

2023 Tax Organizer

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Please review each question and check either the "yes" or "no" box as appropriate or check the "This entire section doesn't apply" box, if available & applicable.

	<u>YES</u>	<u>NO</u>		<u>Info</u> <u>Incl</u>
	<input type="checkbox"/>	<input type="checkbox"/>	My/our signed Engagement Letter (yellow) is included.	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	My/our signed Bank Information Form (pink) is included	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	I/we have reviewed, updated as necessary and included the Client Information Form (green)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	I/we have completed and included the Mandatory Questions (lilac)	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	I/we have completed and included the Organizer Checklist (blue).	<input type="checkbox"/>

Personal Information

This entire section doesn't apply

1 Did your marital status change during the year? If yes, explain:

2 Did your address change from last year? If yes, update the Client Information form (green).
If your state of residence changed, list the effective date below:

3 Can you be claimed as a dependent of another taxpayer?
If yes, provide details on the Continuation Page

4 Are you or your spouse considered legally blind? If yes, provide the appropriate documentation if I don't already have it.

Dependent Information

This entire section doesn't apply

5 Were there any changes in dependents from the prior year? If yes, make sure you have updated the Organizer Checklist (blue).
If you have any new dependent(s) add them to the Checklist and enclose a copy of their social security card (s)

6 Do you have any children under age 19 or a full-time student under age 24 with "unearned" income in excess of \$2,500?
Unearned income does NOT include wages or social security.

7 Do you have dependents who must file a tax return?

8 Do you provide over half the support for any person(s) other than your dependent children during the year?
If yes, provide details below:

**Info
Incl**

9 **YES** **NO** Did you pay for child care while you worked or looked for work?
If yes, provide the receipt from the child care provider for each child.
Be sure the Tax ID number of the provider is on the receipt.

10 Did you pay expenses related to the adoption of a child during
the year? If yes, provide details on the Continuation Page

11 If you are divorced or separated with one or more children, do
you have a legal agreement that establishes the custodial parent?
If yes, include that agreement if I don't already have it.

The custodial parent is the parent the child(ren) live(d) with more
than 182 days in 2023. List below the child(ren) that meet that criteria

If you are NOT the custodial parent but wish to claim one or more
children as dependents, list those children below and include a
signed Form 8332 from the custodial parent releasing the exemption(s)

Tax Refunds and Payments

This entire section doesn't apply
12 Did you receive any refunds that were different than what was
calculated on your 2022 return? If yes, explain below:

13 Did you pay estimated taxes in 2023? If yes, either include the
completed estimate envelope OR list information below;

	Federal		State	
	Amount	Date Pd	Amount	Date Pd
1st Qtr 2023	\$ _____	_____	\$ _____	_____
2nd Qtr 2023	\$ _____	_____	\$ _____	_____
3rd Qtr 2023	\$ _____	_____	\$ _____	_____
4th Qtr 2023	\$ _____	_____	\$ _____	_____

(even if pd in 2024)

Purchases, Sales & Debt Information

This entire section doesn't apply
14 Did you start a new business or purchase rental property during 2023?
If yes, include details of the transaction(s)

15 Did you acquire a new interest in a partnership or S Corporation?
If yes, provide Schedule K1 when it becomes available

16 Did you sell an existing business, rental or other property in 2023?
If yes, include the details of the sale, original cost basis and
settlement statement, if any

17 Did you sell any stock during 2023 not including transactions in your
retirement accounts? If yes, include all Forms 1099B.

**Info
Incl**

- 18 **YES** **NO** Did you purchase or sell a residence during 2023? If yes, provide the settlement statement from the closing.
- If you sold a residence, answer the following two questions:
 I/we resided in the home as my/our primary residence for at least two of the last five years.
 The gain on the sale of the primary residence was less than \$250,000 (if single) or \$500,000 (if married). *Gain is the selling price less the total of closing costs, the original purchase price and any improvements.*
- If no to either question above, provide details regarding the original purchase price and any improvements made prior to the sale.
- 19 Did you have any property foreclosed or abandoned during 2023? If yes, provide the details on the Continuation Page and any 1099-C or 1099-A you received.
- 20 Did you have any debts canceled or forgiven in 2023 such as home mortgage, credit cards or student loans? If yes, provide details and documentation including any 1099-C received.
- 21 Did you lend money to anyone with the agreement of repayment and the debt became uncollectible in 2023? If yes, note that you must have proof of attempt to collect in order to deduct the bad debt. Provide details on the Continuation Page.

