NEWCLIENT

Welgaard CPAs & Advisors
916 W 16th St
Pella , IA 50219-7918

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2022 Client Organizer

916 W 16th St
Pella , IA 50219-7918
641-628-4521

,

Dear :

We appreciate the opportunity to work with you. This Tax Organizer is designed to help you gather the tax information needed to prepare your 2022 personal income tax return. To help you complete the organizer with minimal time and effort, you will find certain information from your 2021 personal income tax return, when available. In some cases, 2021 amounts have been included in a separate column. These amounts are for comparison purposes only. You do not need to change these prior year amounts.

Please submit your completed organizer and all related tax documents to our office as soon as you have gathered all of your tax information. If you would like to make an appointment to review your completed tax return, you may schedule that when you deliver your information.

You have several options for delivering your tax documents to our office.

→ Mail or drop off your tax information to our office.
→ Scan and email your documents in .PDF format to info@welgaardcpa.com.
  Please employ technical measures to ensure the safety of your information.
→ Upload your documents to Client Axcess Portal, our secure client web portal.
  Please contact our office if you want to get registered for Client Axcess Portal.

To enable the highest level of service we can offer, early submission of your tax information will increase the likelihood of completing your tax return before the due date. If we do not receive your information by **April 1, 2023,** we will make every effort to complete your return without filing an extension, but will give priority service to clients who submitted information on time. This means that an extension may be filed on your behalf, depending on our workload late in the filing season.

Please enter your 2022 information on the Tax Organizer pages provided. If any information does not apply to you or is incorrect, please draw a line through it or make the necessary corrections.

The Client Questionnaire asks about pertinent tax items necessary for preparing the most complete and accurate tax return possible. Please answer all applicable questions and provide any additional information not provided in the Client Organizer.

There is no need to enter amounts on the checklist pages. Simply provide us with the Government forms (1099, W-2, K-1, etc.) If you no longer have this type of income, cross out the item or make a notation.

TAX DOCUMENTATION REQUIRED - Please provide the following forms and documents:

* W-2 forms for wages, salaries, tips and gambling winnings.
* 1099 forms for interest, dividends, retirement, Social Security, state or local refunds, miscellaneous income, etc.
* Schedule K-1 from partnerships, S corporations, estates and trusts.
* 1098 and other statements supporting deductions for mortgage interest, real estate taxes, and auto registration fees.
* Evidence of contributions and, if greater than $250, a written communication, statement or Form 1098-C from the donee organization.
* HUD-1 Closing Statements and other documentation regarding the sale, purchase or refinance of a home or other real property.
* 1098-T and detailed transcript or statement showing detail of college tuition, books,

room, board and technology expenses paid.

* 1095-A (Health Insurance Marketplace Statement), 1095-B (Health Coverage) or 1095-C (Employer-Provided Health Insurance Offer and Coverage)
* Any tax notices sent to you by the IRS or other taxing authority.
* A copy of your federal and state income tax returns from last year, if not prepared by this office.

If you are a farmer or have started a new business, rental or other activity, please visit the Client Center on our website at **www.welgaardcpa.com/resource-center** to download a **farm worksheet** or blank organizer pages for your new activity. You can also contact our office and we can mail or email you a copy of the farm worksheet or blank organizer pages.

PAYMENT POLICY - Your payment is requested to be paid when the return is signed. There will be a direct debit authorization form included in all returns.

If you have agreed to participate in the 1040 Express program your payment will be processed upon completion of your return.

RETURNING THE ORGANIZER - If you would like a copy of your organizer, please make a copy before returning it to us. We will not return the original organizer to you. In all cases, please return the Organizer to us along with your other important tax information even if you have completed very little of it. It is very helpful for us to have your Organizer as we prepare your return.

If you need to request extra copies of your return, you may choose to have the return uploaded to your Client Axcess Portal, or a fee will apply for additional returns printed.

TIMING - Please provide us with your completed Organizer as soon as possible. If any Schedules K-1 have not been received when your other data is complete, do not hold for those documents. Rather, send us the Organizer and documents you have and forward the Schedules K-1 later.

One of the few deductions that can be added after year-end is the funding of the HSA, IRA, SEP, SIMPLE or Keogh retirement plan contribution. Please let us know if you wish to maximize any of these deductions for 2022.

Your privacy is important to us. In your Tax Organizer, all social security numbers and bank account numbers have been replaced with asterisks (***-**-****) and (****1234) to protect your privacy and personal information. Please make any necessary changes or updates to any social security number or bank account information. When you receive your completed tax return(s), please review all social security numbers and bank account information for accuracy. Report any discrepancies to this office immediately.

