TAX CHECKLIST: 2023 tax year

STEP 1: Determine how you'll be able to complete this checklist

- **Mac Users:** You likely cannot use the "Fill-In" feature. If so, you'll have to print & manually complete entries.
- **Others:** You should be able to use "Fill-In" feature. Before beginning, save file to your desktop with new name.

STEP 2: Enter Basic Taxpayer Information & Refund Preference data on this page

- Returning clients with no changes from last year can just enter Name(s) and check Certification Box
- Use "Additional Notes" section for any supplementary information you'd like to provide.

STEP 3: Complete sections on subsequent pages, as follows

- Do NOT provide receipts unless otherwise indicated…retain receipts for your own records.
- Some items will specify the need to complete specific Worksheets. These are located on our website.
- ****** Completion of the page 5 Engagement Agreement is required in order for us to proceed. ******

BASIC TAXPAYER INFORMATION / CERTIFICATION:

Taxpayer's Last Name, First		Spouse's Last, First	
Taxpayer's Date of Birth		Spouse's D.O.B.	
* Taxpayer's Cell Phone #		Spouse's Cell #	
Taxpayer's Email		Spouse's Email	
Primary Home Address		City, State, Zip	
If you moved to a new state during the tax year, on what date did you move?			

** By completing our Engagement Agreement (pg 5), you agree to receive text messages from us to notify you of updates & emails during our tax prep process. You understand data rates may apply and you can reply STOP to opt out at any time.*

REFUND PREFERENCE *(select ONE of the three options below & provide info for chosen option, or No Changes)*:

❑ No Changes from last year *(indicates opting to use last year's preferences; no need to complete info below)*	
1) Direct Deposit into Bank Account	❑ Checking ❑ Savings
Bank Routing Number *(from lower left of checks)*	
Bank Account Number *(from bank stmt or checks)*	
2) OR, Apply to Next Year's Tax Estimates	❑ Don't refund money; Apply to next year
3) OR, Paper Check Mailed to You	❑ Mail to above primary address ❑ Mail to other

*** If you have a balance due, we'll provide payment options upon completing your tax return*

ADDITIONAL NOTES:

GENERAL QUESTIONS:

Mark checkbox to indicate if item applies	Provide the following for applicable items
❑ Have an IRS ID Theft PIN?	Provide IRS Letter CP01A, or actual ID Protection # from the IRS.
❑ Kids w/investment income >$1,250? *(only for kids < 19, or 24 if student)*	Indicating if this applies is sufficient. We'll have further questions.
❑ Being claimed as dependent by other?	Indicating if this applies is sufficient. We'll have further questions.
❑ Make gifts >$17,000 to an individual? *(includes monetary & property)*	Indicating if this applies is sufficient. We'll have further questions.
❑ Refinance a home?	Settlement Statement from escrow *(or Closing Disclosure form)*
❑ Make estimated income tax payments, not including normal paycheck withholdings *(W2 withholdings)*?	Provide completed estimated tax records sheets *OR,* Provide payee, date, and amount for each quarterly payment *(i.e. - IRS……June 15……$1,500)*
❑ Any taxpayers not covered by health insurance all year?	Name of uninsured: List of months uninsured:
❑ Have insurance through Covered CA?	1095-A *(we don't need actual insurance statements)*
❑ Anybody *(non-child)* you support whom you may claim as a dependent?	Indicating if this applies is sufficient. We'll have further questions.
❑ Any taxpayers or dependents on your tax return NOT citizens of the U.S.?	Indicating if this applies is sufficient. We'll have further questions.
❑ Did you pay any household employee *(nanny, housekeeper, gardener, etc.)* > $2,600 in 2023 or > $1k any quarter?	Provide Schedule H from Payroll company, OR if you don't have one, simply indicating if this applies is sufficient. We'll have further questions. Click Here for more info on Household Employment.

CHANGES FROM PRIOR YEAR TAX RETURN:

Mark checkbox to indicate if item applies	Provide the following for applicable items	
❑ First Year Tax Client *(to us)*	Previous year's Federal & State Tax Returns	
❑ Name Change	Old name:	New name:
❑ Marital Status	Old status:	New status:
❑ Job Title	Old title:	New title:
❑ Had Baby ❑ Adopted Child	Full name: Relationship:	Soc Sec #: Birthdate:
❑ Child Started College	Name of child:	
❑ Child Done with College	Name of child:	
❑ No Longer Claiming Dependent	Name: Change reason:	

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INCOME:

