2023 TAX INFORMATION AND QUESTIONNAIRE

This organizer/questionnaire is not all inclusive and does not cover all possible tax issues related to your tax reporting responsibilities.

Your Printed Name______________________________ Spouse Printed Name(if applicable)______________________

Please mark YES or NO, and if yes, provide all proper documentation:

YES NO

____ ____ Did address, phone #, email change in 2023? Please provide updated info on the Engagement Letter.

____ ____ Are YOU between ages 18-24, working and/or going to college? (provide W2 & 1098-T from the college) *If so, we need to discuss the tax issues regarding you and/or your parents.*

____ ____ Did you/spouse/dependents attend college/pay tuition. Provide 1098T & books/supplies receipts.

____ ____ Did any births, adoptions, marriages, divorces, or deaths occur in your family since last year? *If your spouse passed away during 2023, there are complex issues surrounding beneficiary, trust, estate, and income tax filing requirements.* Provide the social security card for any new dependents/spouses. Provide divorce decree if applicable.

____ ____ Are you/spouse being claimed (or are eligible to be claimed) as a dependent on anyone else's return?

____ ____ Have you/spouse been a victim of tax return identity theft and assigned an identity theft protection six-digit PIN by the IRS? You must provide the yearly letter showing your 2023 PIN. OR, you can obtain PIN at www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin. Once you have it, we need it to efile.

____ ____ in 2023 did you have an interest in or signature authority over a financial account in a foreign country? Were you the grantor of, or transferor to, a foreign trust? Did you receive income from a foreign source and/or pay taxes to a foreign government? Did you sell assets in a foreign country? Please provide data and/or a copy of your FinCen filing.

____ ____ Did you and/or your spouse make a gift of more than $17,000 to any one person in 2023?

____ ____ Are you/spouse claiming dependents for 2023? If so, list name, date of birth, where the dependent lived, & estimated dependent income. Note: *"Joint custody" is not a determining factor for reflecting a child as a tax dependent.*

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Provide additional dependent info on another page please.

____ ____ Did you or a member of your family have health insurance coverage, which was obtained through the Marketplace, aka "Obamacare"? You must provide the 1095A. (Healthcare.gov)

____ ____ If you/spouse worked for an employer, please provide ALL W-2 wages statements for 2023 year.

____ ____ If you/spouse are Self-Employed, as a sole proprietor or single member LLC; provide ALL 1099-NEC, 1099-K, etc forms. A reconciled Profit and Loss and Balance Sheet are needed for accurate self-employment reporting.

____ ____ Interest income? (Form(s) 1099-INT). Dividend income? (Form(s) 1099-DIV)?

____ ____ Gambling income? (Form(s) W-2G). Be sure to include any gambling loss summaries.

____ ____ Social security or Railroad Retirement benefits? (Form(s) SSA-1099 & RRB-1099)

____ ____ Disability income, or unemployment income? (1099G, 1099Misc, W2)

____ ____ Alimony? How much did you receive?______ or how much did you pay?_________ Year of Divorce____

____ ____ Other: Did you receive tip income NOT reported on a W2? Did you barter/trade services for goods or services with someone else? Did you earn income from a hobby? Did you receive a legal settlement?

____ ____ Were you/spouse relieved of debt during 2023?(credit card/car loans/home/etc) Provide 1099-A/1099-C

____ ____ Did you/spouse start or acquire a new business? Did you sell any part of an existing business?

____ ____ Did you exchange any securities or investments? You should have received a 1099-B to reflect all brokerage account(s) activity. This includes stock options w/employer/same-day sells. May also include crypto trading.

____ ____ Did you buy or sell real estate for investment or personal use? Provide closing documents of any real estate related activity. If this is a rental property, provide a summary of gross rent and operating expenses.

____ ____ Did you/spouse claim a First-time Homebuyer Credit in 2008 *AND* sell that home in 2023?

____ ____ Did you refinance any real estate loans? If so, provide re-fi closing docs. Provide all 1098 Mortgage Interest statements for personal home(s) and/or rental properties. Only qualified purposes will allow deduction of home interest.

____ ____ Did you transact a 1031 Like-Kind exchange: one investment property for another? And/or, at any time, have you invested in Opportunity Zone (QOZ) under the deferred gain rules related to Economic distressed zones?

____ ____ Did any security/investment become worthless during 2023? Did any *documented and enforceable* loans you gave to others before or during 2023, become uncollectible during 2023? Provide documentation.

____ ____ Did you receive, sell, send, exchange, or otherwise have any financial interest in any virtual currency? You should have proper reports showing EACH buy/sale/exchange. *In addition to just reporting the existence of the account, each transaction must be individually reported. For example: if you use a crypto currency to buy a cup of coffee, we must report that transaction individually on your return.* Activities included in the Crypto-currency arena: 1) Selling (Converting) crypto to US Dollars 2) Trading one crypto for another 3) Spending crypto directly for goods or services 4) Mining crypto from your own computers 5) Staking or lending crypto and receiving payment in crypto, etc.