Thank you for the opportunity to serve you.

Sincerely,

Welgaard CPAs & Advisors

What is Your Financial Wellness?

Take your financial check-up now

If your answer to any of the questions below is *No*, it's time to talk to your Financial Professional.

TAX PLANNING
Do you feel you use all available techniques to reduce your federal and state taxes?

INVESTMENT PLANNING
Are you happy with your level of risk and returns this past year?

RETIREMENT PLANNING
Have you had an analysis done to see if you can continue the same life style you live today at retirement?

INCOME PLANNING
Do you feel comfortable that if you become disabled, all of your personal and business bills will be paid?

ASSET PRESERVATION
Do you feel you have an appropriate amount of life and liability insurance given your financial goals?

ESTATE PLANNING
Do you have a current properly drafted will, living will and trust that protects your family members?

BUSINESS PLANNING
Have you appraised your business recently?

EDUCATION PLANNING
Have you determined what you will need to invest to educate your children and grandchildren?

DEBT MANAGEMENT
Do you have a debt management plan as to how to use debt to your advantage?

SPECIAL NEEDS
If anyone in your family have special needs (Alzheimer's, disabilities, alcoholism, drug addiction, M.S.), does your financial plan take into account their fiscal requirements?

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IRS Online Account

How to Create a New Account

Why is it Important?

The IRS is behind in their communications causing taxpayers to be mailed inaccurate notices. By setting up an IRS Account, you can quickly view your personal tax information including: your adjusted gross income, details of your latest return, up to date balance due/estimate payment history, amount of tax currently owed, economic impact payments, IRS notices, and tax professional authorizations.

What Information is Needed?

To register for an online account, you will need:

- A valid email address
- Your mailing address
- A US passport, passport card, or state driver's license
- Your Social Security number or Tax ID
- A mobile phone registered to you

FOLLOW THESE STEPS TO SET UP YOUR IRS ONLINE ACCOUNT

01 Go to the IRS Website

- https://www.irs.gov/payments/your-online-account
- Select "Sign in to your Online Account"
- Create a new account by entering your email address and creating a password.
- Confirm your email address.

02 Enable Multifactor Authentication

- Select "Text Message or Phone Call"
- Type in your phone number to receive a code, select text or call
- Enter in code
- Your account is now secure

03 Verify Your Identity

- Choose ID verification: Self-Service with "video selfie" or Video Chat with ID.me agent
- Upload pictures of your ID
  - Use your license or state ID unless your name or address is not current, then use your passport
- Enter in your phone number for the link to go to the selfie verification
- Take and upload a "video selfie" with your cellphone or webcam.
- Go back to the main browser and enter your Social Security number
- Authorize the IRS to access ID.me verification

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Engagement Letter for 2022 Individual Income Tax Return Preparation

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Dear :

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

YOUR RESPONSIBILITY:
It is your responsibility to provide us all the information required for the preparation of complete and accurate returns. In that regard you state that, to the best of your knowledge and belief, you have provided true, correct and complete information, and have maintained written documentation supporting all amounts. Attached you will find an organizer to help you gather the information. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

You understand that your returns may be selected for examination or inquiry by taxing authorities. This can be an on site examination or by correspondence requesting additional information. You should retain all the documents, canceled checks and other data that form the basis of the income and deductions for five years. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. In the event of such examination or correspondence, we will be available upon request to represent you. An additional fee will be invoiced for the time and expenses incurred, if the review is determined to be of no fault of our own. If you enroll in our Audit Protection Plan, we will handle any correspondence or audit of your 2022 income tax returns on your behalf at no additional charge.

OUR SERVICES:
We will prepare your 2022 Federal and State income tax returns from the information you furnish us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask for clarification of some of the information. We are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest. You will contact us immediately if you discover additional information that will lead to a change in your return, or you receive any letters from the IRS, state or local taxing authorities.

We will use our professional judgement to resolve questions in your favor where the tax law is unclear or if there is a reasonable justification for doing so, unless otherwise instructed by you. If the IRS should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties or assessments.The IRS permits you to authorize us to discuss, on a limited basis, aspects of your return for one year after the return's due date. Your consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your return with us.

We will electronically file all qualifying returns at no additional charge. With electronic filing, you have the option to have your refund mailed to your home or direct deposited into your bank account. If you choose to have direct deposit, please enclose a voided check.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable prior to your return being filed.

