Rauschuber & Dieter, PC
CERTIFIED PUBLIC ACCOUNTANTS

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2024 TAX YEAR

Important tax season information!

Dear client:

Please read through this document for some information to help us ensure this season goes as smoothly as possible.

Please send your tax documents once you have received everything, rather than piecemeal. This helps with our turnaround times and efficiency.

When you have all your tax documents gathered, please send them via email with the subject line Ready to file 2024, submit to our secure portal at https://www.clientaxcess.com/sharesafe/#/rauschuberdieter, or you may drop them off at our office. The secure link can also be found on our website www.r-dcpa.com. Please also fill out the form on the Tax Return Check In tab on our website to get in our queue.

Our turnaround time is usually 2 weeks or less but can be longer at the peak of tax season. The sooner that you send in your information the better.

Once we have finished your return, you will receive an email with instructions on finalizing your tax return filing. One of the emails is a signature form for Form 8879, this form gives us authorization to electronically file your tax return with the IRS. We cannot submit your return to the IRS until you sign that form. If you wish to review your return before it is filed, please do so prior to signing that form. Once we receive that signed form, we will file it.

Our Rauschuber & Dieter, PC invoices are sent via CPACharge and they must be paid prior to us filing your tax return.

You are able to track your refund on the IRS website at www.IRS.gov.

Please feel free to reach out with any questions.

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2024 Tax Prep Checklist

For Individuals

Please be sure to include the applicable items:

- All W-2s for all filers
- All 1099s from all other income sources. Bank interest (1099-INT), Social Security income (SSA-1099), investment (1099-DIV or Consolidated 1099), contract labor (1099-NEC)
- Childcare statements showing amount paid & care facility EIN
- Retirement distributions (1099-R)
- Mortgage interest statement + real estate taxes paid (1098), if itemizing
- Charitable contributions, if itemizing
- Health savings account (HSA), contributions and distributions
- Educator expenses for teachers (up to $300)
- Documentation of estimated tax payments made, if applicable

Let us know if you:

- Changed address or moved
- Had a new baby
- Married / Divorced
- Changed jobs or started side hustle
- Purchased or sold real estate

Refunds: If you typically receive a refund, we need to verify your bank account to direct deposit your refund. Please let us know if the bank account you've used in the prior year is still a good account or if you have a new account.

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2024 Tax Prep Checklist

New Clients

Please be sure to send us the following items:

- Copy of last year's tax return
- New Client Information Sheet
- Date of birth for all filers, including dependents
- Social security numbers should be included on prior year return. If your dependents have changed or you have a new baby, please provide that information.

Dependent credits: if you provide us with information for your children, we will include them as dependents on your return. If you are not authorized to claim the child, please be sure to communicate that with us.

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2024 Tax Prep Checklist

For Business Owners

Please provide us with the following information:

- Total business income (Total revenue / Gross Receipts)
- Expenses totaled by category
  - Marketing & advertising
  - Office utilities
  - Office supplies
  - Cost of good sold
  - Contract labor paid
  - Rent paid
  - Business insurance
  - Interest paid
  - Business meals with clients
  - Banking fees
  - Legal and professional fees
  - Dues and subscriptions
  - Business travel expenses
  - Supplies
  - Repairs and maintenance
  - Telephone
  - Other categories of expense totaled – we will review your expenses and deduct all items allowed by the IRS and omit anything that is not deductible
- Documentation for any large purchase made over $2500. We need total cost and date of purchase.
- List of assets sold. We need date sold and proceeds.
- Business miles driven and total miles driven on personal vehicle

We do not need receipts for your expenses. We just need totals for each category. However, you should save your receipts to show the IRS in the case that you are ever audited. You can provide us with QuickBooks reports, excel spreadsheet, or even just a list.

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2024 Tax Prep Checklist

For Rental Properties

Please provide us with the following information:

- Total income received for the year, by property
- Expenses totaled by category for each property:
  - Repairs
  - Utilities
  - Management fees
  - Property insurance
  - Mortgage interest
  - Legal and professional fees
  - Licensing and registration fees
  - HOA dues
  - Cleaning
  - Supplies
  - Travel expenses related to real estate activities, if applicable
  - Any other expenses related to the property, totaled by category
  - If you made any major improvements, please list those out separately. Which would be any project you spent over $2500 on.

Income and expenses must be separated by each property.

If you purchase a new rental property or sell a property, please provide closing documents.

If you keep track of mileage driven on a personal vehicle to and from your rental properties, please provide.