Income Information (Not including Retirement Accounts)

- This entire section doesn't apply
- 22 Did you receive any W2s from employers in 2023?
Refer to the Client Organizer Checklist and update as required.
Include the final paystub for 2023 for each W2 received
- 23 Did you retire or change jobs in 2023? If yes, provide details on the Continuation Page.
- 24 Did you receive any payments from property sold prior to 2023?
Principal \$ _____ Interest \$ _____
- 25 Did you receive tip income not included on your W2 in 2023?
Unreported Amount: \$ _____
Employer: _____
- 26 Did you receive income from alimony in 2023?
Amount Rec'd \$ _____ Year Divorce was final: _____
- 27 Did you receive any awards, prizes or hobby income in 2023? If yes, provide details on the Continuation Page and include any 1099s
- 28 Did you receive any gambling or lottery winnings in 2023? If yes, include any forms W2G or 1099 MISC received and list losses (not to exceed winnings) here: \$ _____

**Info
Incl**

- 29 **YES** **NO** Did you receive income from a legal settlement in 2023? If yes, provide details of the settlement on the Continuation Page.
- 30 Did you receive any information forms (1099 INT, 1099 DIV, 1099 K, 1099 MISC, etc) for 2023? If yes, be sure to list on the Checklist and include all forms received.
- 31 Do you have income from a small business and/or rental property? If yes, complete the supplementary worksheets.

Retirement Information

- This entire section doesn't apply
- 32 Did you receive Social Security or Railroad Retirement Benefits in 2023? If yes, provide the 1099(s) you received for 2023.
- 33 Did you make any withdrawals from an IRA, Roth, SIMPLE, SEP, 401 (k) or other qualified retirement plan in 2023? If yes, answer the following questions about your withdrawal(s) and include 1099R(s).
- Did you roll over all or part within 60 days of receipt?
- Did you direct any part of your IRA distribution to be paid directly to a qualified charity? If yes, include documentation of the donation(s).
- If you are under age 59 1/2 and your distribution was NOT from an inherited account, indicate how the funds from your distribution were used in order to determine possible penalty relief.
-
- 34 If you are at least age 73 or have an inherited IRA, did you take all required minimum distributions from your retirement plans in 2023?
- 35 Did you make any contributions that are not listed on your W2 to a qualified retirement plan in 2023? If yes, fill out the information below.
How much? \$ _____ Plan Type? _____

Education and 529 Plan Contributions and Withdrawals

- This entire section doesn't apply
- 36 Did you, your spouse or any of your dependents attend a post-secondary school during 2023? If yes, a detailed fee statemnt AND a copy of Form 1098-T from each institution attended must be included
- 37 Did anyone in your family receive a scholarship during the year? If yes, include a list of all educational expenses paid in 2023.
- 38 Did you pay any student loan interest this year? If yes, include Form 1098 E and complete information regarding your total loan payments:
Interest plus principal paid on student loans in 2023: \$ _____
- 39 Did you take any withdrawals from a 529 Plan account? If yes, include Form 1099Q and a list of all educational expenses paid in 2023

**Info
Incl**

40 **YES** **NO** Did you **CONTRIBUTE** to a 529 Plan for anyone this year? If yes, include a statement from the Plan provider showing the beneficiary and the amount contributed in 2023. List the amount you contributed: Total Contributed: \$ _____ I/we contributed: \$ _____

41 MN & WI return Filers - if you have educational expenses for your dependents in grades K-12 in 2023 (including those that graduated in 2023) please complete the form on page 10.

Health Insurance and HSAs (Health Savings Accounts)

This entire section doesn't apply

42 Did you obtain health insurance through the marketplace in 2023? In MN, the marketplace is MN.Sure, other states it is healthcare.gov. If yes, you MUST provide form 1095-A so I can reconcile it. Please note I do NOT need forms 1095-B or 1095-C.

43 Did you make any contributions to an HSA (Health Savings Account)? Please note this is different from an FSA (Flex Spending Account) or an HCRA (Health Care Reimbursement Account). If yes, you must include any forms 5498-SA you received.

44 Did you receive any distributions from a Health Savings Account (HSA) Archer MSA or Medicare Advantage MSA this year? If yes, include form(s) 1099-SA showing the distribution(s).

