Please complete & return this form with your **Tax Preparation Checklist** and <u>copies</u> of all supporting tax documents. A photo ID will be required when picking up your return.

Taxpayer name: ______________________________ Date of Birth: ____________

Address: ____

____

Phone: ________________________ Email: ______________________________________

Preferred method of communication (choose one): ☐ Phone ☐ E-mail

Spouse's name: ______________________________ Date of Birth: ____________

Phone: ________________________ Email: ______________________________________

Preferred method of communication (choose one): ☐ Phone ☐ E-mail

During the tax year 2023, did you have any of the following changes?

☐ Marriage

☐ Divorce

☐ Birth of a child Date of birth: ________________

☐ Death of your spouse Date of death: ________________

Please include a copy of the death certificate

How would you like to receive your completed tax return?

Please choose one: ☐ Paper copy ☐ Electronic copy

****PLEASE NOTE:** Additional copies of tax returns (paper or electronic) will be provided, upon request, for an additional fee of $25 per return. **

Lori G. Baldwin, CPA
2717 Neuse Blvd.
New Bern, NC 28562
252.633.4526
info@loribaldwincpa.com

Lori G. Baldwin, CPA
info@loribaldwincpa.com

Attention: Change to Office Hours

Effective 12/11/2023, we will be closed for lunch & focus time from 12:00-2:00 pm, Monday – Friday.

In an effort to reduce turn-around time, increase customer satisfaction, and provide quality service to our clients, we will be closed for lunch, each day, for two (2) hours. This will provide time for our staff to recharge, and also give us uninterrupted work time needed to focus on some of the more complicated projects.

You can reach us by calling 252-633-4526 or email us at info@loribaldwincpa.com. We will respond by the end of the next business day. If you have documents to drop off, please use the outside drop box labeled **LORI G. BALDWIN, CPA** .

Thank you!

Lori G. Baldwin, CPA & staff

2023 TAX PREPARATION CHECKLIST
INSTRUCTION GUIDE

- **Please provide copies of all your documents, not the originals.** You should always keep the originals in a safe place! The copies you provide will be used to complete your return, without the risk of them getting lost, or damaged in the copier.

- **Please do not staple your documents**. If needed, please use clips.

- Please list any accounts that have been closed or no longer relevant. This will avoid additional time and delays in completing your return.

- If we provided you with **tax estimates for 2023,** confirm the actual amounts you paid, note any changes. **Failure to not provide estimates paid or unpaid, may incur interest and/or penalties. *We will report that all estimates have been paid timely by you, unless you note otherwise.***

- If you file in Alabama. California. Illinois. Kansas. Louisiana. New York. Ohio. Virginia and/or Wisconsin, your **driver's license info** is required for **both** taxpayer and spouse: Please include a legible copy (front and back) of your driver's license(s). **New York** also requires the Document number found on your driver's license.

- **The following documents, in addition to your completed tax checklist, are required, if applicable, in order to complete your return accurately and completely.**

  - Form(s) W-2, including any Forms W-2C.

  - Forms 1099 - such as R, NEC, MISC, INT, DIV, B, G, K, C, **H,** S. Include all pages of the consolidated brokerage form(s) 1099

  - Brokerage statements (all pages)

  - Schedules K-1(federal and states) from LLCs, partnerships, trusts, estates and S Corporations.

  - Forms 1095-A, 1095-B, 1095-C, if you have received insurance under the ACA, or received premium tax credits, you may need to go online to access forms from your healthcare provider.

  - Copies of all documents marked **"Important Tax Information"**

  - If claiming child tax credit, Head of Household, or EITC, provide proof of residency for your child(ren).

  - Tuition credits need additional verification in addition to the Form 1098-T, provide billing statements from the education institution, documenting amounts billed and payments made.

- Any documentation for unusual transactions or those transactions which you are unclear as to where to include in the organizer etc. (for example, stock option, grants, etc.)

- Closing (HUD) statements from the sale, purchase or refinance of real estate.

