



# Tax Year 2023: Income Tax Organizer

Check off those that apply to you and be sure to bring the corresponding documentation and information to your tax preparation appointment.

## QUICK REFERENCE

Be sure you have the following applicable information upon arriving to your tax preparation appointment:

[Personal Info- Name, Date of Birth, Social Security Number of you and anyone on your tax return]

[Income- All: W-2's, 1099's, K-1s] [Health Care- All: 1095 forms] [Credit & Deductions- All: 1098's, Form 5498]

## GENERAL INFO

### Personal Information

\_\_\_ **Client Intake & Quality Review Sheet \*\*\* Required to be filled before your appointment\*\*\***

The Client Intake & Quality Review Sheet is included in your booking confirmation email or accessible at

**[www.DowneyTaxCompany.com](http://www.DowneyTaxCompany.com)**

\_\_\_ Bank Account Number and Routing Number (When possible, bring a voided check)

\_\_\_ Additional/New Dependent Name, Social Security Number, Date of Birth (additional documentation may be necessary).

\_\_\_ IRS Issued ID Theft Personal Identification Number (PIN) Letter (necessary for those who were issued a PIN by the IRS, usually due to ID theft or related issues).

\_\_\_ Individual Tax Identification Number (ITIN) for those who do not have a Social Security Number

### Medical Health Care Coverage Information

\_\_\_ Form **1095-A** Health Insurance Market Place Statement (**Covered CA. recipients**) This form is **necessary** if you were a recipient of **Affordable Care Act** coverage.

\_\_\_ Form **1099-SA** Distributions from a Health Savings Account (HSA)

\_\_\_ Proof of Health Insurance Coverage (medical card or health insurance statement).

## CREDITS AND DEDUCTIONS

### Tax Credits and Deduction Checklist

**\*\*HOMEOWNERS\*\*** Maximize the tax benefits of homeownership. Be sure to have all the following information.

\_\_\_ **1098** Mortgage Interest Statement(s)\*note if your mortgage servicer changed hands bring 1098 from each provider.

\_\_\_ **December 2023 Mortgage Statement**

\_\_\_ **Purchased Home in 2023** – **1.** Final Closing Disclosure – **2. ALL** 1098 Mortgage Statements (multiple may have been issued as the loan may have changed hands a few times in the first year) **3.** Monthly Mortgage Statement

\_\_\_ **Real Estate Taxes Paid** – December 2023 Mortgage Statement and/or county property tax statement

\_\_\_ **Solar Panels - Residential Clean Energy Credit:** Total contract/invoice cost for solar panels installed in 2023

**\*\*Child/Qualified Dependent Credits\*\***

\_\_\_ **Earned Income Tax Credit (EIC)** - AND - **Child Tax Credit (CTC):** bring 2 of the following -

*School Records, Health Care Provider Statement, Medical Record, SS Card, Birth Certificate, proof of custody*

\_\_\_ **Childcare Credit:** Childcare providers Address, I.D. Number and Amounts Paid

**\*\*Other Credits and Deductions\*\***

\_\_\_ **Education Credit** - Form **1098-T** Tuition Statement: *provide us with details relating to all educational expenses*

\_\_\_ Form **1098-E** Student Loan Interest

\_\_\_ IRA Contributions Deduction: **Form 5498**

\_\_\_ **Qualified Plug-in Electric Drive Motor Vehicle Credit:** Please provide- *Purchase date, year make & model, VIN*

\_\_\_ Charitable Contributions (gifted items to charity and monetary donations)

\_\_\_ DMV Registrations

\_\_\_ Medical and Dental Expenses Paid

\_\_\_ Gambling Losses - Casino win/loss statement



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## INCOME

### General Income

- ☐ **W-2** Form(s) for Wages, Salaries, and Tips (*You need a W2 for each job worked in 2023*)
- ☐ Form **1099-INT & 1099-OID** Interest Income Statements
- ☐ Form **1099-DIV** Dividend Income Statements
- ☐ Form **1099-B** Sales of Stock, Land, etc.
- ☐ Form **1099-G** State Tax Refund (only if you itemized using Schedule A in the previous year)
- ☐ Form **1099-G** Unemployment Compensation Received from EDD *and/or* Taxable Paid Family Leave
- ☐ Form **1099-NEC Nonemployee Compensation** AND/OR ☐ **1099-Misc** Miscellaneous Income
- ☐ Form **1099-C** Cancellation of Debt income
- ☐ **W-2G** Certain Gambling Winnings
- ☐ Form **1099-R** Retirement Income or Distribution from Retirements Account ( 401K,IRA)
- ☐ Social Security and Railroad Retirement Income
- ☐ Form **SSA-1099** Social Security benefits received

### Other Income Requiring Special Processing and Additional Details

- ☐ **Real Estate Rental Income and Expenses**
  - Please provide us with an **END OF YEAR** statement that details and **summarizes** your income and expenses.
  - Bring in any **1099-Misc** showing Rental Income received.
  - Bring in all **1098-Forms** containing Mortgage Interest paid for each property.
  - Bring a monthly mortgage statement - info on real estate taxes - and insurance payments.
- ☐ **Form K-1** Income from Partnerships, Trusts, and S-Corporations
- ☐ **Sale of Real Estate (Home or Rental Property)**
  - Form **1099-S** Proceeds from a Real Estate Transaction
  - Final Closing Settlement Statement (for purchase and sale of property)
  - Please provide us with dates of original purchase and sale of property
- ☐ **Foreclosure, Short sale, Abandonment of Property Income**
  - Please provide a Cancellation of Debt Form: **1099-C** and/or an Acquisition or Abandonment of a Secured Property Form: **1099-A**
  - Final Closing Settlement Statement (for purchase and sale of property)

**Business:** Self-Employed, Sole-Proprietor, Partnership, LLC, S-Corp, C-Corp

**\*\*\*Upon booking your appointment please request a BUSINESS Income Tax Organizer\*\*\***

- ☐ **End of Year Summary of Business Income and Expenses:**
  - ❖ Please provide us with an **END OF YEAR Statement** such as a Profit and Loss, Income Statement, or DTCO's Business Income Tax Organizer that summarizes your total annual income and expenses.
- \*\*Additional charges for End of Year Bookkeeping apply If calculating and categorizing is done by your tax preparer*
- ☐ **1099-NEC** forms containing reportable income received.
- ☐ **1099-K** for credit card transaction payment you received through merchant services
- ☐ Payments made to vendors and independent contractors
- ☐ Documentation of business miles driven
- ☐ Business Employee Identification Number (EIN) and State Entity Number
- ☐ Articles of Incorporation (Corporations) OR Articles of Organization (LLC) and State File Number
- ☐ Business use of home information: Sqft of area used for business and sqft of total area of home
- ☐ Asset Information for Calculation Depreciation: Purchase date, purchase amount, and date placed in service