PRIVACY POLICY:
Like all providers of personal financial services, tax professionals are required by law to inform clients of their policies regarding privacy of client information. Our firm continues to adhere to professional standards of confidentiality that are even more stringent than those required by law. We have always protected the security and privacy of your personal and financial information.

Types of Nonpublic Personal Information We Collect
The only nonpublic personal information we collect is provided to us by you or obtained with your authorization.

Parties to Whom We Disclose Information
We do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures may include providing information to our employees, or, in limited situations, to unrelated third parties who need that information to assist us in serving you. In all situations, we stress the confidential nature of the information being shared.

If you request a copy of your tax returns to be sent directly to any third-party institution, we will require a signed consent form **before** these can be sent.

Protecting the Confidentiality and Security of Clients' Information
We retain records relating to our professional services to better serve your professional needs and, in some cases, to comply with professional guidelines. In order to protect your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

If this fairly sets forth your understanding, we will assume that you concur with these terms if data is supplied to compile your tax return.

We want to express our appreciation for this opportunity to work with you.

Sincerely,

Welgaard CPAs & Advisors

Welgaard
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Audit Protection

FOR INDIVIDUALS AND BUSINESSES

Questions? Contact us at www.WelgaardCPA.com

NEW for 2022 Tax Returns:
Welgaard CPAs & Advisors offers an additional layer of protection to eligible clients.

Individual Audit Protection $150*
Business Audit Protection $350

The IRS has the capacity to issue more audits than ever before. Without audit protection, fees for responding to tax notice letters average $500 and audit representation $6,500+.

* If your 1040 includes a schedule C, E, F, or form 4835 the fee is $350.

Sign Up for Audit Protection

If eligible, the Audit Protection Plan enrollment voucher will be included with your tax return. When you add the annual fee to your remittance, you are automatically enrolled in the Audit Protection Plan. The deadline for enrolling is April 30, 2023.

If you are audited

For the one-time fee, Welgaard will handle all correspondence to resolve letters of inquiry relating to your 2022 federal and state income tax returns on your behalf at no additional charge.

If your 2022 federal or state tax return should be audited, Welgaard will represent you up to and including any appeals or protests needed to be filed with the IRS or State Departments of Revenue.

Whenever you receive an audit notice or letter of inquiry from the federal or state government relating to your 2022 income tax return, simply send it to Welgaard and authorize us to represent you. This is effective only for notices or audits received after you are enrolled.

What the plan covers

The Audit Protection Plan for individuals include IRS Form 1040 and associated resident state returns. For businesses, the plan covers IRS Form 1120, 1120S, 1065, 1040 w/schedule C, E, F, or Form 4835, and primary office state returns. In addition to the peace of mind this program offers, our Audit Protection Plan could save you a substantial amount of money in terms of service fees.

Please note: You are responsible for maintaining adequate records and making them available to us so that we can properly represent you before the taxing authorities. Similarly, you are liable for any additional taxes, penalties, or interest that may eventually be assessed. This Audit Protection Plan applies only to listed income tax returns for 2022 and does not cover payroll, sales or other tax returns. We reserve the right to offer this plan on a case-by-case basis.

Questionnaire

This Client Questionnaire asks about pertinent tax events and information necessary for preparing the most accurate tax return possible.

Check all boxes that apply to the taxpayer or spouse during the 2022 tax year.
Attach tax forms, statements, documentation and/or a detailed explanation for all checked items.

Personal Information

- ☐ Marital status changed from last year.
- ☐ Address changed from last year.
- ☐ You can be claimed as a dependent by another taxpayer.
- ☐ If you have a tax refund, you want ☐ direct deposit or ☐ a paper check mailed to you.
- ☐ If you have a tax liability, you want ☐ funds automatically withdrawn as of _______ date or ☐ a payment voucher to mail with payment.
- ☐ You have the same bank account as prior years and have verified your account on the "Direct Deposit/Electronic Funds Withdrawal Information" Section of this organizer.
- ☐ Have a new bank account for direct deposit or automatic withdrawal. (Provide a voided check)
- ☐ You, your spouse or any dependent received an Identity Protection PIN from the Internal Revenue Service or have been a victim of identity theft. (Attach any IRS letter received)

Dependent Information

- ☐ You had a change in dependents.
- ☐ You paid any expenses related to the adoption of a child during the year
- ☐ You have dependents who may need to file a return.
  Please provide a copy of their return or allow our office to assist in the preparation of their return.
- ☐ You have children under age 19 or a full time student age under 24 with unearned income in excess of $2,300.
- ☐ You paid for child care while you worked or looked for work.
- ☐ You are divorced or separated with child(ren) you can claim as dependents.
  Child(ren) you can claim as dependents this year: ____________________________________
- ☐ Dependents lived with you over half of the year and did not provide over half of their own support. If no, provide Form 8332 signed by the custodial parent releasing the exemption.