____ ____ Did you sell any assets/property using the installment method? Did you receive proceeds from a prior year installment sale? *(Are you carrying a note for property/assets you sold, and the buyer is making payments to you*)?

____ ____ Provide all K1s from Partnerships/LLCs/S-Corp/Trusts. K1s have more than one page – provide ALL pages (front/back/K2/K3/basis/state detail), including publicly traded partnerships your investment advisor is managing.

____ ____ Do you have a rental real estate property? Each property must be separate; Income and expenses must be assigned to each property individually. Note: Husband and Wife rentals may require a separate LLC filing!

____ ____ Do you own a Farm (animals or crops). This is a business and requires agriculture activity reporting (Schedule F), w/depreciation, possible payroll, separate business checking account, proper financials. If you are crop-sharing/pasture renting, this is also a business activity that must be reported. This also includes "greenbelt" property.

____ ____ Did you receive any income distributions from retirement or pension plan(s)? (Include form(s) 1099-R)
If you are you over age 70 ½ or 72 you may be subject to RMD rules (2023 new rules apply to age 73). Ask us about this.

____ ____ Did you <u>rollover</u> (not convert) one retirement plan into another plan? (1099-R)

____ ____ Did you <u>convert</u> a traditional IRA to a Roth IRA? (1099-R). This requires careful planning!

____ ____ Did you/spouse <u>contribute to</u> an IRA, SEP, Solo 401k, ROTH etc. (*not the same as a W2 employer 401K).*

____ ____ Did you donate all/some of your/spouse RMD directly to a qualified non-profit (QCD)? (provide 1099R and donation letter or receipt). *This means the funds never came to you but went directly to charity instead.*

____ ____ Did you receive distributions from a Health Savings Acct? (1099-SA) Did you contribute to an HSA?

____ ____ Did you make payments on a student loan? (1099-E)? Was the loan on deferment?

____ ____ Did you pay expenses for the care of your child or other dependent so you could work or go to school? Provide name, address, SS# or EIN of daycare provider(s) and what you paid during the year. If you/spouse pay for a household employee? *(in-home Nanny or Housekeeper)* How did you pay them – you may be subject to nanny tax rules?

____ ____ Did you purchase a NEW 'clean fuel' or EV in 2023? Provide full purchase receip with VIN.

____ ____ Did you make energy efficient improvements (i.e. solar?) to your home during 2023? Provide receipts.

____ ____ Did you make charitable donations to non-profit churches/schools/homeless, etc? Provide receipts.

____ ____ Did you provide any NON-cash donations to a qualified non-profit? Provide receipt w/detail of items.

____ ____ Did you make any <u>Estimated tax payments</u> for the tax year of 2023? Provide 1040ES amounts and dates.

____ ____ Do you want refunds directly deposited? Provide bank name, routing, & account info - or a voided check

PLEASE CHECK THE WEBSITE FOR HELPFUL INFORMATION AND MORE TAX ORGANIZERS

www.mytaxladyrocks.com

<u>INSTRUCTIONS FOR SUBMITTING YOUR TAX INFORMATION:</u>

1) Complete this yellow questionnaire and the yearly green tax prep agreement letter. (Required for tax prep)

2) **Scan this questionnaire, tax prep agreement, and all your tax documents as one large PDF (*please avoid sending individual pages one-at-a-time*) and save the scanned documents to your computer as a PDF file.**

3) Go to www.mytaxladyrocks.com and link to the SmartVault folder. Log into your SmartVault and attach/upload the PDF tax information file you just scanned and created. *(Or drop it off at the office during open hours).* For your security DO NOT MAIL SENSITIVE DOCUMENTS via USPS, and do not simply send in an email.

4) We will receive notification you have uploaded your data, and usually within 24 hours we will download and get your file on our schedule for completion. We will call you with questions or if we need more information.

5) Once the return is prepared and completed you will receive a review copy with efile signature request via DOCUSIGN. You will review and electronically sign and date your return for efiling.

6) If you would like to schedule a 30-minute "wrap-up/review" appointment (by phone or in the office) you will need to call the office to make that appointment - and ALL your information must be provided at least 10 workdays before your desired appointment time.

Tax returns are no longer prepared "as you wait" - The tax code is too complicated and to properly review all your information and consider all issues for your tax benefit, we request you simply get the information to us first, and then we will discuss the outcome and any questions before the return is finalized for efiling.

<u>ALL TAX INFORMATION MUST BE PROVIDED BY MARCH 24TH FOR 4/15/24 SUBMISSION</u>