

2022 TAX CHECKLIST & QUESTIONNAIRE

Please bring this booklet with you to our meeting, even if you don't fill it out.

I'm looking forward to working with you on your taxes this year! I hope this organizer will help make the job of collecting your tax information a little easier for you.

FILLING OUT THIS ORGANIZER IS OPTIONAL

That said, I think you'll find that it's useful, especially the checklist. If this is your first year working with us, please fill out at least the two initial personal information pages (Titled: "Personal Information and Dependent Information"), and bring a copy of last year's tax return.

Deadlines

Please set a goal of getting your paperwork to us by **March 1** to guarantee completion of your 1040 without extending. We usually pull through for those who come in late because some of the documents haven't arrived, but we should talk. Call us ASAP if you are certain you'll need to extend. Corporations and partnerships should have their information to me by the February 3.

Your Paperwork

Original documents, good copies, PDF and Excel files are all good. All documents will all be returned to you when we finish our work. Try to avoid iPhone photos, sticky notes, pink highlighters, and excessive staples. These are all problematic for our scanner. For cyber security reasons we do not accept USB Memory sticks.

Scanning Hints: You can also scan and send your paperwork if that's more practical for you or if we are working remotely. Simply stack all your paperwork together and scan into one or two big PDF files. There is no need to make a separate PDF for each form. Please scan as PDF, not as JPEG.

If you don't have a desk scanner, consider an inexpensive document scanning app for your phone. These apps will straighten pages, remove shadows, and produce perfect multipage PDF files. "Genius", by Grizzly Labs, is our favorite for iPhones, and is found on the Apple App Store.

Sending documents securely: You can use our Verifyle secure portal to share documents, exchange comments and e-sign your taxes. It's free, easy to use and works just like text messaging. It's also safer than email, and you'll have year-round secure access to your paperwork. Just request an invitation from us. More information at strel.com/verifyle.php

Scheduling your appointment

Give us a call, or try our new online scheduler at strel.com/contact.php. You'll be able to choose the date and time that works for you. I offer both in-person and Zoom options. Or, you can just drop off or mail your paperwork if you don't feel we need to meet.



KEVIN STREL, ENROLLED AGENT

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Extra Organizers and other client resources:

Online at strel.com/resources.php

Tax Paperwork Checklist

If we prepared your taxes last year, refer to the checklist in the personalized Organizer Booklet that accompanies this checklist. That list will detail everything you gave us last year.

General information to collect

- Last year's tax return (New clients only).
- IRS ID Theft PIN (if applicable). If you are on this program, the IRS will mail a new PIN to you in every January. Bring that form (CP01A).
- Driver's License for taxpayer and spouse, especially if you expect a refund.
- Quarterly Estimated tax payments made to the IRS, if any, and the dates they were paid.
- Any notices you received from the IRS or other tax authorities over the past year

Dependents

- Dependent documentation showing residency. *IRS requirement for the Child Tax Credit. Examples: Screenshot from the FamilyLink page on the school website, medical record, daycare record.*
- Childcare expenses. Please include Provider's address and SSN / EIN number.

Income Documents

- W-2 Forms from Employers.
- Form 1099-INT: Interest Income.
- Form 1099-DIV: Dividend Income.
- 1099-B (Stock Trades).
Your broker will have a consolidated tax package that you can download and forward.
- Form SSA-1099: Social Security.
- Form 1099-R: Retirement Income.
- Form 1099-G: State Tax Refunds or Unemployment Income.
- Any other Form 1099, or anything that arrives in the mail with "Important Tax Document" stamped on the envelope. Give it to us...
- K-1: From Partnerships, S- Corps and Estates.
- Form W-2G: Gambling Winnings and Losses.
- Alimony paid or received. Please let us know the date of your divorce.

Health Insurance

- Form 1095-A if you purchased Obamacare Marketplace Health Insurance. Please download at wahealthplanfinder.org. Does not apply if you are on WA Applecare.
- Health Savings Accounts (HSA, MSA): Contributions (5498-SA) & distributions (1099-SA).

Mortgage Interest

- Form 1098: Mortgage interest.
- Real estate taxes paid, often on the 1098 if paid by your escrow account.
- Closing statement if you refinanced.
- Details on owner financed mortgages, including SSN of the lender.