Income Information - **Please check sources of income you received this year**

- ☐ Social Security benefits. (SSA-1099)
- ☐ Disability income
- ☐ Unemployment benefits
- ☐ Alimony - received or paid
- ☐ Debts cancelled/ forgiven (1099-C)
- ☐ Any prizes, gambling or lottery winnings (W2-G)
- ☐ Tip income not reported to your employer
- ☐ Long-term care insurance distributions (1099-LTC)
- ☐ Life insurance policy matured or surrendered policy
- ☐ Other ________________________

Retirement Information

- ☐ Have made or intend to make IRA contributions for 2022:
  Traditional IRA ☐Taxpayer: $______________ ☐Spouse: $______________
  Roth IRA ☐Taxpayer: $______________ ☐Spouse: $______________
- ☐ Received distributions, including lump-sum payments, from a qualified retirement plan. (1099-R)
- ☐ Completed a rollover or converted any amounts from a qualified retirement plan.
- ☐ Contributed to a charitable organization directly from an IRA.
- ☐ Received military retirement benefits or military survivor benefits.
- ☐ If you received any qualified COVID retirement plan distributuions, did you repay any of the distributions in 2022?

Business, Farm or Real Estate Information

- ☐ Started or bought a new business, rental, real estate or other property.
- ☐ Sold an existing business, rental, real estate or other property.
- ☐ Acquired a new or additional interest in a partnership or S corporation. (K-1)
- ☐ Sold or disposed of an interest in a partnership or S corporation. (K-1)
- ☐ Paid over $600 to any person in rent or services
  - ☐ If yes, you have or will file required Form 1099s.

Investment Information

- ☐ Bought or sold any stocks, bonds or other investment property.
- ☐ Have a financial interest in or signature authority over a foreign financial account not reported on a 1099, such as a bank account, securities account, cash value of life insurance through a foreign insurer, or other account or entity located in a foreign country.
- ☐ Have any foreign income or pay any foreign taxes, directly or indirectly, such as investment accounts, partnerships or a foreign employer, not reported on a 1099.
- ☐ Received a distribution from, or were a grantor or transferor for a foreign trust.
- ☐ Have any sales or other exchanges of virtual currencies (including from an airdorp or hard fork) or use virtual currencies to pay for goods or services.

Education Information

- ☐ Paid any educational expenses to a post-secondary school for taxpayer, spouse, or dependent. (Form 1098T is required, along with a detailed account statement/receipts from the educational institution, including amounts paid for tuition, books, room, board and technology expenses)
- ☐ Made contributions to an eduction savings or 529 Plan account.
- ☐ Made withdrawals from an education savings or 529 Plan account. (1099-Q)
- ☐ Paid student loan interest.
- ☐ Incurred expenses working as a teacher, counselor, or principal for classes K-12. If yes, $________
- ☐ Would like a worksheet to aid in the completion of a FAFSA.

Itemized Deduction Information - **Please provide evidence, receipts, 1098s, etc**

- ☐ Bought, sold, refinanced, foreclosed or abandoned principal or 2nd residence. (Closing statements)
- ☐ Took out a home equity loan or have an outstanding balance on a home equity loan.
- ☐ Own a vehicle and pay auto registration fees. Amount $________ (Car registration)
- ☐ Made any cash or noncash charitable contributions. i.e. clothes, furniture, vehicle, boat, stocks, charitable mileage or travel expense.
- ☐ Paid sales tax on major purchases during the year. (Cars, boats, etc.)

State/Iowa Information

- ☐ Wish to donate to one of the state checkoff donations. Please indicate the organization and amount on the state Organizer page.
- ☐ Taxpayer or spouse is a volunteer firefighter, EMS or Reserve Peace Officer.
  Months ☐ Taxpayer _________ ☐ Spouse __________
- ☐ Have a dependent attending grades K-12 in an accredited Iowa School.
  If yes, list each dependent and the amount paid for tuition and other required school expenses.