If yes, were all distributions used for qualified medical expenses? If they were not, list the amount used for qualified medical expenses: \$ _____

Deductions

This entire section doesn't apply

There are some deductions that are allowed even if you do not itemize your deductions. MN residents should be sure to provide long term care insurance premiums (#45) and charitable contributions if the total exceeds \$500 (#55-#59). WI residents need to include their health insurance premiums paid out of pocket. (#45 & #46)

With the exception of the items listed above, you only need to list your itemized deductions if they are likely to exceed the standard deduction you are allowed - \$13,850 single, \$27,700 married filing joint and \$20,800 for head of household. Taxpayers over 65 or blind get an additional \$1,850 for single or head of household and \$1,500 each for married filing joint taxpayers.

Medical expenses (the total of questions #45 -#47) must exceed 7.5% of your income in order to count towards your itemized deductions.

YES **NO**

Medical Expenses

This entire section doesn't apply

45 Did you pay long-term care (nursing home) insurance premiums?
If yes, provide the following details:

	Taxpayer	Spouse
Name of Insurance Company	_____	_____
Policy Number	_____	_____
Premiums paid in 2023	\$ _____	\$ _____

46 Did you pay for health insurance directly (i.e. not deducted from your paycheck)? If yes, list the type of premium and amount paid

	Taxpayer	Spouse
Medical insurance premiums	\$ _____	\$ _____
Medicare Part B or C premiums	\$ _____	\$ _____
Medicare Part D or Prescription Drug	\$ _____	\$ _____
Dental Insurance	\$ _____	\$ _____

47 Did you have out-of-pocket medical expenses that were not reimbursed by insurance or other medical reimbursement account?
If yes, complete the following:

	Taxpayer	Spouse
Cost of prescription drugs	\$ _____	\$ _____
Nursing home or Assisted Living	\$ _____	\$ _____
Out of pocket medical expenses	\$ _____	\$ _____
Cost of medical equipment	\$ _____	\$ _____
Other medical/dental expenses	\$ _____	\$ _____
# of miles driven for medical purposes	_____	_____

Tax Expense (Itemized Deductions Only - limited to \$10,000)

This entire section doesn't apply

48 Did you pay property/real estate taxes on properties you own?
If yes, list below and include copies of your property tax statement(s).

County/State _____	Amount Pd	\$ _____	<input type="checkbox"/>
County/State _____	Amount Pd	\$ _____	<input type="checkbox"/>
County/State _____	Amount Pd	\$ _____	<input type="checkbox"/>

49 Did you pay registration taxes (tabs) on vehicles you own? If yes provide the renewal documents showing the tax paid.

50 Did you purchase a motorized vehicle, boat, airplane or RV in 2023? If yes, include the receipt showing sales tax paid.

Info
Incl

YES NO

Interest Expense (Itemized Deductions Only)

- This entire section doesn't apply
- 51 Did you pay mortgage interest on real estate you own? If yes, include all forms 1098 received.
- 52 Did you take out a home equity loan this year? If yes how much of the proceeds were used for home improvements? \$ _____
- 53 Did you refinance this year? If yes, please include the settlement statement. If the new loan is for an amount greater than you previously owed, indicate on the Continuation Page what the proceeds were used for.
- 54 Did you pay interest on any investment loans (e.g. margin interest) this year? If yes, include documentation of the interest paid.

Charitable Contributions

- This entire section doesn't apply
- 55 Did you make any charitable contributions by cash, check or credit card this year? If yes, include receipts for amounts \$250 or more.
Total Contributions (cash, check, credit card) \$ _____
- 56 Did you donate to a Donor Advised Fund (DAF) this year?
If yes, list fund sponsor _____
and amount donated \$ _____
- 57 Did you make non-cash charitable contributions such as used clothing or other used goods? If yes, include receipts if the total is \$500 or more.
Total Value of Non- Cash Contributions \$ _____
- 58 Did you donate a vehicle, boat or airplane? If yes, include 1098-C
- 59 Did you drive your vehicle for charitable purposes and were not reimbursed? Indicate the # of charitable miles driven: _____

Miscellaneous Information

- This entire section doesn't apply
- 60 Did you make gifts of more than \$17,000 to any individual in 2023? If yes, provide details on the Continuation Page.
- 61 Did you pay alimony to any individual in 2023? If yes, list the following:
Name: _____ SSN: _____
Amount Paid \$ _____ Year divorce final: _____
- 62 Are you a K-12 teacher? If yes, enter the total eligible educator expenses incurred in 2023 (not to exceed \$300). \$ _____
You must retain the documentation for these expenses.