- Information regarding Foreign Assets, disclosure of foreign assets are very strict if you own any foreign assets, please let us know. This also includes accounts that you may have signatory authority over as well as joint accounts that may be held with family members.

- Cybercurrency trading tax information - if you hold, or trade in virtual currency, please let us know. Also, provide us with complete and accurate realized gain and loss information regarding transactions in, or that have used, virtual currency during the applicable year.

- If you received an IP PIN for identity protection from the IRS, please provide us with that, for any person on your return that has an IP PIN letter from the IRS.

- If this is our first year preparing returns for you, provide a copy of your prior year federal and state returns, if not previously provided.

Tax Preparation Checklist

Before you bring your tax documents to us, please review the following checklist. Indicate the areas that apply to you by checking the appropriate boxes and provide us with a **copy** of the supporting documents for each item that applies to you. Remember: you should always keep your original tax documents in a safe place.

Most people will need:

Personal information – *New Clients*

This information tells the IRS exactly who's filing, who is covered in your tax return, and where to deposit your tax refund.

- ☐ Social Security numbers and dates of birth for you, your spouse and your dependents
- ☐ Copies of last year's tax return for you and your spouse

Information about your income

- ☐ W-2 forms for you and your spouse
- ☐ 1099-C forms for cancellation of debt
- ☐ 1099-G forms for unemployment income, or state or local tax refunds
- ☐ 1099-NEC (or 1099-K if you're paid through a third-party such as PayPal) forms for you and your spouse for any independent contract work
- ☐ Form 1099-R (for IRA/pension distributions)
- ☐ 1099-S forms for income from sale of a property
- ☐ 1099-INT, -DIV, -B, or K-1s for investment or interest income
- ☐ SSA-1099 for Social Security benefits received
- ☐ Alimony received
- ☐ Business or farming income—profit/loss statement, capital equipment information
- ☐ Rental property income and expenses—profit/loss statement, suspended loss information
- ☐ Prior year installment sale information—Forms 6252, principal and interest collected during the year, SSN and address for payer

Additional income

Remember to report all income you receive, including:

- ☐ Business income
- ☐ Rental real estate, royalties, partnerships, S corporations, trusts, etc.
- ☐ Unemployment compensation
- ☐ Brokerage Statements
- ☐ Gambling winnings
- ☐ Payments for jury duty
- ☐ Scholarships
- ☐ Cancellation of debt
- ☐ Taxable Health Savings Account distribution
- ☐ Prizes and awards

Adjustments to your income

The following items can help reduce the amount of your income that is taxed, which can increase your tax refund, or lower the amount you owe.

- ☐ Alimony paid for divorces executed prior to 2019.
- ☐ Form 1098-E for student loan interest paid (or loan statements for student loans)
- ☐ Form 1098-T for tuition paid (or receipts/canceled checks for tuition paid for post-high school)
- ☐ For teachers: canceled checks or receipts for expenses paid for classroom supplies, etc.
- ☐ Records of IRA contributions made during the year
- ☐ Receipts for any qualifying energy-efficient home improvements (solar, windows, etc.)
- ☐ Records of Medical Savings Account (MSA) contributions
- ☐ Self-employed health insurance payment records
- ☐ Records of moving expenses
- ☐ Keogh, SEP, SIMPLE, and other self-employed pension plan

If you itemize your deductions:

Deductions and credits

The government offers a number of deductions and credits to help lower the tax burden on individuals, which means more money in your pocket. You'll need the following documentation to make sure you get all the deductions and credits you deserve:

- ☐ Adoption costs: SSN of child; records of legal, medical and transportation costs
- ☐ Forms 1098: mortgage interest, private mortgage insurance, and points you paid
- ☐ Investment interest expenses
- ☐ Charitable donations: cash amounts, official charity receipts, canceled checks; value of donated property; miles driven, and out-of-pocket expenses
- ☐ Medical and dental expense records
- ☐ Casualty and theft losses: amount of damage, insurance reimbursements
- ☐ Property & real estate taxes paid
- ☐ Vehicle license fees based on value of vehicle
- ☐ Foreign bank account information: location, name of bank, account number, peak value of account during the year