  ______________ $___________ ______________ $___________

Miscellaneous Information

- ☐ Made gifts of more than $16,000 total to any individual in 2022.
- ☐ Purchased a qualified plug-in electric drive vehicle or fuel cell vehicle. (Attach sales agreement)
- ☐ Received a letter of correspondence from the State or the Internal Revenue Service other than 1099-G that we have not yet received.
- ☐ Have had child credits, earned income credits, or education credits disallowed in the past.
- ☐ Taxpayer or ☐ spouse wants to designate $3 to the Presidential Election Campaign Fund.
- ☐ Made qualified energy efficient improvements to primary residence in 2022. Qualifying improvements include energy-efficient windows, doors, roofs, insulation, solar, wind, geothermal and fuel-cell technology. If yes, $ __________ (Please attach receipts)

Health Care Information

- ☐ Had health care through the Marketplace. ☐ Received premium tax credit advance.
- ☐ Paid out-of-pocket medical, dental, vision or prescription expenses **not reimbursed** through HSA, MSA, or flex spending account.
- ☐ Contributed to or received distributions from a Health Savings Account (HSA), Archer MSA or Medicare Advantage MSA. (Attach 1099-SA)
- ☐ Paid **after-tax** health insurance premiums. $___________ (Do not include payroll deductions)
- ☐ Paid premiums for supplemental health insurance. $___________
- ☐ Paid long-term care premiums. $___________

2023 Estimates and Tax Planning

- ☐ Expect a large fluctuation in income, deductions, or withholding in 2023. Explain:

____
____
____
____

Method for making quarterly estimate payments, if necessary:

- ☐ Mail check and voucher
- ☐ Schedule automatic withdrawal with e-file (including state when applicable)
- ☐ EFTPS - Electronic Federal Tax Payment System (federal estimates only)
  - ☐ You schedule payments. ☐ Welgaard schedules payments (fee applies)
- ☐ Iowa eFile & Pay (Iowa estimates only)
  - ☐ You schedule payments. ☐ Welgaard schedules payments (fee applies)

You would like additional information about:

☐ Education Planning ☐ Investment Planning ☐ Retirement Planning
☐ Estate Planning ☐ Social Security Planning ☐ Other_____________

Delivery options for your 2022 tax returns

How would you like to receive your copy of your 2022 tax returns? (CHECK ONE)

*There will be a $25 fee for additional copies of your returns, unless sent by Portal (see below)

☐ Paper ☐ Portal

How would you like to be notified when your return is complete? (CHECK ONE)

☐ Text message #_______________ ☐ Taxpayer Email ________________________
☐ Phone #_____________________ ☐ Spouse Email ________________________

How would you like to receive your 2023 organizer? (CHECK ONE)

☐ Paper ☐ Portal

A fee of $25 will be charged for each additional copy of your returns. You may choose to have the return uploaded to your Client Axcess Portal to have the $25 fee waived.

What is Client Axcess Portal? Client Axcess Portal is a private, secure internet portal with:

- º High security and efficient transfer of your documents and private information
- º Easy to set up and use
- º 24/7 access to electronic copies of your documents (tax returns and financial statements)
- º Access to your documents for 12 months after they are posted

To sign up, please go to our website www.welgaardcpa.com or call our office at 641-628-4521. Click on About at the top and select Client Axcess. At the bottom of the page, enter your name and email address in the sign up area. We will get your portal setup for you within a couple business days.

Focusing beyond the numbers for your success!

www.welgaardcpa.com

General: 1040

Personal Information

Filing (Marital) status code (1 = Single, 2 = Married filing joint, 3 = Married filing separate, 4 = Head of household, 5 = Qualifying surviving spouse) 1

Mark if you were married but living apart all year ___ Mark if your nonresident alien spouse does not have an ITIN ___

	Taxpayer	Spouse
Social security number		
First name		
Last name		
Occupation		
Designate $3.00 to the presidential election campaign fund? (1 = Yes, 2 = No, 3=Blank)	2	
Mark if legally blind		
Mark if dependent of another taxpayer		
Taxpayer between 19 and 23, full-time student, with income less than 1/2 support? (Y, N)		
Date of birth		
Date of death		
Work/daytime telephone number/ext number		
Do you authorize us to discuss your return with the IRS (Y, N)	Y	

General: 1040, Contact

Present Mailing Address

Address

Apartment number

City/State postal code/Zip code

Foreign country name

Foreign phone number

Home/evening telephone number

Taxpayer email address

Spouse email address

General: 1040

Dependent Information

First Name	Last Name	Date of Birth	Social Security No.	Relationship	Months in home	Care expenses paid for dependent

Credits: 2441

Child and Dependent Care Expenses

Provider information:

Business name

First and Last name

Street address

City, state, and zip code

Social security number OR Employer identification number

Tax Exempt or Living Abroad Foreign Care Provider (1 = TE, 2 = LAFCP)

Amount paid to care provider in 2022

	Taxpayer	Spouse
Employer-provided dependent care benefits that were forfeited		

NOTES/QUESTIONS:

