Tax Appointment Worksheet

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The tax appointment worksheet is a tool to help you gather the needed information for new and returning clients for the 2023 tax year. This year's worksheet has been enhanced to reflect the changes in tax law. The energy credits will be a new focus. Some will apply to the current year. Others will take effect later.

Some forms may need to be downloaded from the provider if not mailed.

Driver's license/picture identification (ID) needed.

	Event	Documents or information needed
1	**Got married, divorced, or separated** **Date of event ________**	• Married – Prior year return of both spouses • Divorced – Finalized date; copy of the divorce decree • Separated – Copy of the separate maintenance agreement • Community property income allocation • Alimony-Pre 2019
2	**Children - Birth or adoption**	• Social Security cards and adoption papers
	Adoption credit	• Expenses date and amount, date of adoption, special needs certification
	Child tax credit, EIC, HH	• Proof child lives in household
3	**Death of child or spouse**	• Date of death
4	**Additional members of household**	• Date of occupancy and relationship
5	**Job change**	• Start date – • Name of new employer – • Form W-2 from new and old employers
6	**Unemployment**	• Unemployment form (may need to be downloaded)
7	**Retirement contribution**	• Type of plan – • Amount of contribution – Form 5498
8	**Retirement distributions**	• Form 1099-R: Rollovers, Roth conversions, inheritance RMD information if age 73 or older as of Dec. 31
	Transfers from IRAs to charities	• Direct transfer to charity? Yes Amt: • Brokerage statement showing transfer
9	**Social Security benefits**	• Form 1099-SSA
10	**Sale of stocks, bonds, etc., (including mergers) cryptocurrency, personal residence, real estate**	Form 1099-B or other sale documents; basis or original costs
11	**Purchase of stocks, bonds, etc., personal residence, or other real estate**	• Purchase documents; closing papers
12	**Inheritance**	• Will; Schedule K-1 from the estate, basis information
	Gifts made	• Cash or property in excess of $17,000 per person • Description of property given, basis, donee name
	Gifts received	• Property – Basis of donor
13	**Trade of real property**	• Date of trade, property given up, property received, basis and FMV; qualified intermediary sales agreements or closing papers
	Trade in of personal property used for business (ex. Auto)	• Date of trade, value received for trade in, cost basis of property given up
14	**Start or end a small business (Schedule C, LLC, S or C corp., partnership)**	• Formation or termination dates • Property contributions or distributions • Schedule K-1, if applicable
	Business income/ Expenses	• Form 1099-K received for credit card or PayPal type payments, cash, inventory numbers if applicable, mileage information, SEP/SIMPLE/SOLO-K, estimated taxes paid
15	**Lawsuit settlements**	• Date received; reason for the settlement; Form 1099-MISC
16	**Rental property**	• Income; expenses; new property purchased; repair vs. improvement
17	**Prizes**	• Form 1099-MISC; value of prizes not included on Form 1099-MISC

#	Event	Documents or information needed
18	**Lottery or gambling winnings**	• Form W-2G, losses and other winnings
19	**Health insurance, medical, dental, or drug expenses**	• Health insurance premiums; post-tax payments; totals of other medical, dental, and drug expenses. If the health insurance is pre-tax (*i.e.*, cafeteria plan, §125, POP), premiums have already been deducted from the wage. Health savings account (HSA) (Form 1099-SA) information.
	Medical miles (22 cents per mile)	• Total medical miles driven during the year January-December___________
	Marketplace health insurance coverage verification	• Form 1095 A, B, or C must be received from the marketplace, the insurance carrier, or your employer for every person included on the tax return.
20	**State taxes paid: income; property taxes; sales tax on vehicles, motorcycles, or homes**	• Prior year's income tax return; property tax bills; closing papers from the purchase or sale of property; letter from the state regarding any change in a prior filed return
21	**Home mortgage interest**	• Form 1098: Description of use of money
22	**First-time homebuyer**	• Distribution from IRA? Amt:
	Recapture/Repayment 2008 credit	• Sale or change in use; record of amount repaid – Year 14 of 15 (2024 will be the final year)
23	**Charitable contributions of money, property, or out-of-pocket expenses**	• Date and type of contributions, knowledge that receipts from the organizations have been received; statement regarding whether goods and services were received for donation; mileage log for charitable work. • Form 1098-C for vehicle or boat donations
	Charitable miles (14 cents per mile)	• Total driven ____________ miles
24	**Job-related expenses for employees**	• May apply to state returns
	Business miles (65.5 cents per mile) No longer allowable for employees; only for businesses and rentals	• Total driven per vehicle _________ miles • Business driven per vehicle _________ miles
25	**Educational expenses**	• Form 1098-T for student Actual expenses records for books, etc. • Financial transcript from school needed • Form 1099Q – Distribution from 529 Plans
	Student loan interest	Interest record for student loans; Form 1098-E
26	**Child or disabled spouse care**	Name, address, and ID number of the daycare provider; the amount paid to the provider. Does provider comes into home?
27	**Energy credit (Lifetime exclusion removed)**	Information regarding the purchase of qualified energy property for residential and commercial use such as electric vehicles, furnaces, exterior doors, and windows.
28	**Bankruptcy filing**	• Date filed ____________________ • Bankruptcy papers - property rejected/ returned by court
29	**Debt forgiveness or abandonment of property**	• Form 1099-A for abandonment • Date property was taken by the bank or sold in foreclosure. • Form 1099-C for cancellation
30	**IRS or state communication**	• Letters, additional taxes paid, changes in prior year returns, installment agreements, or offers in compromise
	Identity protection PIN (5 digits)	• Letter including IP PIN. Or information from ID.ME (IRS)
31	**Foreign investments or holdings**	• Foreign business interests or stock of $50,000 or more? • Financial interest or signing authority on accounts outside the U.S. (including pensions) • Did the total of high balances exceed $10,000 at any time during the year? • Receive a gift or inheritance from non-U.S. person?
32	**Virtual currency (Cryptocurrency)**	• Buy, sell, receive, exchange, or dispose of? • Back up documents, Form 8949
33	**Federal disaster area**	Check IRS for most up-to-date list
34	**Educator expenses**	Eligible educators K-12, 900 hours worked
35	**Other information**	Banking information