

Client Name: \_\_\_\_\_

**Appletree & Kern, PC**  
**2023 Tax Organizer Checklist**

**PERSONAL INFORMATION**

- Did your marital status change during the year? Yes No  
If yes, explain: \_\_\_\_\_
- Did your address, phone number or e-mail address change from last year? Yes No
- If yes, provide new address and date of move:  
Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Date of Relocation \_\_\_\_\_  
E-mail Address \_\_\_\_\_
- Could you be claimed as a dependent on another person's tax return for 2023? Yes No
- Did you celebrate marriage to a same-sex spouse in a state that legally recognizes same-sex marriage? Yes No
- At any time during 2023, did you: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset with a transaction such as an airdrop or hard fork)? Yes No
- Did you receive an Identity Protection PIN (IP PIN) from the Internal Revenue Service or have you been a victim of identity theft? If yes, provide a copy of the IRS letter. Yes No
- Did you reside or operate a business in a Federally declared disaster area? Federally declared disaster areas include victims of hurricanes, tropical storms, floods, as well as wildfires? Yes No

**COVID-19 INFORMATION**

- Did you receive State and Local Fiscal Recovery Funds (SLFR) under a program to support those negatively impacted by the COVID-19 pandemic for helping you with your mortgage insurance and/or home purchases, such as funds to pay some or all of the down payment and closing costs associated with your purchase of a home? Yes No

**DEPENDENTS**

- Were there any changes in dependents for 2023? If yes, please provide a copy of the Social Security card(s) and dates of birth for **NEW** dependents.
- Do you have any children under the age of 19 or a full-time student under age 24 with unearned income (e.g., interest, dividends, unemployment compensation) in excess of \$2,500? **If so, please provide Form 1099s received for each child.**
- Did you pay any expenses related to the adoption of a child during the year? Yes No
- Do you have a dependent(s) who must file a tax return? Yes No
- Did you provide over half the support for any other person(s) other than your dependent children during the year? Yes No
- Is there any other person(s) who lived with you more than half the year but not claimed by you last year? Yes No
- Name, address, and Federal I.D. number of anyone or any company to whom you paid childcare during 2023, for children under the age of 13. Qualifying providers are traditional day care

providers, pre-schools, and/or day camp providers. Please provide amount paid to childcare provider(s) in 2023.

- Did a dependent receive an IP PIN from the Internal Revenue Service or been a victim of identity theft? If yes, provide a copy of the IRS letter. Yes No

#### HEALTH CARE INFORMATION

- Did you have qualifying health care coverage, such as employer-sponsored coverage or government-sponsored coverage (i.e. Medicare/Medicaid) for your family? "Your family" for health care coverage refers to you, your spouse if filing jointly, and anyone you can claim as a dependent. **If yes, please provide any Form(s) 1095-B and/or 1095-C you received.**
- Did you enroll for lower cost Marketplace Coverage through healthcare.gov under the Affordable Care Act? **If yes, please provide any Form(s) 1095-A you received.** Yes No
- Did you contribute to, or take distributions from, a Health Savings Account (HSA), Medical Savings Account (MSA), or Achieving a Better Life Experience account (ABLE). **Provide 2023 Forms 1099-SA, 1099-Q, 5498-QA and/or 1099-QA.**
- Did you pay long-term care premiums for yourself or your family? Yes No  
If yes, please provide the amount paid in 2023.
- Did you make any contributions to or receive any withdrawals from an ABLE (Achieving a Better Life Experience) account? Yes No
- If you are self-employed, did you pay Health Insurance, Dental Insurance, Vision Insurance and/or Long-Term Care Insurance premiums in 2023? If yes, please provide the amount paid for each in 2023. **Were you and/or your spouse eligible to be covered by another employer's subsidized or partially subsidized health plan during the year?**

#### INCOME

- Provide all 2023 W-2s for all jobs worked for employers during 2023.
- Provide all Form(s) 1099-INT/Form 1099-DIV that show interest and dividends earned in 2023.
- Provide 2023 business income and expenses if you are self-employed. Was your home used for the business? If you have employees, did you pay health insurance premiums for your employees this year? Did you use your personal vehicle for business purposes? Did you engage in any bartering transactions? **Please include any 2023 Form(s) 1099-NEC & 1099-K received.**
- Provide 2023 Forms 1099-R relating to pension, IRA, Roth IRA, Keogh, myRA, 401(k), SIMPLE, SEP, any other qualified retirement plans, life insurance, or annuity distributions. **Were any withdrawals due to a Federally declared disaster area? If you received any COVID-19 or qualified disaster retirement plan distributions in 2020, did you repay any of the distributions in 2023? If so, please provide proof or support for the amount repaid.**
- Provide 2023 Form(s) K-1 for any interest in Partnerships, S Corporations, LLCs, and Trusts.
- Provide summary of rental property income and expenses. **Please include any 2023 Form(s) 1099-MISC received.**
- Provide 2023 Form(s) 1099-SSA for you and your spouse, if applicable, for social security or SSDI disability benefits received.
- Provide 2023 Form 1099-G if you received unemployment compensation. If you did not receive a Form 1099G in the mail, you will need to obtain it from the PA UC website at [www.uc.pa.gov](http://www.uc.pa.gov).
- Provide 2023 Form(s) W-2G if you received any gambling winnings. **If applicable, please also include copies of any Casino "Win/Loss" statements or other form showing proof of gambling losses.**
- Did you receive any awards, prizes or hobby income? **Please provide Form 1099-MISC received.**

