceeds from broker or barter transactions), 1099-R (pensions and IRA distributions), Schedules K-1 from partnerships, S corporations, estates and trusts, and other income reporting statements, including all copies provided from the payer.
- ☐ All 1099-G and other forms from Unemployment payments, PPP loan documentation if received and if forgiven or not.
- ☐ All 1099-K and other forms from payment sources like Venmo, Paypal, etc. Personal payments need to be identified.
- ☐ Form 1095-A (for health insurance purchased through a public exchange), Form 1095-B (for health insurance purchased outside of a public exchange), or Form 1095-C (for employer-provided health insurance coverage). These are very important!
- ☐ If you are a new client, provide copies of last year's tax returns.
- ☐ The completed Individual Income Tax Organizer. *Note: If you choose not to fill out the organizer, you must at least answer the "Yes" or "No" questions under "Questions — All Taxpayers."*
- ☐ Copy of the closing statement if you bought or sold real estate.
- ☐ Detail of estimated tax payments made, if any.

An email will be provided to you with a login invitation to our secure client portal. Follow the directions and all client documents can be uploaded to the portal for preparation. Your signature and client return copy can be viewed and retrieved from the portal when preparation is completed.

TAX RETURN PREPARATION

We will prepare your tax return based on information you provide. In the event your return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Returns will be processed upon receipt of all signature forms (8879) and payment of fees. Unless otherwise stated, the services for preparation of your return do not include auditing, review, or any other verification or assurance.

CONTACT US

There are many events that occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the prior year. In most situations, treatment is firmly established at the time the transaction occurs. However, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- Pension or IRA distributions • Sale or purchase of a residence or other real estate
- Significant change in income or deductions • Retirement
- Job change • Notice from IRS or other revenue department
- Marriage • Divorce or separation
- Attainment of age 59½ or 72
- Self-employment
- Sale or purchase of a business • Charitable contributions of property in excess of \$5,000