

Bezold Tax & Accounting Services, LLC
Tax Return Information Checklist
TAX YEAR 2023

NAME: _____

PHONE NUMBER: _____

EMAIL: _____

Please check off items as you receive them for your tax return and put them in your tax saver envelope. If you will not have an item please check **“NA”**. When you enclose an item check **“Enclosed”**. If you do not have an item of information and expect to be receiving it. Do not check either of the boxes and make a note next to the box **“will be receiving”**.

Thank you very much! We appreciate your efforts!

N/A	Enclosed	
<input type="checkbox"/>	<input type="checkbox"/>	W2's – Please include all copies of your W2's. We need information from them i.e. local taxes, multi state taxes, etc.
<input type="checkbox"/>	<input type="checkbox"/>	1099INT – Interest income from banks or investment accounts
<input type="checkbox"/>	<input type="checkbox"/>	1099 DIV – Dividends received from stocks
<input type="checkbox"/>	<input type="checkbox"/>	1099B- Investment account year-end Tax Reporting Documents sometimes called “Consolidated form 1099” This will include information on sales of stock. They will also list Interest and Dividends from the Investment account.
<input type="checkbox"/>	<input type="checkbox"/>	Form 1099R- Retirement Distributions
<input type="checkbox"/>	<input type="checkbox"/>	NEW BABY! Congratulations please include a copy of the child's Social Security card and date of birth.
<input type="checkbox"/>	<input type="checkbox"/>	For shared custody of a child (children), provide supporting documentation to substantiate the child lived and spent the night

with you more days of the year. If you are not the custodial parent you will need a signed form 8332 by the other parent to Release Claim to Exemption of the Child by the Custodial Parent.

- 1099G – Statement of the State Tax Refund from prior year, or, Unemployment received statement
- Schedule K-1's from business returns for which you are a partner or shareholder i.e. S-Corp; Partnership; Fiduciary 1041 returns.
- Social Security Tax Statements – They are usually pink and Grey and you receive them in January.
- Alimony received and information from whom you received. New guidelines affect taxpayers newly divorced or separated during 2019, or those with agreements modified after 12/31/2018.
- 1099Misc –Proceeds received from rents, sales, attorney's fees etc.
- 1099NEC- Gross proceeds received as working as an independent Contractor. You may receive more than one, please include all you receive.
- 1098-T Tuition Statement for College and higher education tuition paid. You may need to access the College Students account at the college to print this off.**
- 1099SA – Health Savings Account Distributions – Need to retrieve from your online account under “Tax Documents”**
- 1099-K – Tax form for receiving 3rd party payments.
- Head of Household status documentation – school, medical, daycare, or social service records with your address listed. We need as many documents as necessary to complete our due diligence requirement before filing the tax return. The child must have lived with you more than half the year.
- Self-employed individuals who keep their own books, please provide a Profit and Loss Statement and General Ledger. I.e. a list of total income and localities; a list of all expenses clearly noted and identified. Also if you use your vehicle for business, please include a log of business miles of each trip and total miles for business, the beginning miles at the start of the year and the

ending miles as of December 31. This is a must on the Schedule C return.

For a Schedule C business return there is a question: Did you pay anyone \$600 or more during the tax year? YES or NO
If you responded yes, did you file forms 1099NEC? YES or NO
These returns are to be filed by January 31st. If you have not filed them, we can prepare and file them for you.

Have you purchased, sold or otherwise had transactions with Crypto Currency? YES or NO
If you responded yes, please provide all information related to the transactions.

Rental Property – Include total income and expenses clearly identified for the calendar year by location (city of each rental). Again, if you use your vehicle for travel for Rental business use you will need the same information as for Schedule C filers.

Contributions to a Traditional IRA or Roth IRA for other than employee contributions. Please specify traditional or Roth and which taxpayer contributed. There are times when you do not qualify for these contributions if you belong to a company plan. Let's discuss before contributing.

1098E – Student Loan Interest

Personal Property Tax paid on vehicles, please include the white card or printed payment.

Real Estate Tax paid receipt

1098 Mortgage Interest Paid for the year along with the loan information. If the 1098 is from an equity line of credit, please provide the use of the loan i.e. remodeling, or other use. This depends on if we can use the deduction.

Charitable contributions: Please include the letter from the charity for large contributions and annual giving.

Non-Cash charitable contributions such as Goodwill; St Vincent DePaul, Veterans etc. Please provide Fair Market Value (donation amount) of items donated on a donation receipt which contains the organization and the date of the donation. If your contribution is over \$500 please include an itemized list with date

of purchase, date of contribution, FMV of contribution and the purchase price when you bought it. Any items you are donating that you received other than purchasing is not deductible.

Foreign Bank accounts of more than \$10,000 US dollars are required to be reported on a FinCen return and on your personal tax return. Please provide the reports for these accounts along with the exchange from foreign to us dollars and the rate used.

Form W-2G reporting of Gambling Winnings

Please list additional information you have included that pertains to your particular tax return and you want to further discuss. Also, if you have any questions please list them below.

Please include all checked off documents and information in your Tax Saver Envelope or upload electronically and this checklist with your information for preparation of your return.

Please indicate if you prefer:

Electronic Copy of your return

Paper copy of your return

Both electronic and paper – An additional \$55.00 charge will be added to your invoice.

We have several ways to pay for our services: Direct Debit from your checking account; Cash, Check, Credit Card (has a processing fee included). Please let your preparer know which you prefer when sending in your information.

Thank you very much, we appreciate all your efforts! Please call if you have any questions or concerns.

The Bezold Tax Team