

## 2023 Client Information Worksheet

We have designed this worksheet to help our clients gather and organize relevant tax information for their 2023 taxes. This worksheet also helps to ensure that the taxes are prepared correctly and accurately. With recent tax law changes, please take the time to go through this worksheet and update accordingly.

**1. Personal Information:** *Must match your Social Security Card or ITIN.*

	First Name	M.	Last Name	SSN / ITIN	Date of Birth	Occupation
Taxpayer						
Spouse						
<i>If you have more dependents add additional page.</i>						Relationship
Dependent						
Dependent						
Dependent						
Dependent						

**Important!** Do any of the dependent(s) listed above have an SSN card with "Not Valid for Employment"?

If so, please specify which dependent(s): \_\_\_\_\_

**2. Address and Contact Information:** *Provide a current US address.*

Address		Taxpayer's Phone	
Apartment/ Unit #		Spouse's Phone	
City		Taxpayer's E-mail	
State	Zip Code:	Spouse's E-mail	
Provide foreign address if residing outside of the USA:			

**3. IRS account and Transcripts:**

- If you are unsure about what income is associated with your Social Security Number, you may verify this by downloading your Transcript or Account History from the IRS website: <https://www.irs.gov/payments/your-online-account>

**4. Cryptocurrency:**

- At any time during 2023, did you receive, sell, exchange, gift, or dispose of digital assets?  Yes  No

**5. Foreign Financial Account Reporting (FBAR, FinCEN114, FATCA, Form 8938):**

- Do you have any foreign bank or financial accounts?  Yes  No
- If Yes, did the aggregate value of the foreign financial accounts exceed \$10,000 at any time during the calendar year?  Yes  No
- If Yes, did the aggregate value of the foreign financial accounts exceed \$50,000 (\$100,000 if Married) on the last day of the tax year or more than \$75,000 (\$150,000 if Married) at any time during the tax year?  Yes  No

I am unclear regarding the questions above and I would like more information on this topic.

Please use the space below to list any additional information and/or changes for 2023:

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**6. Income:** Check all that apply and provide legible copies of all documents.

	<input checked="" type="checkbox"/>	# of Forms		<input checked="" type="checkbox"/>	# of Forms
Form W-2 [Wages or Salary]			1099-B [Stock Gain/Loss]		
1099-Int [Interest Income]			Schedule K-1 [LLC, S-Corp]		
1099-Div [Dividend Income]			Rental Income		Attach Rental W/S
1099-NEC [Business Income]			1099-G [UI or PFL]		
1099-MISC [Bus/Other income]			1099-G [2019 State Refund]		
1099-R [Retirement Income]			SSA-1099 [Social Security]		
1099-S [Home Sale]			Cryptocurrency		
1099-SA [HSA Distribution]			Other:		

**7. Foreign Reporting:** You must report income from all sources within and outside of the U.S.

Foreign Wages or Salary	\$	USD	Foreign Stock Gain/Loss	Attach Statement
Foreign Interest Income	\$	USD	Foreign Home Sale	
Foreign Dividend Income	\$	USD	Foreign Rental Income	Attach Rental W/S
Foreign Business Income	\$	USD	Foreign Partnership	
Foreign Retirement Income	\$	USD	Other:	
Foreign Taxes Paid	\$	USD	Other:	

**8. Adjustments to Income:** Provide legible copies of all documents.

	Taxpayer	Spouse		
Traditional IRA	\$	\$	Alimony Paid	\$
Roth IRA	\$	\$	1098-E [Student Loan Int]	\$
Non-Deductible IRA	\$	\$	1098-T [Tuition Paid]	\$
SEP IRA	\$	\$	Other	
HSA Contribution	\$	\$	Other	

**9. Medical/Dental Expense:** Must exceed 7.5% of your adjusted gross income in order to qualify as a deduction.

Insurance Premiums	\$	Hospital/Dentist Co-Pay	\$
Cost of Prescriptions	\$	# of Medical Miles	Miles
Eyeglasses/Contacts	\$	Medical Equipment	\$

**10. State and Local Taxes (SALT) Paid in 2023:** Provide legible copies of all documents.

Real Estate Property Taxes	\$	2023 State Tax [Paid in 2023]	\$
DMV License Fee	\$	2023 Sales Tax Paid	\$

**11. Interest Paid:** For Primary and Secondary property only [Not rental]. Provide legible copies of all documents.

Homes Located in the US:	Primary Home	Secondary Home
Home Mortgage Interest [Attach Form 1098 from lender]	\$	\$
Home Equity Line of Credit [HELOC]	\$	\$
Mortgage Insurance Premiums [PMI]	\$	\$

**12. Interest Paid to a Person or Foreign Bank:** Provide legible copies of all documents.

Homes Located outside of the US:	Primary Home	Secondary Home
Name of the Bank		
Address of the Bank		
Amount of Interest paid on the loan: [USD - Jan to Dec '23]	\$ USD	\$ USD

**13. Cash & Check Donations:** *To charities or a qualified religious, educational, scientific, or non-profit organization.*

Name of Charity		Cash amount	
Date of Donation		Check amount	
Name of Charity		Cash amount	
Date of Donation		Check amount	

**14. Non-Cash Donations:** [Example: *Salvation Army or Goodwill*]. *Attach a copy of the receipt and itemized list of items.*

Name & address of Charity	
Date(s) of Donation	
Fair Market Value of items	
What was donated?	
Name & address of Charity	
Date(s) of Donation	
Fair Market Value of items	
What was donated?	

**15. Home Office Deduction:** *To qualify for a home office deduction, you must have a dedicated area of your home that is used regularly and exclusively for business/work purposes. **Please note:** If you are an employee and receive your income as a W2, you would not be able to claim any home office deductions on your Federal tax, however (depending on the state), you may be eligible to claim a home office deduction against your state income. Attach Home Office W/S*

**16. Misc. Work/Business Expense:** *The 2017 Tax Cuts and Jobs Act suspended all miscellaneous itemized deductions that are subject to the 2% of adjusted gross income floor. This change affects un-reimbursed employee expenses such as uniforms, union dues and the deduction for business-related meals, entertainment and travel, and home office. However (depending on the state), you may be eligible to claim them against your state income. Please use the lines below to list any qualified work/business expense:*

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**17. Solar and Electric Vehicles Credits:** (Does not apply to leased equipment or vehicles).

- Did you purchase and install **Solar Panels** to your home in 2023? If so, please provide the invoice that reflects the date of purchase and the amount paid in total.
- Did you purchase a qualified **Electric Vehicle** in 2023? If so, please provide the purchase document that reflects the make and model of the vehicle, date purchased, and VIN.

**18. Dependent Care Expense:** If the care provider is an Individual provide SSN. Specify for which child.

Provider Name		Tax ID Number or SSN	
For which Child?		Amount Paid in 2023	\$
Address City, State, Zip		Amount Reimbursed by employer FSA [W2, Box 10]	\$
Provider Name		Tax ID Number or SSN	
For which Child?		Amount Paid in 2023	\$
Address City, State, Zip		Amount Reimbursed by employer FSA [W2, Box 10]	\$

**19. Estimated Taxes:** *Specify if you have paid any quarterly or year-end estimated tax payment. This does not include the taxes withheld through your W2.*

- Attached Federal confirmation page.
- Attached State confirmation page.

**20. Bank Account Info:** *For Direct Deposit or Debit of Taxes*

Bank Name:	Routing No:	Account No:	✓ (Check One)	
			Checking	Savings
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>