Home Sales

- Closing HUD Statement from the sale. If still available, bring the same statement for when you purchased the home.
- 1099-S from the home sale, if issued.
- List of major capital improvements that you have not already expensed. I can also use expenses incurred to prepare the house for sale,.
- Details on past rental or home office activity for this property.

Rental Income

- Income and Expenses. Use the rental pages in this organizer, profit & loss report from Quickbooks, Excel or the equivalent information in whatever system or ledger you are using.
- Dates, details and costs of any major capital improvement (over \$1,500).
- Depreciation schedules from last year's tax return (New clients only).
- Form 1098: Mortgage interest on your rental home.
- Annual statement and 1099-K from Airbnb or VRBO if applicable.
- New Rental? Sold your rental? Bring closing statement from the purchase or sale.
- Did you incur any theft or casualty loss, such as a fire, on your rental?

Self-Employed Business Income

- Income & Expenses. Use the self-employment pages in this organizer, profit & loss report from Quickbooks, Excel or the equivalent information in whatever system or ledger you are using.
- Dates, details, and costs of any major equipment purchase or sale (Invoice over \$1,500).
- Depreciation schedules from last year's tax return (New clients only).
- Beginning and end of year balance sheet, or bank and business credit card balances.
- 1099-K from your credit card processor, Paypal, Square, Amazon Seller, (If issued). You'll likely need to download this.
- Self-Employed Health Insurance: Amounts spent on health insurance and long-term care insurance.
- Amounts you paid in WA State B&O and Sales Tax, and business taxes paid to other states. Ideally, provide the filed returns.
- Home Office information: Total square feet of the home, and square feet of your office.
- Business use of auto: Business and personal miles. I will need both.
NEW - The standard mileage rate was changed in the middle of 2022. I need your miles broken down by Jan-June, and July-December.
- Sales receipt from new business car purchase or lease.
- Details of any expenditures that could qualify for the Research and Development Credit. These are costs incurred in the experimental and development phases of creating new products or processes. Generally, the product must be new enough to rise to the level of being patentable. Ask us for details.

Itemized Deduction Checklist

You can skip these items if you think they will add up to less than \$12,950 Single / \$25,900 Married

- Medical expenses, health insurance, doctor and dentist payments, prescriptions.
- Medical Miles Driven, parking and ferry fares.
- Long term care insurance premiums.
- Medical insurance paid, including Medicare Supplemental Insurance.
- Charitable Cash Donations.
- Fair Market Value of donations of goods.
- Form 1098-C received for donations of boats and vehicles.
- Unreimbursed Volunteer expenses and volunteer mileage driven.
- Form 1098: Mortgage interest on your personal, non-rental home.
- Real estate taxes paid, usually on the 1098 if paid by your lender.
- Sales tax paid on new vehicle purchases.

Educational Credits & Student Loans

- 1098-E Student loan interest paid for yourself, your spouse, or your dependents.
- Form 1098-T: Tuition expenses and list of expenses paid, for you or your dependents
- 1099-Q detailing distributions from a Coverdale or 529 College Savings Plan.
- Details on forgiveness of federal student loans.

Foreign Source Income and Crypto Currency

Yes No

- Did you have a financial interest in or signature authority over a financial account located in a foreign country? This can include an overseas parent's account that you are able to sign on.
- Did you receive, sell, exchange, or otherwise dispose of any financial interest in any crypto currencies?
- Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
- Did the aggregate value of your foreign accounts exceed \$10,000 at any time during the year?
- Did you have any income from, or pay taxes to, a foreign country, aside from those details in your brokerage statements
- Did you own property in a foreign country?

If you sold Crypto in 2022, please process your crypto trading through a tax program such as Koinly, Zen Ledger, or others. Just bring the tax report.

QUESTIONNAIRE

Personal Information

Yes No

- Did your marital status change during the year?
If "Yes," explain _____
- If your filing status is married, but you are filing separately from your spouse, did you and your spouse live apart for the last six months of 2021?
- Can you or your spouse be claimed as a dependent by someone else?
- Did your address change during the year?
- Were you, your spouse, or any dependents a victim of identity theft?
If "Yes," explain _____

Dependent Information

Yes No

- Did you have any changes in dependents during the year?
If "Yes," explain _____
- Can another person, perhaps an ex-spouse, qualify to claim any of your dependents?
- Are you claiming dependents on alternating years with an ex-spouse?
- Did your dependent children live with you, or attend university for more than half the year?
If not, please explain: _____
- Did you have any adoption expenses during the year?
- Did you have any children under age 19 or a full-time student under age 24 with more than \$2,400 of unearned (investment) income?
- Did your children have a job last year? Let's talk before they file a tax return on their own.