Preparer - Enter on Screen Contact

Tax matters person (Indicate which spouse handles tax return related questions) (Blank = Both, T = Taxpayer, S = Spouse)			____	[8]
Taxpayer email address			____	[9]
Spouse email address			____	[10]

	Taxpayer		Spouse	
Fax telephone number	____	[11]	____	[20]
Mobile telephone number	____	[12]	____	[21]
Mobile telephone #2 number	____	[13]	____	[22]
Pager number	____	[14]	____	[23]
Other:	____	[15]	____	[24]
Telephone number	____	[16]	____	[25]
Extension	____	[17]	____	[26]
Preferred method of contact:				
Email, Work phone, Home phone, Fax, Mobile phone, Mobile phone #2	____	[18]	____	[27]

NOTES/QUESTIONS:

General: Bank

Direct Deposit/Electronic Funds Withdrawal Information

Per IRS Security Summit requirements, verify the name of financial institution, routing transit number, account number , and type of account below. If you would like to have a refund direct deposited into or a balance due debited from your bank account(s), please enter information in the fields below. Note that electronic funds will be withdrawn only from the primary account listed below.

Mark to verify all accounts listed below have been reviewed, updated as needed, and are correct. ___

Primary account:

- Financial institution routing transit number ___
- Name of financial institution ___
- Your account number ___
- Type of account (1 = Savings, 2 = Checking, 3 = IRA*) ___
- Mark if married filing jointly and this is a joint account (Both taxpayer and spouse names are on the account) ___
- Mark if financial institution is foreign based (Not located in the territorial jurisdiction of the United States) ___
- Enter the maximum dollar amount, or percentage of total refund Dollar ___ **or** Percent (xxx.xx) ___

Secondary account #1:

- Financial institution routing transit number ___
- Name of financial institution ___
- Your account number ___
- Type of account (1 = Savings, 2 = Checking, 3 = IRA*) ___
- Mark if married filing jointly and this is a joint account (Both taxpayer and spouse names are on the account) ___
- Mark if financial institution is foreign based (Not located in the territorial jurisdiction of the United States) ___
- Enter the maximum dollar amount, or percentage of total refund Dollar ___ **or** Percent (xxx.xx) ___

Secondary account #2:

- Financial institution routing transit number ___
- Name of financial institution ___
- Your account number ___
- Type of account (1 = Savings, 2 = Checking, 3 = IRA*) ___
- Mark if married filing jointly and this is a joint account (Both taxpayer and spouse names are on the account) ___
- Mark if financial institution is foreign based (Not located in the territorial jurisdiction of the United States) ___
- Enter the maximum dollar amount, or percentage of total refund Dollar ___ **or** Percent (xxx.xx) ___

*Refunds may only be direct deposited to established traditional, Roth or SEP-IRA accounts. Make sure direct deposits will be accepted by the bank or financial institution.

Electronic Filing: ID Auth

Identity Authentication

Taxpayer -

- Form of identification (1 = Driver's license, 2 = State issued identification card, 3 = No applicable identification, 4 = Identification not provided) ___
- Identification number ___
- Issue date ___
- Expiration date ___
- Location of issuance ___
- Document number (New York only) ___

Spouse -

- Form of identification (1 = Driver's license, 2 = State issued identification card, 3 = No applicable identification, 4 = Identification not provided) ___
- Identification number ___
- Issue date ___
- Expiration date ___
- Location of issuance ___
- Document number (New York only) ___

NOTES/QUESTIONS:

Income: W2

Salary and Wages

Please provide all copies of Form W-2 that you receive.
Below is a list of the Form(s) W-2 as reported in last year's tax return. If a particular W-2 no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable

Retirement: 1099R

Pension, IRA, and Annuity Distributions

Please provide all copies of Form 1099-R that you receive.
Below is a list of the Form(s) 1099-R as reported in last year's tax return. If a particular 1099-R no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable

Income: K1, K1T

Schedules K-1

Please provide all copies of Schedule K-1 that you receive.
Below is a list of the Schedule(s) K-1 as reported in last year's tax return. If a particular K-1 no longer applies, mark the not applicable box.

T/S/J	Description	Form	Mark if no longer applicable

Income: W2G

Gambling Income

Please provide all copies of Form W-2G that you receive.
Below is a list of the Form(s) W-2G as reported in last year's tax return. If a particular W-2G no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable

Educate: 1099Q

Qualified Education Plan Distributions

Please provide all copies of Form 1099-Q that you receive.
Below is a list of the Form(s) 1099-Q as reported in last year's tax return. If a particular 1099-Q no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable

NOTES/QUESTIONS:

Income: B1

Interest Income

Please provide all copies of Form 1099-INT or other statements reporting interest income.