- Did you have any debts cancelled or forgiven? If yes, please provide **2023 Form(s) 1099-C**.
- Did you have any foreign income or pay any foreign taxes during the year?      Yes      No

**INVESTMENT PURCHASES & SALES AND NON-BUSINESS DEBT(S)**

- Provide sales price, cost basis, date of purchase and date of sale for any stock, virtual currency or other investments sold during the year. **Provide 2023 Form(s) 1099-A and/or 1099-B.**
- Provide a copy of any settlement statements for real estate sold, bought or refinanced during 2023. This includes your personal residence. **Provide 2023 Form(s) 1099-S, if applicable.**
- Did you foreclose or abandon a principal residence or real property?      Yes      No
- Did you incur any other non-business bad debts this year?      Yes      No

**RETIREMENT PLANS**

- Did you make – or do you want to make, if eligible – any contributions to self-employed SEP, SIMPLE, or other Qualified Plan for 2023?      Yes      No
- Did you make – or do you want to make, if eligible – an IRA, Roth IRA or myRA contributions for the 2023 tax year? **Provide all 2023 Forms 5498 received.**      Yes      No
- Did you convert a “traditional” IRA to a Roth IRA in 2023?      Yes      No
- Did you rollover any monies from an account in a Qualified Plan to a Roth account in a Qualified Plan in 2023?      Yes      No
- In 2023, did you make any qualified charitable distributions directly from your IRA to a qualified charitable organization? If yes, please provide a statement from your investment company showing the date(s), amount(s), and name of qualified charitable organization(s).      Yes      No
- Did you make sure to take any required minimum distribution from your IRA or any other qualified retirement plan for the 2023 tax year? If no, please contact us to discuss this.      Yes      No

**ENERGY DEDUCTIONS/CREDITS**

- Did you purchase a new vehicle that qualifies for the new Clean Vehicle Credit (formerly the electric or hybrid motor vehicle credit)? **Please provide a copy of the vehicle purchase statement from the dealer showing verification that the vehicle qualifies for the credit.**
- The Energy Efficient Home Improvement Credit (formerly the “Residential Energy Credit”) is in effect for the 2023 calendar year and is available for qualifying expenditures for your primary and/or secondary residence(s). Expenditures must meet certain EnergyStar rated criteria and include insulation materials; central air-conditioning systems, water heaters, heat pumps, exterior windows and doors; qualified metal and asphalt roof costs; qualified natural gas, propane or oil furnace or hot water boiler costs; advanced main circulating fan used in a natural gas, propane or oil furnace costs; and solar fuel cell devices. Additionally, amounts paid for a certified home energy audit also qualify for this credit. **Please include copies of vendor or contractor invoices and support from the vendor or contractor showing verification that required EnergyStar rating(s) were met.**

Please feel free to ask us any questions related to these credits.

**\*\* PLEASE NOTE: We cannot claim the Clean Vehicle Credit and/or the Energy Efficient Home Improvement Credit on your behalf without the documentation listed above.**

**EDUCATION DEDUCTIONS/CREDITS**

- Educator Expenses (Kindergarten through Grade 12 Instructors) paid in 2023.
- Student loan interest paid in 2023. **Provide 2023 Form(s) 1098-E.**

- Post-secondary (college or other) education expenses paid for yourself or dependent(s) for tuition, qualified fees, books, supplies, and equipment, less any scholarships received, in 2023. **Please provide 2023 Form(s) 1098-T from the college and any receipts for related expenses.**
- Did you make any contributions to a Section 529 Plan in 2023? **If yes, these are deductible on your Pennsylvania tax return; please provide an end of year investment statement detailing the amount that you contributed, cost basis of account and the FMV of account.**
- Did you make any withdrawals from an education savings or 529 Plan account in the year? **If yes, please provide 2023 Form(s) 1099-Q and an itemized summary of 2023 amounts paid for college tuition, qualified fees, room and board, books, supplies, and equipment; elementary and/or high school tuition up to \$10,000 per student; and/or student loan payments up to \$10,000 per student.**
- Did you cash in any Series EE or I U.S. Savings Bonds issued after 1989 and use those funds for qualified education expenses? Yes    No
- Would you like a worksheet to aid in the completion of a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education? Yes    No