Mark checkbox to indicate if item applies	Provide the following for applicable items	
❑ Employee Pay *(wages, salaries, etc.)*	W2 *(we don't need paystubs)*	
❑ Interest Earnings	1099-INT *(we don't need bank statements)*	
❑ Dividends Earnings	1099-DIV *(we don't need bank statements)*	
❑ Home Sale	Settlement Statement from escrow *(or Closing Disclosure form)* + Home Sale Worksheet + 1099-S *(from escrow)*	
❑ State Refund *(from prior year tax return)*	1099-G *(we don't need copy of check)*	
❑ Alimony Received *(only applies for divorces before 1/1/2018)*	Amount Received: $ Payer Name:	Separation/Divorce Date: Payer SSN:
❑ Business/Self-Employment Independent Contract/Side Work	Self-Employed Worksheets *(we don't need receipts or spreadsheets)* + 1099-NEC, if applicable	
❑ Stock/Mutual Fund Sales *(including virtual/crypto-currency)*	1099-B *(we don't need year-end summaries or statements)* *OR if you don't have 1099-B*…provide stock name, purchase date, purchase price, sale date, and sale price	
❑ Retirement Account Distributions *(Pension, IRA's, annuities, etc)*	1099-R *(we don't need award letters or bank statements)*	
❑ Rental Real Estate	Rental Property Worksheet *(we don't need receipts or statements)* + 1099-MISC, if applicable	
❑ Partnership/S-Corp Involvement	K1 *(1065)* or K1 *(1120-S)*	
❑ Trust Income	K1 *(1041)*	
❑ Unemployment Compensation	1099-G	
❑ Paid Family Leave	1099-G	
❑ Social Security Benefits	1099-SSA *(we don't need award letters or bank statements)*	
❑ Jury Duty Pay	Amount Received *(net of travel reimbursements)*: $ Compensated by your employer during jury duty? ❑ No ❑ Yes	
❑ Gambling Earnings	W2-G *(also, provide info on loss amounts, if applicable)*	
❑ Cancellation of Debt	1099-C	
❑ Foreign Income *(apart from 1099-DIV)*	Indicating if this applies is sufficient. We'll have further questions.	
❑ Foreign Assets *(financial accounts, etc)*	Indicating if this applies is sufficient. We'll have further questions.	
❑ Owner of LLC, C-Corp, S-Corp, or Partnership?	Indicating if this applies is sufficient. We'll have further questions.	
❑ Other Income *(not provided above)*	Provide corresponding forms and/or explanation	

ADJUSTMENTS TO INCOME:

Mark checkbox to indicate if item applies	Provide the following for applicable items
❑ Educator Expenses *(K-12 teacher, counselor, principal >900 hours worked)*	Amount *(1st taxpayer)*: $ Amount *(2nd taxpayer)*: $
❑ Health Savings Account Contributions *(HSA's only; not employer FSA's)*	Amount *(1st taxpayer)*: $ Amount *(2nd taxpayer)*: $
❑ Moving Expenses *(n/a if <50 mile move)*	Amount Paid: $
❑ Alimony Paid Out *(only applies for divorces before 1/1/2018)*	Amount Paid: $ — Separation/Divorce Date: Payer Name: — Payer SSN:
❑ Self-Employed Retirement Plan Contributions *(SEP, Solo 401k, etc.)*	Amount *(1st taxpayer)*: $ Amount *(2nd taxpayer)*: $
❑ Traditional IRA Contributions *(do NOT include employer 401k)*	Amount *(1st taxpayer)*: $ Amount *(2nd taxpayer)*: $
❑ Roth IRA Contributions *(do NOT include employer 401k)*	Amount *(1st taxpayer)*: $ Amount *(2nd taxpayer)*: $
❑ "Backdoor" Roth IRA	Indicating if this applies is sufficient. We'll have further questions.
❑ Student Loan Interest/Tuition Paid	❑ 1098-E ❑ 1098-T
❑ Attorney Fees *(unlawful discrimination)*	Attorney Fees Statement

DEDUCTIONS / CREDITS:

❑ Medical/Dental Expenses *(not paid by insurance, HSA, or FSA)*	Simply indicate if you had total expenses approaching 7.5% of your income. We'll have further questions to breakdown figures, etc.
❑ Real Estate Taxes *(non-rental props)*	Tax Bills *(**indicate which installments actually paid in tax year**)*
❑ Vehicle Registration Renewal Fees *(only the License Fee portion is deductible)*	Registration Renewal Form for each Vehicle *OR*, Fee Page for each Vehicle from DMV website - For CA, click here
❑ Mortgage Interest/RV *(non-rentals)*	1098 from Bank/Lender + Monthly Mortgage Statement *(most recent)*
❑ Home Purchase	Settlement Statement from escrow *(or Closing Disclosure form)*
❑ Monetary Donations *(not GoFundMe)*	Total Amount Donated: $ *(we don't need donation receipts)*
❑ Miles Driven for Charitable Causes	Total Miles Driven:
❑ Property Donations to an organization *(clothing, furniture, etc.)*	Fair Market Value of Donations *(if <$500)*: $ If >$500 value, Property Donation Worksheet *(we don't need receipts)*
❑ Employee Expenses *(if >2% of income)*	Employee Deductions Worksheet *(we don't need receipts or statements)*
❑ Child/Dependent Care *(kids < 13 yrs old)*	Child & Dependent Care Expenses Worksheet *(we don't need receipts)*
❑ 529 Savings Contributions	Amount *(all children)*: $
❑ Purchase Solar/Energy, or Electric Car	Paperwork from Vendor who sold you the item *(see EV credit specifics)*

ENGAGEMENT AGREEMENT:

By entering your full name and date below, you are engaging Peshke Financial Inc to prepare and file your 2023 Individual Income Tax Returns *(federal & state, if applicable)*. This Engagement Agreement, along with our Terms of Service Agreement and Privacy Policy, constitutes the entire agreement between you *(the undersigned)* and Peshke Financial Inc, and confirms the terms of our engagement and the nature, timing and limitations of the services we will provide. You affirm that you have read this Engagement Agreement, along with the Terms of Service Agreement and Privacy Policy *(both of which are located on our website at the links provided below)* and agree with the terms therein.

- Terms of Service Agreement: www.PeshkeFinancial.com/terms-of-service
- Privacy Policy: www.PeshkeFinancial.com/privacy-policy
- Click Here to view added details about our Tax Prep Services, including audit support & client guarantee info.

If you have any questions concerning any of the above, including the Terms of Service Agreement or Privacy Policy, please contact our office. If you do not have questions, please print your name and date where indicated below.

Thank you again for the opportunity to serve you!

Taxpayer's Last Name, First		Spouse's Last, First	
Date Acknowledged		Date Acknowledged	