ASPIRE TAX & ACCOUNTING
Discover Financial Confidence

# 2023 TAX YEAR CHECKLIST

Please complete this checklist and gather all relevant documents to help us prepare your taxes accurately and efficiently.

*New clients only: Please provide the previous two years' tax return, SSN & DOB for taxpayer and spouse*

| | TAXPAYER | SPOUSE |
|---|---|---|
| Last, First, MI | | |
| Cell Phone | | |
| Email | | |
| Occupation | | |
| Contact person | ☐Taxpayer ☐Spouse Method: ☐Phone ☐Email ☐Other | |
| Address | | |
| Did you move in 23? | If yes, date moved: | |
| Driver's License | ☐Copy Attached ☐Does not have DL | ☐Copy Attached ☐Does not have DL |
| Work in a taxable city? | ☐Y ________________ ☐N ☐Not Sure | ☐Y ________________ ☐N ☐Not Sure |
| Please select all that apply | ☐Disabled ☐Legally Blind ☐Veteran ☐Working ☐Changed Jobs ☐Retired | ☐Disabled ☐Legally Blind ☐Veteran ☐Working ☐Changed Jobs ☐Retired |
| Status | ☐Married ☐Single ☐Divorced '22/23 ☐Spouse passed away in '22/23, date: | |

## IF REFUND

If I have a refund, I want it deposited into my: ☐checking ☐savings at bank: ________________

Routing# Account#

☐I prefer paper check.

## DEPENDENTS

☐No Change

| Name on SS Card | Relationship | DOB | SSN | Paid for Daycare[1] | Claim as '23 dependent | College Student >5mos in '23? |
|---|---|---|---|---|---|---|
| | | | | ☐Y☐N | ☐Y☐N | ☐Y☐N |
| | | | | ☐Y☐N | ☐Y☐N | ☐Y☐N |
| | | | | ☐Y☐N | ☐Y☐N | ☐Y☐N |

**Daycare | New Dependent**

☐[1]Attach year-end daycare statement, if applicable.
☐New adoption or other dependent.

**For dependents that are college students:**

☐ Provide copy of 1098-T (download from educational institution).
☐ Additional qualified educational expenses? Provide expenses by category.
Student's tax return: ☐Filed their own. ☐Aspire to prepare. ☐Has earned income.

## IN 2023, DID YOU OR YOUR SPOUSE:

☐Have an Identity Protection PIN issued to you by the IRS?
☐Send or receive any correspondence to/from IRS or other tax authority? If so, please attach.
☐Buy/sell cryptocurrency/digital assets? (Attach 1099 or detailed gain/loss summary.)
☐Gift any individual (non-spouse) over $17,000?
☐Receive or exercise any employee stock options?
☐Investment gain/loss not reported on financial statement? (If yes, please provide additional details.)
☐Have investments that became worthless?
☐Live/earn income/conduct business in a foreign country?
☐Receive income from an installment sale?
☐Make any purchase on which no sales tax was paid? (If so, please provide details.)
☐Have children's investment income over $2500? (If so, include 1099s & brokerage statements.)

## ESTIMATED TAXES

☐Y☐N Did you pay estimated tax payments to the IRS, State, City, or another taxing authority?
Provide detailed documentation including payment amount, date paid, entity paid and tax year.

☐Y☐N Would you like us to provide quarterly estimate vouchers for 2024 with your return?

## REAL ESTATE & INVESTMENT PROPERTY

☐Michigan Homestead Tax Credit Applicants (provide copy of property tax statements)

☐Bought/Sold primary residence? (provide statements, how long you lived there)

☐Do you own rental or investment property? Please include a detailed report of all income, expenses, and improvements.

☐Did you sell or purchase rental or investment property in 2023? If so, include closing statements/1099-S.

## BUSINESS OWNERS

☐Y☐N Do you own a business/are self-employed/have side hustle income? Please include detailed income & expenses.
Separate business checklist can be found on aspiretaxaccounting.com/forms

Subject to new U.S. Treasury regulations, individuals who own an LLC, partnership, or other business entity may be required to report Beneficial Ownership Information (BOI) in 2024

☐I do not have any business entities. I have: ☐LLC ☐C Corp ☐S Corp ☐Partnership ☐Other business entity:

## INCOME

☐Wages (W-2)

☐Social Security (SSA-1099)

☐IRA, 401(k), Pension & Annuity Distributions (1099-R)

☐Investment Dividends/Interest (1099-INT, 1099-DIV)

☐Income/Losses from Brokered/Bartered Transactions (1099-B)

☐Unemployment Compensation (1099-G)

☐Tax refunds (state, local, school district, city) 1099-G

☐Healthcare Exchange (1095-A)

☐HSA distributions (1099-SA). Were all HSA distributions used for qualified medical expenses? ☐Y☐N

☐Gambling or Lottery (W-2G) include win/loss report

☐Estates, Trusts, Business, Copyrights, Patents (K-1)

☐Long-term care distributions (1099-LTC)

☐1099-K (Example: Venmo, PayPal)

☐Did you include all sources of income, including any gig work?

☐Royalties from oil, gas, minerals (K-1)

☐Jury Duty

☐Executor Fees

☐529 distributions (1099-Q). Were all 529 distributions used for qualified educational expenses? ☐Y☐N

## ADJUSTMENTS, DEDUCTIONS & CREDITS

☐Alimony/Child Support (Only if divorced before **2019**) Provide: Name | SSN | Amount |Paid or Received.

☐Do you contribute to retirement account (IRA) outside of work? (If yes, please provide additional details.)

☐Do you contribute to an HSA outside of work? (If yes, please provide additional details.)

☐Student Loan Interest, provide 1098-E.

☐Educator classroom/professional development expenses $ (K-12, worked more than 900 hrs)

☐Residential Energy Efficient Home Improvements: *please attach copy of invoice/receipt.*

## THIS SECTION IS ONLY APPLICABLE IF YOU ITEMIZE DEDUCTIONS

☐Paid real estate taxes (provide property tax statements, date paid)

☐Paid interest on mortgage or home equity loan (only deductible if used to buy, build, or improve home)

☐Medical (must be >7.5% of adjusted gross income; attach detailed summary, can include mileage, long-term care premiums)

☐Cash charitable contributions: provide total and receipt for each donation greater than $250.

☐Non-cash charitable contributions greater than $500 requires receipt w/name, address, location, and date. Also include a description of fair market value (FMV) & how you figured FMV. Donations greater than $5000 require an appraisal.

## PLANNING & NOTES

☐Y☐N If applicable, are you interested in making an IRA contribution to offset tax liability?

☐Y☐N Do you anticipate any major life changes that could impact your financial situation next year?

SAVE PRINT RESET