#### **OTHER ITEMIZED DEDUCTIONS/TAX CREDITS**

- Armed forces moving expenses. Note that moving expenses related to a non-military job change are no longer deductible.
- Did you pay any individual as a household employee during the year?
- Alimony paid or received for divorces that were final before December 31, 2018. For those, please provide the amount paid or received in 2023. If a pre-2019 divorce agreement was modified after 2018, please provide a copy of the modified agreement. For divorces finalized in 2023, please provide a copy of the divorce agreement to assist us in determining various custodial duties, etc.
- Medical and Dental Expenses paid out of pocket in 2023, including long-term health care premiums for yourself or your family. Did you have any medical miles driven in 2023? If yes, provide total miles driven.
- Real Estate Taxes Paid in 2023 for primary or secondary residences. **If you believe that you are eligible for the Pennsylvania Property Tax Rebate Program you will need to provide copies of the real estate tax bills marked "paid" by your locality or a receipt from your locality detailing the real estate tax bills were paid on your primary residence only.** *Please note: The income limits for eligibility, and rebate amount available, are both increased for 2023.*
- Personal Property Tax(es).
- Did you purchase a vehicle or other "major asset" in 2023? If yes, the sales tax paid on the items may be deductible in 2023. Please provide a copy of the invoices detailing sales tax paid.
- Copies of Form(s) 1098** showing mortgage or home equity loan interest paid during 2023.
- Interest on money borrowed for investment.
- Charitable Contributions
  - Cash contributions under \$250: You must have a bank record (e.g., canceled check) or a written receipt from the charitable organization.
  - For a single cash contribution of \$250 or more: You must have a written receipt from the charitable organization.
  - For non-cash contributions: You must provide to us a signed receipt from the charitable organization. The receipt should include a listing of the items donated and value assigned to the items.
  - Did you have any miles driven on behalf of a charity in 2023? If yes, provide total miles driven.
  - If you donated a vehicle to a charitable organization, **please provide us with the 2023 Form 1098-C you received.**

- Casualty losses in a Federally Declared Disaster Area? Other personal or theft losses? Note that in 2023, losses not in a Federally Declared Disaster Area are only allowed to the extent of “casualty gains.”

**ESTIMATED TAXES**

- Did you apply an overpayment of 2022 taxes to your 2023 estimated tax (instead of the overpayment being refunded)? Yes No
- Estimated Federal Income Tax paid for 2023. Enter dates and amounts paid below or on the attached organizer input sheets.
- Estimated State and Local taxes paid in 2023 (even if for prior year). Enter dates and amounts paid below or on the attached organizer input sheets.
- If you have an overpayment of 2023 taxes, do you want the excess applied to your 2024 estimated tax (instead of being refunded)? Yes No
- If you are required to pay estimated taxes for the 2024 tax year, would you like to have those estimated tax payments automatically withdrawn from your bank account? If no, then estimated tax voucher coupons will be provided. Yes No
- Do you expect your 2024 taxable income and withholdings to be different from 2023? Please explain. Yes No

**MISCELLANEOUS**

- E-filing is mandatory for both the Federal and State. You may, however, “opt out” of this e-filing requirement by signing an authorization. Do you want to opt out?** Yes No

For identity protection, we recommend that you provide your state driver’s license or identification card information with your electronically filed submission. Please provide a copy of your current driver’s license or identification card.

- Would you like your Federal and/or State refund directly deposited into your bank or other account? Yes No
- If a balance is due, would you like the amount automatically withdrawn from your bank account? Yes No

If yes, is your bank account information the same as in the prior year? Yes No  
 If no, please provide the following account information including bank account & routing number:

List the owner(s) of the account

\_\_\_\_\_

Type of Account (please circle): Checking Savings IRA  
Enclose a Voided Check to insure an accurate deposit or debit.

- Do you, or your spouse, want to contribute \$3 to the Presidential Election Campaign Fund? Please note that it will not change your tax liability or refund. Yes No
- May the IRS discuss your return with your preparer? Yes No
- Were you notified or audited by either the Internal Revenue Service or your State taxing agency? Yes No
- Do you have a financial interest or account in a foreign country in 2023? **If yes, we will need various information regarding the account.** Please contact us to discuss this.
- Did you, or your spouse, make any gifts to an individual or trust that total more than \$17,000 in 2023? Yes No

- Are you an owner or do you control 25% of a company's ownership interest for a company registered with a secretary of state or similar office before January 1, 2024?      Yes      No
  
- Do you plan to become an owner or control at least 25% of a company's ownership interests for a company registered with a secretary of state or similar office for the first time after January 1, 2024?  
Yes      No
  
- Did you purchase any product or service, except clothing, with an out of state vendor or through the internet, mail, or in person where you were not charged any sales tax? If yes, you will owe Pennsylvania use tax on those items; please provide copies of invoices if available. If you cannot locate any of these invoices, please discuss this with us.

**NEW CLIENTS**

- Provide a copy of your 2022 Federal, State and City Individual Income Tax Returns.
  
- Provide a copy of state driver's license (front & back) and social security card for you, your spouse, and your dependents, as applicable.
  
- Did you purchase a personal residence and receive a homebuyer credit in 2008? If yes, please provide a copy of your 2008 Federal tax return if available.

Signature(s):

---