Income Worksheet/Checklist

Name: ____

Preferred email address: ____

If you are a new client or adding a new dependent, please provide:

1) **Name:**______________________________; **SSN:**____________________; **DOB:**__________
2) **Name:**______________________________; **SSN:**____________________; **DOB:**__________
3) **Name:**______________________________; **SSN:**____________________; **DOB:**__________
4) **Name:**______________________________; **SSN:**____________________; **DOB:**__________

If changes, please update:

Address:____ **City:**_________________ **ZIP:**_________

Telephone/Cell:________________________________ **Alternate #:**___________________________

Be sure to provide all current year income statements including: **check all that apply**

1) **W-2-** wages compensation; concessions, etc…. ______
2) **1099-INT –** Interest income statement from bank, credit union, brokerage, etc…. ______
3) **1099-DIV –** Dividend statements from stock, brokerage, private equity, etc…. ______
4) **1099-g –** State refunds paid in prior year, Unemployment, Paid Family Leave ______
5) **1099-Misc –** Income from rent, non-employee compensation, other, etc…. ______
6) **K-1 Forms –** From Partnership, S-corp, Estate or Trust ______
7) **1099-R –** Retirement account distributions and rollovers ______
8) **1099-SSA –** Social Security benefits ______
9) **1099-B –** Proceeds from broker, barter or exchange ______
10) **1099-S –** Proceeds from sale, i.e. sale of real estate ______
11) **1099-A –** Acquisition or Abandonment ______
12) **1099-C –** Forgiveness of Debt ______
13) **1099-SA –** Distribution from HAS, Archer MSA or Medicare Advantage MSA ______
14) **Alimony received** ______
15) **1099-Q –** Payments from qualified education plan ______
16) **W-2G –** Gambling winnings ______

Reminder: If you pay your property taxes through an impound account with the lender, you should receive an interest income statement from the impound account.

Most of these forms will be issued no later than January 31, however, consolidated 1099DIV corrections and K-1 forms could arrive much later and sometimes after the filing deadline.

Common Adjustments/Deductions

1) **1098-T** – Tuition statement: Issued by the education provider, if eligible, can be used for either the adjustment to income or the education credits (IRS will disallow without the 1098-T);
2) **Student Loan Interest Paid** – Be sure to access your account online if you have not received a mailed statement;
3) **HSA Form 8889** – indicating HSA contributions;
4) **Alimony Paid** – To:_______________________; SSN:____________;Amount:__________;Date of Final Decree:_______________________

Itemized Deduction Worksheet/Checklist

Medical- to be eligible: only expenses that exceed 7.5% of AGI

1) **Prescriptions & Medications** $__________
2) **Health Insurance –** premiums paid out of pocket or after-tax; $__________
3) **Medical & Dental –** fees, co-pays, retainers $__________
4) **Hospitals & satellite medical facilities** $__________
5) **Nursing/convalescent centers** $__________
6) **Travel costs / total miles** $_____/_____
7) **Long Term Care premiums self/spouse** $_____/_____
8) **Parking** $__________
9) **Supplies** $__________
10) **Health related home improvement** $__________

Deductible Taxes Paid –

1) **Real Estate Taxes** – Primary residence, 2nd home, land $__________
2) **Auto/vehicle Registration fee** - $__________
3) **Sales Tax on Vehicle/Boat** $__________

Reminder: If in 2023, you purchased or refinanced a property please bring a copy of the closing summary statement, important pro-rations for property tax and interest could be listed.

Home Mortgage Interest –

1) **Lender:** __________ $__________
2) **Lender:** __________ $__________
3) **Lender:** __________ $__________
4) **If lender is person,** Name:__________ $ __________
   Address: __________ SSN:__________

Charitable Contributions –

1) **Volunteer services –** out of pocket costs, food, supplies, etc… **$**__________
2) **Mileage driven for charity –** Meals on Wheels, etc…. __________
3) **House of Worship -** **$**__________
4) **Other recognized charities -** **$**__________
5) **Payroll deduction -** **$**__________
6) **Used goods donated to established charity** **$**__________

Reminder: IRS rules require receipts for any monetary donation in excess of $1, any non-cash contribution should have an acknowledgement from the recipient organization. If you are dropping off items for charity, please consider photographing the items. Non-cash donations in excess of $500 in value requires address/name of recipient charity; date of donation and list of goods donated with cost and estimated current value. Vehicle donation in excess of $500 should have Form 1098-C.

Miscellaneous Deductions/CA Only – (2% of AGI floor)

1) **Union/Professional Dues** **$**__________
2) **Prior year Tax prep fee** **$**__________
3) **Safe Deposit Box** **$**__________
4) **Legal fees (tax or income related)** **$**__________
5) **Investment expenses – advisory fees, travel, etc…** **$**__________
6) **Business Supplies** **$**__________
7) **Business Miles/non-reimbursed travel** **$**_____/_____
8) **Telephone/Mobile/etc…** **$**__________