2023 CHECKLIST FOR ACCURATAX LLC

*****NEW CLIENTS - PLEASE PROVIDE COPY OF 2022 TAX RETURN*****

Tax Payer ___________________DOB __________Social Security No.________________

Spouse ______________________DOB __________Social Security No.________________

Address_________________________________ City_______________ Zip ______________

Phone__________________________________Email___________________________________

Other/Spouse Email_________________________

(If we have bank info from last year - just need last 4 of acct ______________
(Direct Deposit Info)
Bank Name _________________Routing No.____________ Account____________________

1) Do you want a Ecopy or Hard Copy of your tax return?
Ecopy__________ Hard Copy __________

2) During 2023, did you receive a reward, award, payment or sell, exchange, gift or dispose of a digital asset? No Yes

3) Do you have foreign accounts No Yes
If Yes is total of all foreign accts more than $10,000? No Yes

4) Did you sell or buy a house in 2023? No Yes

5) Did you receive any correspondence from the IRS in 2023? No Yes

Income and Deductions
______W2 Forms (Wages)
______1099_NEC(Contract Work)
______1099_MISC (Other Income)
______1099-INT or December Bank Statement (Banking Interest)
______Unemployment (Form 1099-G)
______Retirement Benefits (1099-R)
______Social Security Benefits
______Alimony Received
______HSA Contributions and Distributions 2023
______Daycare expenses
______College Education loan interest
______College Education expenses (1098T/Books/Materials)
______Educators Credit (Limit of $300 school supplies)

IF YOU ITEMIZE (MFJ $27,700, Single $13,850, Household $20,800)
_____1098 (House Interest)
_____Property taxes (2022 taxes paid in 2023)
_____New Vehicle Purchase in 2023 (Please supply sale receipt)
_____Cash contributions paid to Non-Profits
_____Gift contributions given to Non-Profits
_____Medical Expenses Out of Pocket NOTE: CANNOT BE FUNDS HSA PAID
_____Medical Premiums (W2 Employee can't deduct company insurane)
_____Long Term Care Payments
_____Last Years State Refund Card

Office Use Only
Portal ___________
Office Delivery ___________

STOCK, MUTUAL FUNDS, or IRA's
___1099-B sold mutual funds or stock (Need Sell & Buy amounts)
___1099-DIV if you receive dividends from Mutual Funds or Stock
___IRA Contributions for 2023 (Don't need Roth Information)

RENTAL PROPERTY:
Need Report with Income,Mortage Interest, Property Taxes, Property Insurance, and all other property Expenses.
(There is a Worksheet on the AccuraTax Website)

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AccuraTax LLC Tax Phone (970) 310-5232 Fax (970) 679-1673 Email: todd@accurataxllc.com Website: www.accurataxllc.com

THIS SECTION FOR CLIENTS WITH DEPENDENT CHILDREN

ONLY NEED NEW CLIENTS CHILDREN LISTED OR NEW CHILDREN BORN IN 2023.

Name ______________________ **Social** ____________________ **DOB** __________

Name ______________________ **Social** ____________________ **DOB** __________

Name ______________________ **Social** ____________________ **DOB** __________

Name ______________________ **Social** ____________________ **DOB** __________

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1) **Is your dependent unmarried? Yes No**
2) **Could another person qualify to claim your child? Yes No**
3) **Is your dependent a citizen of the United States? Yes No**
4) **Did the child live with you over ½ of the year? Yes No**
5) **Have you ever been disallowed any child tax credits? Yes No**
6) **Please provide on piece of documentation that helps support the child as a dependent?**
   (Medical Record, School Record, Childcare Provider Records, Social Services Statement, Employer Statement)
7) **Do the answers to the above questions apply to all your dependents? Yes No**

Other Optional Questions:

1) **If this child isn't your child, why is the parent not claiming the child?**

Notes:____

Dependent became 17 in 2023 or is older

1) **Is dependent in High School or College? Yes No**
2) **If no, did dependent earn more than $4700?**

NOTES:

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This form is a checklist for businesses. Provide additional documentation. Example: P&L Statement.

Name of Business______________________________________

EIN or Social Security Number__________________________

Describe Business_____________________________________

How many years have you owned business _______________

__________Date started business
__________Income for the year
__________Advertising
__________Contract Labor
__________Payroll & Payroll Taxes
__________Office expenses
__________Rent or Leases paid
__________Taxes & Licenses
__________Travel expenses
__________Meals WITH CLIENTS/EMPLOYEES (100% if in restaurants for 2022)
__________Meals at Meetings WITH EMPLOYEES (100%)
__________Gifts to Clients (Limit is $25 per client)
__________Interest or Penalties on loans or credit cards for business.
__________Legal & Professional expenses
__________Cell phone or Business phone (Percentage for Business)
__________Internet (reasonable % used for Business)
__________Repairs and Maintenance
__________Tools and/or Material expenses
__________Insurance expense (Business Insurance Only)
__________Medical Insurance (Medical Premiums are deductible if self employed and you nor your spouse has ACCESS to employee insurance through a W2 job)
__________Other Expenses

VEHICLE EXPENSES - Any vehicle expenses need miles log.
__________Vehicle Year and Model
__________Purchase Price
__________Date vehicle put in business
__________Odometer reading beginning of year and end of year
__________(Miles Method) Business miles driven / Personal miles driven
__________(Actual Expenses Method)-(Gas,Insurance,License,Maintenance)
Need miles driven for the business if personal vehicle.

HOME OFFICE EXPENSE
__________Full House square footage
__________Home Office square footage
__________House Market Value (Generally this is Purchase Price)
__________Cost of any major improvements to property this year
__________Mortgage Interest or Rent
__________Property Taxes
__________Property Insurance
__________Utilities (Gas, Electric, Trash)

NOTES:____

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