

Items needed for 2023 Personal Income Tax Return

Please provide **photocopies** of the following information for us to complete your 2023 Income Tax Return. **Please do not send the originals to us.** We ask that you retain the originals in a safe place in your possession in case questions arise or further information is needed from them in the future.

General information

- 1) Refer to the Basic Taxpayer Electronic Organizer.
- 2) Copies of last two years Federal & State tax returns. **If we prepared your returns, there is no need to send copies.**

Income information

- 1) Copies of all W-2 forms that you or your spouse may have received from your employer(s).
- 2) Copies of 1099 forms that you may have received for other income.
- 3) Copies of 1099-INT or 1099-DIV forms that show interest or dividend income.
- 4) Copy of last year's state tax refund (1099-G).
- 5) Distributions from a Health Savings Account (1099-SA).
- 6) Distributions from IRA, 401(K) or other retirement accounts (1099-R).
- 7) Documentation on capital gains you may have had through asset sales in 2023 (1099-B).
- 8) Unemployment compensation (1099-G)
- 9) Social Security benefits received (1099-SSA).
- 10) Any other types of income you may have for 2023.

Adjustments to Income

- 1) Contributions to a Health Savings Account (need some form of confirmation).
- 2) Contributions to SEP, Simple or other qualified plans.
- 3) Premiums paid for self-employed health insurance (if you have a business and no offer of insurance through spouse).
- 4) Alimony paid and date of divorce.
- 5) IRA contributions for 2023.
- 6) Student loan interest paid (1098-E).
- 7) Tuition and fees paid for college education (1099-T).

Itemized deductions

- 1) Medical expenses (doctors, dentists, eyeglasses, prescriptions, employee health insurance premiums, etc.)
- 2) Real estate taxes paid.
- 3) Personal property tax paid (automobiles, etc.)
- 4) Mortgage interest paid on your residence (Form 1098 or other documentation).
- 5) Points paid on your residence.
- 6) Charitable contributions by cash or check.

Itemized deductions (continued)

- 7) Charitable contributions made in kind (clothing, automobiles, furniture, etc.). Fair Market Value and Date.
- 8) Casualty losses from theft or fire.

Other deductions and credits

- 1) Child and dependent care costs (need name, address, SSN/FEIN, and amount paid).
- 2) Credit for elderly or disabled.
- 3) Residential energy credit for improving the efficiency of your home.
- 4) Taxes paid to foreign country.

Payments

- 1) Documentation of payments or estimated payments that you may have made toward your 2023 taxes. (does not include amounts paid with 2022 return for additional taxes owed for 2022)

If you owned a business that could be considered a sole proprietorship in 2023, we need the following information to complete the Schedule C for your tax return:

- 1) What activity the business was engaged in.
- 2) Total revenue earned by the business in 2023.
- 3) Categorized expenses incurred by the business in 2023 (summarized).
- 4) Total miles and total business miles driven for the year and year/make/model of vehicle.
- 5) Information on a home office if one was used (please request spreadsheet template from us).
- 6) Any depreciable assets used by the business. (computers, office furniture, etc.) purchased over \$2,500.

If you personally owned rental properties in 2023, we need the following information for your Schedule E:

- 1) Address and location of new properties.
- 2) Amount paid for the new properties purchased (typically closing statement provides this info).
- 3) Rental income for the individual properties.
- 4) Cost of any improvements made to the properties.
- 5) Expenses for the maintenance and operation of the properties.
- 6) Information as to whether or not you can be considered a real estate professional (the greater of 750 hours **and** more than 50% of your personal services, if you have another job, devoted to working in real estate activities for 2023).
- 7) HUD Statements (closing statements) on any property purchased in 2023.

Thank you for allowing us to assist you in this process.