Income, Purchases, Sales, and Debt Information

Yes No

- Did you exercise or sell any type of equity compensation i.e. RSU, Incentive Stock Options, NQSO.
- Did you receive any disability income during the year?
- Did you receive any tip income not reported to your employer?
- Did you cash in any U.S. savings bonds during the year?
- Did you refinance your principal home or second home or take out a home equity loan during the year? If "Yes," provide all escrow, closing, and other pertinent documentation and information.
- Did you receive any payments during this year from property sold in a previous year, perhaps an Installment sale?
- Did you rent out your home or use it for business?
- Did you sell, exchange, or purchase any real estate during the year?
- Did you have any debts canceled or forgiven, or property foreclosed on this year?
- Did you receive income or incur expenses associated with a fantasy sport league?
- Did you receive income or incur expenses associated with fashion sharing, i.e. Poshmark?
- Did you receive income or incur expenses associated with crowdfunding such as Kickstarter? If "Yes," please download and include Form 1099-K.
- Did you receive any other type of income or grants not mentioned here? Please provide details.

Retirement and Inheritance Information

Yes No

- Did you take an early distribution from your retirement account?
- Did you make a contribution to your retirement account for 2022 that was not made through your paycheck? This would be a SEP, IRA, or ROTH.
- Did you take a Required Minimum Distribution (RMD) in 2022?
- Did you inherit a retirement account?
- If you are over 72, are you using any of your Required Minimum Distribution as a Qualified Charitable Distribution (donation)?

General Questions

Yes No

- If you have an overpayment of 2021 taxes, do you want the refund applied to your 2022 estimated taxes?
- Would you like to purchase a Series I savings bond with your refund?
- Would you like to apply \$3 to the Presidential Campaign Fund?
- Did you incur a loss due to damaged or stolen property in connection with a Federally declared disaster?
- If "Yes," provide the incident date, value of the property, and amount of insurance reimbursements.
- Did you pay over \$2,400 in wages to any household employees (babysitter, nanny, housekeeper, etc.)?
- Did you make gifts to any one person in excess of \$16,000 during the year?
- If "Yes," are you splitting the gift with your spouse?
- Did you incur any expenses as a school teacher (\$300 maximum)?
- Military Only: Did you incur moving expenses during the year?
- Did you own interest or shares in a Qualified Opportunity Fund?
- Do you anticipate your income or withholdings to be different for 2022?
Please describe: _____
- May the IRS discuss your tax return with your preparer?
- Would you like the IRS to send us letters and notices directly? (You'll still receive a copy)

Household Energy Credits, Solar Panels and Electric Cars.

Please visit strel.com/resources.php for the latest information on this topic. Many of these credits will be more generous in 2023.

Yes No

- Did you purchase a hybrid, alternative motor, or electric motor energy-efficient vehicle during the year? If "Yes," provide the sales receipt from the dealer. There is an electric vehicle tax credit of up to \$7,500.
- Did you install an electric car charging station? Please provide information on the cost and any rebates you received.
- Did you install a new solar system on your home? If so, provide the total cost of purchase and installation, as well as any rebates you received.
- Did you install any energy saving equipment or improvements to your home such as a heat pump, efficient windows or a new roof? Please provide information on the improvement, cost, and any rebates you received. The Credits for 2023 improvements will generally be much more generous due to the Inflation Reduction Act, although different restrictions will apply.

Engagement Agreement

Taxpayer Name: _____ Spouse Name: _____

What does this engagement include?

Our engagement to prepare your tax returns will conclude with the delivery or e-filing of your tax returns. Additional work, such as later work with audits, and responding to IRS letters will be invoiced separately, unless due to our error.

We are happy to answer quick tax questions throughout the year at no charge, however we will invoice our work if we have to research your issue.

Will we verify or audit your information?

We depend on you to provide accurate and complete information. We may ask you to clarify some items but will not audit or otherwise verify the data you submit.

Should we encounter instances of unclear wording or conflicts in the interpretation of tax law, we will outline reasonable courses of action and the risks and consequences of each. We will adopt, on your behalf, the alternative you select, unless you ask us to do something that the IRS will see as "unreasonable" or illegal.

Invoices are due and payable upon completion of our work.

