**2023** Tax Organizer – ID and Common Forms List

**Name**

Occupation

Social Security Number (skip if current client)

Cell Phone Number

Email

Date of Birth

**Spouse Name**

Occupation

Social Security Number (skip if current client)

Cell Phone Number

Email and Date of Birth

Street Address

City, State, Zip Code

**Dependent 1**

Name

Date of Birth

Social Security Number (skip if current client)

Child Care Expense

**Dependent 2**

Name

Date of Birth

Social Security Number (skip if current client)

Child Care Expense

**Dependent 3**

Name

Date of Birth

Social Security Number (skip if current client)

Child Care Expense

**Attach copy of the front of driver’s licenses**

**Checking Account Information**

Bank Name

Routing Number

Account Number

**Quarterly Extra Estimated Tax Payments List Amounts and Dates**

**Emergency Contact - Name, cell phone, email:**

**ATTACHMENTS**

**Child and Dependent Care Provider Expenses**

Name

Address

EIN

Amount Paid

**Documentation for all Advance Child Tax Credits**

We are required to keep a copy of documents that show **proof of dependency** in our files for each tax year. The document to prove dependency simply needs to include your dependent’s name and the home address listed on your tax return. Examples include:

* Birth Certificate
* School Records (report card, registration)
* Childcare Statements
* Medical Documents (provider’s bill, etc.)
* Financial Statements (checking or savings accounts, IRAs, etc.)

**Education Expenses**

Form(s) 1098-T

Form(s) 1099-Q

Student Loan Interest Paid

**Real Estate Taxes and Mortgage Interest (Form 1098)**

Primary Residence

Additional Homes or Land

**Retirement Plan Contributions for Taxpayer and Spouse**

Traditional IRA contributions

Roth IRA contributions

SEP contributions

Did you convert all or part of a traditional IRA to a Roth IRA?

Did you rollover all or part of a 401K plan to a Roth IRA?

**ATTACHMENTS CONTINUED**

**COMMON FORMS**

W-2 Wages, Salaries, Tips

1099-R Distributions from Pensions, IRAs, Annuities

1099-SSA Social Security Benefits

1099-NEC Non-employee Compensation

1099-MISC Miscellaneous Income

1098 Mortgage Interest Paid

1099-INT Interest Income

1099-DIV Dividend Income

1099-B Sale of Stocks, Bonds, Mutual Funds, etc.

1099-K Payment Card and Third-Party Network Transactions

Schedule K-1 Partnership, S-Corporation, Trust, or Estate Income

1099-G Unemployment and Other Government Income

1099-SA Distributions from HAS, Archer MSA or Medicare MSA

1095-A Health Insurance Marketplace Statement

W-2G Gambling or Lottery Winnings

**Medical and Dental Expenses**

Medical Expenses must be over 7.5% of your gross income before they can begin to be deducted on Schedule A.

Out of Pocket (not using HSA/FSA account) Expenses for Health Insurance Premiums, Doctor and Dentist Visits, Prescription Medications, Hospital Bills, Clinic Bills, Eyeglasses and Contact Lenses

**Charitable Contributions**

**Please provide a receipt for each charitable contribution over $250.**

Cash/Check/Credit Card Contributions - list ALL organizations and amounts donated to each organization, regardless of amount donated.

Non-Cash Charitable Contributions (i.e., Goodwill)

Attach all receipts with details that include -

Charitable organization name, donation address, date, description of items donated and value at the time of donation.

Teacher Educator Out-of-Pocket Expenses can be deducted up to $300.

Please attach receipts.

**Please answer YES or NO to each question.**

 **YES NO**

|  |  |  |
| --- | --- | --- |
| 1. How do you want to receive a copy of your completed tax return?
 |  |  |
| * Electronically?
 |  |  |
| * Printed?
 |  |  |
| 1. Did your marital status change in 2023?
 |  |  |
| 1. Did your dependents change in 2023?
 |  |  |
| 1. Do you have dependents who have income from 2023 and must file a tax return?
 |  |  |
| 1. Do you have children under age 19 or who are a full-time student under age 24

who have investment income greater than $2200? |  |  |
| 1. Did you provide over half the support for any other person in 2023?
 |  |  |
| 1. Do you want RTBS to prepare the tax return(s) for your dependents?
 |  |  |
| 1. Did you incur adoption expenses in 2023?
 |  |  |
| 1. Were you or your spouse permanently and totally disabled in 2023?
 |  |  |
| 1. Did you buy, sell, refinance, foreclose or abandon your primary residence or any other residence/property in 2023?

If yes, please attach closing document summary (HUD-1), 1099-C or 1099-A forms.If you sold property, please include documentation that shows the date purchased and purchase price along with documentation that shows the date sold and sales price.  |  |  |
| 1. Did you sell any stocks or bonds in 2023?

If yes, please attach Form 1099-B. |  |  |
| 1. At any time during 2023, did you (a) receive (as a reward, award or payment for property or services); OR (b) sell, exchange, gift, or otherwise dispose of a digital asset or any financial interest in a digital asset?

If yes, please attach the 1099-B or other documentation for all transactions connected with virtual currency in 2023.  |  |  |
| 1. Did you have a financial interest and/or signature authority over any non-US financial account(s) that had a total maximum value exceeding $10,000 at any time in 2023? You will need to determine the maximum value of each foreign account during 2023 and add the maximum values together.
 |  |  |
| 1. If yes, are you filing the FBAR by April 15, 2024?
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| 1. If you are not filing the FBAR, do you want RTBS to file it for you?
 |  |  |
| 1. Do you have a capital loss carryforward from 2022?
 |  |  |
| 1. Did you receive a total distribution from an IRA or 401K plan that was partially or totally rolled over within 60 days of distribution?
 |  |  |
| 1. Do you have a Texas Franchise?
 |  |  |
| 1. Do you want RTBS to file your annual franchise tax report? If so, please provide last year’s franchise tax report and any letters from the office of the Texas Secretary of State. We need the XT/RT/FQ number to file the report.
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| 1. Do you have unemployment income? If so, please attach the 1099-G.
 |  |  |
| 1. Did you purchase a motor vehicle or boat in 2023? If yes, attach documentation showing sales tax paid.
 |  |  |
| 1. Did you purchase an electric or hybrid vehicle in 2023? If yes, please attach a copy of the purchase contract.
 |  |  |
| 1. Did you contribute to or receive distributions from a Health Savings Account?

If you received distributions, please attach form 1099-SA |  |  |
| 1. Did you receive a 1095-A, Health Insurance Marketplace Statement? If so, please attach.
 |  |  |
| 1. Were there any changes to a prior year’s income, deductions or credits which would require filing an amended return?
 |  |  |
| 1. Did a lender cancel any debt in 2023? If yes, attach form(s) 1099-A or 1099-C.
 |  |  |
| 1. Did you receive any disability payments?
 |  |  |
| 1. Did you receive Form(s) 1099-K? If yes, please attach the 1099-K forms.
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