



## Tax Preparation Checklist for 2023 Returns

This is not an all-encompassing list. Some items may apply to you while others do not. Please disregard any items that do not apply to you. **PLEASE SEND ME YOUR ORIGINAL OR COPIES OF TAX DOCUMENTS & W-2's** but make copies of all information you send me for your records. If you need to apply for college financial aid, please write **"FAFSA"** on the outside of your envelope. When **mailing** your information, **please track your package** using US Priority Mail, UPS, FedEx, or other carrier. You can also securely upload your documents to me via **Dropbox** (If needed, please contact me for details). *Due to the sensitivity of the records, emailing these documents is not secure and therefore not recommended.*

**When I complete your return, I will send you a draft and e-file form(s) for you to sign (if applicable). It is up to you to review the draft as ultimately the tax return is your responsibility.**

- New Clients Only:** Last two (2) years tax returns and date of birth.
- Clear copy of your Driver's License:** Your driver's license (including issue and expiration date) for both spouses. A new copy is needed when you renewed your license (**front and back for New York licenses**).
- Names, birthdates, social security numbers of all household members, including college students who are your child. (Declare the relationships.)
- For Newborns and New Dependents Only:** Dates of Birth and a copy of the Social Security Card. *(New clients need to provide Dates of Birth and Social Security Numbers for all dependents).*
- W2s & 1099s – Wages, Pensions & IRA Income, Social Security Benefits, Unemployment Compensation, Interest, Dividends, Stock Sales, etc.
- Latest State Tax Refund(s).** You must go online to Google **"NJ 1099 G Tax Refund"** or **"NY 1099 G Tax Refund"** and follow the links to print out your form. If you did not receive a refund in 2023 or did not do the long-form (Schedule A – Itemized Deductions), this is not necessary.
- Unemployment Compensation:** You must go online to get your unemployment 1099-G.
- Medical Expenses (**do not send receipts, just the total spent for each category**):
  - 1) Health insurance & COBRA premiums paid out of pocket. Do not include premiums paid through your payroll deductions, which is pre-tax. **You MUST Include Form 1095-A (Market Place Insurance)** If you purchased insurance through the Market Place, you must supply all 1095-A's.
  - 2) Long Term Care premiums.
  - 3) Total out-of-pocket expenses including medical co-pays, dental, Rx's, Lasik, eyeglasses, contacts, hearing aids and batteries, medical mileage, medical tolls, travel, and hotel costs for medical purposes.
- Health Savings Account (HSA) contributions made.
- IRA, SEP-IRA, Simple, and/or Roth IRA contributions made, including Back-door Roth contributions.
- Business Income & Expenses: If you are self-employed, you have a home-based business, or if you received a 1099-MISC, 1099-NEC, 1099-K for work performed. *Please see my bookkeeping checklist for help on common expenses to include.*

- Bank Routing # and Account # for direct deposit **only if you have changed bank accounts** in 2023.
- Student Loan Interest paid from Form 1099-E
- College Tuition Expenses: **Form 1098-T which is normally addressed to your child.** Total the amounts you paid to the school or get a printout from the school. **Include all amounts paid by Student Loans. However,** loan payments to your student loan are **NOT** considered college tuition expenses, nor are payments for room, board, and meals.
- Teaching supplies purchased by teachers of grades Kindergarten through Grade 12 (maximum of \$300.00)
- Mortgage Interest Statements (Form 1098) and Real Estate Taxes paid.
- Charitable Donations: Cash and non-cash contributions (clothing, furniture, autos).
- Child Care Credit, the Fed ID/Social Security No. Name and Address and amount paid to the providers.
- Real Estate “Closing Disclosure Statement” for each time you refinanced, purchased or sold your property(ies).** You will have **two (2) Closing Statements** if you sold your old home and purchased a new one.
- Stock Options:** If you exercised stock options granted by your employer, I need **ALL** information supplied by your employer and broker about the transaction.
- Provide any foreign income or any cryptocurrency amounts sold (amount received & cost basis).
- Rental Property Income and Expenses.
- K-1s from Partnerships, S-Corps, and Trusts.
- W-2G - Gambling Winnings. (If you have gambling winnings, also send gambling losses).
- Sales Tax paid on large purchases (new cars, trucks, boats, RVs, home additions, etc.).
- Adoption Credit, adoption fees paid out even if the adoption did not go through.
- Energy Credit: Costs for insulation, new windows, doors, high-efficient hot water furnace, air conditioner, solar or geotherm improvements. This credit was expanded starting in 2023.
- Clean Vehicle Credit: seller-provided vehicle qualifications
- Let me know if you and/or your spouse is a New Jersey Veteran. NJ Veterans – Apply for your veteran’s exemption with the State of New Jersey (only if you have not done so).
- Renters: Total rent paid to your landlord.
- NJ Use Tax: Total amount (and total sales tax paid) of taxable items purchased outside of NJ.
- Contact me for information needed to file New York and Pennsylvania Resident tax returns.