**Info
Incl**

63 **YES** **NO** Did you pay any individual as a household employee during the year?
Note: Most often a household employee is a nanny or home health care provider that you pay directly. If yes, list the employee(s) name, type of work and amount paid on the Continuation Page.
Enclose a copy of the W2 you provided to your employee(s).

64 Did you repay any previously taxed income during the year? If yes, include details on the Continuation Page.

65 Did you have a casualty loss in 2023 in a federally declared disaster area? If yes, provide details on the Continuation Page.

66 Did you receive correspondence from any taxing authority you haven't already provided me? If yes, include copies.

67 Did you, your spouse or any dependents receive an Identity Protection PIN (IPIN) from the IRS? If yes, you must include a copy the letter your received with your IPIN for filing 2023 returns.

Voluntary Contributions

This entire section doesn't apply

Please indicate any contributions you want to designate on your return
Only the MN Nongame Wildlife contribution impacts your refund or balance due

68 Presidential Campaign Fund \$3

Taxpayer	Spouse
_____	_____

(does not change your refund or balance due)

69 MN State Elections Campaign Fund \$5

Taxpayer	Spouse
_____	_____

(does not change your refund or balance due)
Republican _____
Democratic/Farmer Labor _____
Grassroots/Legalize Cannabis _____
Libertarian _____
Legal Marijuana Now _____
General Campaign Fund _____

70 MN Nongame Wildlife Fund - Indicate Total Amount \$ _____
(this WILL increase your balance due or reduce your refund)

YES NO

Info
Incl

Energy Credits (New rules for 2023 and beyond)

This entire section doesn't apply

New Home Energy Tax Credits are available for improvements to your primary residence, a second home used as a residence, or a rental. The previous lifetime limits no longer apply.

Energy efficient home improvements eligible for the credit include exterior doors, windows, skylights and insulation materials, central air conditioners, water heaters, furnaces, boilers, heat pumps, biomass stoves and boilers as well as home energy audits might be eligible

There is also a residential clean energy credit available for solar, wind, geo-thermal power generation as well as solar water heaters and fuel cells.

An interactive tool for determining eligibility is available here:

https://www.whitehouse.gov/cleanenergy/?utm_source=cleanenergy.gov

71 Did you place in service any improvements that qualify for the credits listed above? If yes, you MUST attach documentation of eligibility. List details on the Continuation Page.

72 Did you place in service a plug-in electric vehicle or fuel cell vehicle in 2023? If yes, you must include documentation provided by the seller indicating your vehicle's qualifications.

Tax Planning Opportunities for Next Year

This entire section doesn't apply

73 Do you want me to calculate your estimated tax payments for 2024?

74 If you have an overpayment of taxes, do you want the overpayment applied toward your 2024 estimates?

75 Do you expect a significant change in your 2024 income, deductions, number of dependents or withholding? If yes, provide details on the Continuation Page.

MN Residents ONLY - Required for Property Tax Refund

This entire section doesn't apply

The MN Property Tax Refund and/or Renter's Credit is calculated using "household income". Certain items are included in your household income that are not taxable. Please include information for any "yes" answer below.

76 Were you considered permanently disabled by Social Security?

77 Did you receive any non-taxable disability payments other than Social Security or VA Benefits (e.g. Workers Compensation)?

78 Are you a renter? If yes, be sure to include all Form CRPs received.

79 If you are a homeowner, was anyone else living in the home during 2023 other than the taxpayer, spouse and dependents? If yes I will contact you for the details.

K-12 Education Subtraction & Credit (MN & WI only)

This entire section doesn't apply

80

The MN subtraction is limited to \$1,625 for students in grades K-6 and \$2,500 for students in grades 7 -12. Do not list details exceeding those thresholds. Computer expenses are limited to \$200 per family.

The WI subtraction is for private school tuition only and is limited to \$4,000 per student in grades K - 8 and \$10,000 per student in grades 9 - 12.

	Student #1	Student #2	Student #3
Student's name	_____	_____	_____
Public or Private?	_____	_____	_____
Grade on 12/31/23 *	_____	_____	_____
School tuition paid	_____	_____	_____
Required supplies	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Field Trips	_____	_____	_____
Tutoring (list type)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Enrichment (after school):			
Dance lessons	_____	_____	_____
Music lessons	_____	_____	_____
Musical instrument	_____	_____	_____
Other (NOT sports)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Computer Hardware**	_____	_____	_____
Educational Software**	_____	_____	_____

*If student graduated in 2023, but incurred expenses prior to graduating, use Grade 12

** The total of these two categories is limited to \$200 per family