T/S/J	Payer Name	Interest Income	Prior Year Information
T			

Income: B3

Seller Financed Mortgage Interest

T, S, J ___ Payer's name ______________ Payer's social security number ______________

Payer's address, city, state, zip code ______________

Amount received in 2022 ______________ Amount received in 2021 ______________

Income: B2

Dividend Income

Please provide copies of all Form 1099-DIV or other statements reporting dividend income.

T/S/J	Payer Name	Ordinary Dividends	Qualified Dividends	Prior Year Information
T				

Income: D

Sales of Stocks, Securities, and Other Investment Property

Please provide copies of all Forms 1099-B and 1099-S.

T/S/J	Description of Property	Date Acquired	Date Sold	Gross Sales Price (Less expenses of sale)	Cost or Other Basis

Income: Income

Other Income

Please provide copies of all supporting documentation.

	2022 Information	Prior Year Information
State and local income tax refunds		

	T/S	Agreement Date	2022 Information	Prior Year Information
Alimony received				

	Taxpayer	Spouse	Prior Year Information
Unemployment compensation			
Unemployment compensation repaid			
Social security benefits			
Medicare premiums to be reported on Schedule A			
Railroad retirement benefits			

T/S/J	Other Income:	2022 Information	Prior Year Information

Rent and Royalty Property - General Information

1 **Preparer use only**

	2022 Information	Prior Year Information
Description .	[2]	
Taxpayer/Spouse/Joint (T, S, J) [3] State postal code	[5]	
Physical address: Street	[6]	
City, state, zip code	[7] [8] [9]	
Foreign country	[11]	
Foreign province/county	[12]	
Foreign postal code	[13]	
Type (1=Single-family, 2=Multi-family, 3=Vacation/short-term, 4=Commercial, 5=Land, 6=Royalty, 7=Self-rental, 8=Other, 9=Personal ppty)	[14]	
Description of other type (Type code #8)	[15]	
Did you make any payments in 2022 that require you to file Form(s) 1099? (Y,N)	[16]	
If "Yes", did you or will you file all required Forms 1099? (Y, N)	[18]	
Fair rental days (If not full year) (For types 1, 2, 4, 5, 7 and 8 only) (Use Rent-2 for type 3)	[20]	
Percentage of ownership if not 100%	[22]	
Business use percentage, if not 100% (Not vacation home percentage)	[24]	

Rent and Royalty Income

Rents and royalties	2022 Information	Prior Year Information
	+ [33]	

Rent and Royalty Expenses

	2022 Information	Percent if not 100%	Prior Year Information
Advertising	+ [35]	[36]	
Auto	+ [38]	[39]	
Travel	+ [41]	[42]	
Cleaning and maintenance	+ [44]	[45]	
Commissions:			
	+ [47]	[49]	
	+		
Insurance:			
	+ [50]	[52]	
	+		
Legal and professional fees	+ [54]	[55]	
Management fees:			
	+ [57]	[59]	
	+		
Mortgage interest paid to banks, etc (Form 1098)			
	+ [60]	[62]	
	+		
Other mortgage interest	+ [63]	[65]	
Qualified mortgage insurance premiums	+ [66]	[67]	
Other interest:			
	+ [69]	[71]	
	+		
Repairs	+ [72]	[73]	
Supplies	+ [75]	[76]	
Taxes:			
	+ [78]	[80]	
	+		
Utilities	+ [81]	[82]	
Depreciation	+ [84]	[85]	
Depletion	+ [87]	[88]	
Other expenses:			
	+ [90]		
	+		
	+		
	+		

Control Totals +

1040 Adj: IRA

Adjustments to Income - IRA Contributions

Please provide year end statements for each account and any Form 8606 not prepared by this office.

	Taxpayer	Spouse
Traditional IRA Contributions for 2022 -		
If you want to contribute the maximum allowable traditional IRA contribution amount, enter the applicable code: (1 = Deductible only, 2 = Both deductible and nondeductible)	___	___
Enter the total traditional IRA contributions made for use in 2022	___	___
Roth IRA Contributions for 2022 -		
Mark if you want to contribute the maximum Roth IRA contribution	___	___
Enter the total Roth IRA contributions made for use in 2022	___	___

Educate: Educate2

Higher Education Deductions and/or Credits

Complete this section if you paid interest on a qualified student loan in 2022 for qualified higher education expenses for you, your spouse, or a person who was your dependent when you took out the loan.

