



## GETTING YOUR RECORDS TOGETHER - A Quick Checklist

### Personal Information -

- \* Name, address, social security number, and date of birth for yourself, spouse and dependent IF you have not provided it to us in prior years. Make a notation of social security number(s) if you have a new baby or other additions to your family that were not included on prior returns.
- \* The PURPLE questionnaire (for everyone) filled out if you want \$10.00 off your fee.
- \* The PURPLE and the YELLOW drop off sheet filled out completely - if you have no appointment.
- \* If you've moved or changed your phone number, make sure we have the correct one.
- \* A copy of your driver's license. If you have provided it in an earlier year, and you DID NOT need to renew in 2023, you do not need to provide it to us again. Those who had to renew, we need the new issue date and expiration date. New clients will be required to furnish both drivers license and social security cards for all.

### Income -

- \* Wages, (W-2's) and/or Unemployment 1099 - you **MAY** need to retrieve it online. Don't overlook it.
- \* Interest from banks and other accounts. If no 1099, please jot down the total YTD interest from your December statement. Please tell us what banking institution it's from.
- \* Dividends from stocks and mutual funds. Be sure we get **ALL** the paperwork they mailed you. Don't just assume we don't need it. If no 1099, please include your year end statement. Most paperwork will also include any stock/bond sales.
- \* Social security income.
- \* Nontaxable amounts received for child support, worker's compensation, and VA **ONLY** if filing for the Wisconsin Homestead Credit.
- \* Pension, IRA, 401K, 403B, SEP, SIMPLE, and annuity income.
- \* Partnership, S Corporation, Trust, Estate Income. You should have a Form K-1.
- \* ANY other income such as: gambling/lottery winnings and losses, prizes, bonus income, jury duty, scholarships, settlements, and polling income - if not on a W-2.
- \* Make a listing of ANY cryptocurrency transactions. Some apps offer free crypto, please tell us how much you received.
- \* Alimony received if divorce was prior to 2019.
- \* "If" you had insurance through the **Marketplace**. Form 1095-A is **A MUST**. You may have more than one.
- \* Rental income - see worksheet.
- \* Self employment (Business) income - see worksheet.
- \* Tips not reported to your employer.
- \* Foreign income.

### Expenses -

- \* Child Care Costs - separated between providers if more than one. Include how much paid for each child. Be sure we have your child care provider(s) name, address, tax ID or SSN.
- \* Student loan interest paid in 2023 (if you paid any).
- \* Education/Tuition Costs/Materials Purchased (Form 1098T, school billing statement, and other receipts).
- \* Real Estate Taxes **PAID** in 2023 on your home. (Also include other properties **IF** you can itemize deductions).
- \* Estimated Tax payments made to the federal and/or state government along with dates they were paid.
- \* IRA/Roth/Retirement Contributions you made. *Do not include any withheld through your employer.*
- \* Any contributions YOU made to an HSA - *not withheld by your employer.*
- \* Form 1099-SA that tells us the amount of distributions you used from your HSA in 2023.
- \* Purchases qualifying for an Energy Credit. Must be energy star qualified. Include receipts. If you purchased solar, geo thermal, or wind for your home, include any amount you received as a rebate from utility, state, or local government programs.

### IF ITEMIZING:

- \* Health insurance premiums that **YOU** paid. Medicare, prescription drug plan, supplemental, vision, LTC, and dental. *It must be paid by you, not deducted by your employer. Do not include any that are reimbursed, or used with tax free funds. **WI residents will need this – even if you cannot itemize.*** IL residents - only if you can itemize deductions.
- \* Charitable contributions - separated by cash/check and items donated. Any medical, vision, and dental out-of-pocket expenses, including mileage. Mortgage interest, for your principal residence and a "second home".
- \* **(WI residents MAY be able to itemize deductions on their state return and not on the federal—and should include the above).**



# IMPORTANT INFORMATION

You know the saying "One bad apple spoils the whole bunch"? Due to the increase in some preparer's and taxpayer's dishonesty, **the IRS now requires preparers to ask YOU to show proof that you are eligible to claim the credits on your tax return. We then need to document the information.** The credits this rule involves are the following:

### Do you have a child age 16 or under on December 31st, 2023? Is that child a dependent?

**Child Tax Credit/Additional Child Tax Credit** - Dependent children age 16 and under may qualify you for the child tax credit of \$2,000. *The IRS requires preparers to ask you to show proof that your dependent child either lives with you, OR you are the noncustodial parent and have a Form 8332 from the custodial parent allowing you to claim the child on your tax return.* Include the information to avoid any delays in your preparation. **It is more important if we do not have an "in person" meeting.**



**Custodial parents, please bring something to show your child lived with you in 2023.** School record, medical records, day care records, or social services records showing **each** child's name and your address.

**Noncustodial parents, please bring your signed Form 8332.**

**Education Credits** - Clients who may qualify for any Education Credits will need the following information when you come to your tax interview appointment.

- 2023 Form 1098-T Tuition Statement from the education institution.



- You will need the student's full "Billing Account Statement" showing all activity from the beginning of when the student started attending the educational institution.
- The amount paid for Course Materials (if applicable) in 2023 (including required books, supplies, equipment, but no computers).
- If you have used any 529 funds for your child's education, we will also need the room and board information (should be on the "billing statement"), along with computer, software, or internet access costs.

**Earned Income Tax Credit -We must ask for documentation** to show that YOU and YOUR CHILD lived together at the same address for **more than six months** of 2023. We must have documentation for **EACH CHILD'S** name, address of record and dates lived with you (if applicable). Acceptable documentation may include:



- **School records (not a report card) - printed online records are a good start**
- **Daycare records**
- **Medical records**
- **Social Services records - such as BadgerCare annual notification for 2023.**

**Self employed individuals need to bring copies of documents to substantiate your business income and expenses.**



**Head Of Household** - To file as Head of Household, you must provide more than 1/2 the cost of keeping up a home, and your child must live with you for **MORE than 6 months**. We may need to ask personal questions to verify that you qualify for the filing status. If you lived with another adult in the home, we may request that you fill out a worksheet "Cost of Keeping Up a Home" to determine which one of you is eligible. If you would like to determine if you qualify, we have the worksheets available for you at the office.

**PLEASE BE SURE TO INCLUDE ANY OF THE ABOVE IF IT PERTAINS TO YOUR SITUATION.**

It is more important IF we do not have an in-person meeting.