T/S	Qualified student loan interest paid	2022 Information	Prior Year Information
___	___	___	___
___	___	___	___

Complete this section if you paid qualified education expenses for higher education costs in 2022.
Qualified education expenses include tuition and fees required for enrollment or attendance at an eligible educational institution.

Please provide all copies of Form 1098-T.

T/S	Ed Exp Code*	Student's SSN	Student's First Name	Student's Last Name	Qualified Expenses	Prior Year Information
___	_	___	___	___	___	___
___	_	___	___	___	___	___
___	_	___	___	___	___	___
___	_	___	___	___	___	___

***Education Expense Code: 1 = American opportunity credit; 2 = Lifetime learning credit; 3 = Tuition and fees deduction**
The student qualifies for the American opportunity credit when enrolled at least half-time in a program leading to a degree, certificate, or recognized credential; has not completed the first 4 years of post-secondary education; has no felony drug convictions on student's record.

1040 Adj: 3903

Job Related Moving Expenses

Complete this section if you moved to a new home due to service in the armed forces.

Description of move	___
Taxpayer/Spouse/Joint (T, S, J)	___
Mark if the move was due to service in the armed forces	_
Number of miles from old home to new workplace	___
Number of miles from old home to old workplace	___
Mark if move is outside United States or its possessions	_
Transportation and storage expenses	___
Travel and lodging (not including meals)	___
Total amount reimbursed for moving expenses	___

1040 Adj: OtherAdj

Other Adjustments to Income

Alimony Paid:

T/S	Date*	Recipient name	Recipient SSN	2022 Information	Prior Year Information
___	___	___	___	___	___

Street address ___

City, State and Zip code ___ ___ ___

*Enter the divorce/separation agreement date

	Taxpayer	Spouse	Prior Year Information
Educator expenses:			
___	___	___	___
___	___	___	___
Other adjustments:			
___	___	___	___
___	___	___	___
___	___	___	___

Itemized: A1

Medical and Dental Expenses

T/S/J		2022 Information	Prior Year Information
_	Medical and dental expenses		
_	Medical insurance premiums you paid***		
_	Long-term care premiums you paid***		
_	Prescription medicines and drugs		
_	Miles driven for medical items (1/1/22-6/30/22, 18 cents)		
_	Miles driven for medical items (7/1/22-12/31/22, 22 cents)		

***Do not include pre-tax amounts paid by an employer-sponsored plan, amounts paid for your self-employed business, or Medicare premiums entered on Form Lite-3

Itemized: A1

Tax Expenses

T/S/J		2022 Information	Prior Year Information
_	State/local income taxes paid		
_	2021 state and local income taxes paid in 2022		
_	Sales tax paid on actual expenses		
_	Real estate taxes paid		
_	Personal property taxes		
_	Other taxes		

Itemized: A2

Interest Expenses

T/S/J		2022 Information	Prior Year Information
_	Home mortgage interest From Form 1098		

Other home mortgage interest paid to individuals:

T/S/J	Payee's Name	SSN or EIN	2022 Information	Prior Year Information
_				

Address	City	State	Zip Code

T/S/J		2022 Information	Prior Year Information
_	Investment interest expense, other than on Sch K-1s:		

Refinancing Information:	Refinance #1	Refinance #2
T/S/J	_	_
Recipient/Lender name		
Total points paid at time of refinance		
Date of refinance		
Term of new loan (in months)		
Reported on Form 1098 in 2022		

Itemized: A3

Charitable Contributions

T/S/J		2022 Information	Prior Year Information
_	Contributions made by cash or check		
_	Volunteer miles driven		
_	Noncash items, such as: Goodwill, Salvation Army		

Itemized: A3, A-St

Miscellaneous Deductions

T/S/J		2022 Information	Prior Year Information
_	Other expenses		
_	Gambling losses (enter only if you have gambling income)		

*****STATE USE ONLY - Complete the following fields only if you file a state return in AL, AR, CA, HI, MN, NY or PA**

T/S/J		2022 Information	Prior Year Information
_	Unreimbursed expenses***		
_	Union dues, other than amounts reported on Form W-2***		
_	Tax preparation fees***		
	Other expenses, subject to 2% AGI limitation***:		
_			
_			
_	Safe deposit box rental***		
_	Investment expenses, other than on Schedule(s) K-1 or Form(s) 1099-DIV/INT***		

Notes to Preparer

Submit questions and provide additional information to your tax return preparer here.

Taxpayer name(s) ______________________________

Social security number ______________