Please make checks payable to "Strel LLC". Or you can Venmo to @kevinstrel. Credit cards accepted. We can't deduct our fees from your refund.

E-File / Tax Refund and Payments

We normally must e-file your tax returns and, for reliability and refund speed, recommend including bank account information for the IRS to direct deposit refunds or autodraft amounts due. We can select the exact date of payment withdrawals up to April 15.

Privacy Policy

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients. This can include client requests for non-tax related services, or as required by law.

We restrict access to personal information concerning you, except to our tax software and only those who need such information to be able to provide our tax services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

Accepted By

_____ Taxpayer (Sign and Date)

_____ Spouse (Sign and Date)

Consent to disclosure of tax return information

Taxpayer Name: _____ Spouse Name: _____

Federal law requires this consent form to be provided to you. Unless authorized by law, we cannot use, without your consent, your tax return information for purposes other than the preparation and filing of your tax return. In addition to tax preparation services, this firm provides tax planning services. These additional services cannot be provided without your consent.

You are not required to complete this form. If we obtain your signature on this form by conditioning our services on your consent, your consent will not be valid. Your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year.

Consent to Use

I consent to the use of my tax information for purposes other than preparing my tax return. I consent for you to communicate with me via newsletter, e-mail, website, phone, or other means with information and recommendations that may be of use to me, including but not limited to:

- Tax Advice. Advisory services relating to events in my life that have tax consequences such as college, investment transactions, marriage, divorce, and retirement.
- Tax Planning. Services related to planning and forecasting potential tax obligations and their estimated tax payment requirements.
- Retirement Tax Planning. Services related to retirement planning, Social Security planning, minimum required distributions from retirement accounts and other planning services.
- Investment and Asset Advice. Services related to the tax considerations of buying, selling and exchanging property including stocks, bonds, and real estate.
- Other Tax and Financial Advice. Services related to responding to your tax and financial questions throughout the year.

By signing this form, you expressly consent to the use of your tax information for the purposes of providing these auxiliary tax and financial services for you. I understand the firm is using tax information furnished by me to provide me with the services listed here.

I also understand that I may terminate this consent at any time by providing a written request for termination. Except upon approval by me or as required by law, the firm will not disclose my confidential tax information to any other person or for any other purpose other than the preparation of your tax return.

I also acknowledge that I have read and understand the firm's privacy policy provided separately.

Duration of this consent: _____. (One year from date of signature if left blank)

Accepted By:

Signature: _____ Print _____ Date: _____

Spouse's: _____ Print _____ Date: _____

2022 Tax Organizer Personal Information

Personal Information

	Name	SSN	Has IP PIN	Date of birth
Taxpayer				
Spouse				
Name of person to whom all information should be addressed, if not the taxpayer				
Street address, city, state, and ZIP				
	Occupation	Daytime phone	Evening phone	Cell phone
Taxpayer				
Spouse				
Taxpayer email				
Spouse email				

Filing status at the end of 2022

- Single
 Married
 Widowed - If widowed and your spouse died in 2022, enter the date of death _____
 Married filing separately - If married but filing separately, did you live apart from your spouse for the last six months of 2022? _____

Yes No

- Are you or your spouse blind?
 Are you or your spouse disabled?
 Are you or your spouse a full-time student?
 Do you or your spouse want to designate \$3 to go to the Presidential Election Campaign Fund?
 At any time during 2022 did you:
 (a) receive (as a reward, award, or payment for property or service) a digital asset
 (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)

Identification Information

Taxpayer's type of photo ID

- Driver's license
 State-issued photo ID

Photo ID number _____

State photo ID was issued _____

Date photo ID was issued _____

Date photo ID expires _____

Spouse's type of photo ID

- Driver's license
 State-issued photo ID

Photo ID number _____

State photo ID was issued _____

Date photo ID was issued _____

Date photo ID expires _____

Account Information for Deposits and Withdrawals

Name of bank	Bank routing number	Bank account number	Type of account		Use this account for	
			Checking	Savings	Deposits	Withdrawals

Appointment Information

Your 2022 appointment is scheduled for _____

Dependent and Other Information

Name: _____

SSN: _____

Dependent Information

First and last name SSN	Has IP PIN	Relationship	Months in home	Date of birth	Disabled	Full- time student	Childcare Expenses

List dependents required to file a return _____

Child and Other Dependent Care Expenses

Name of care provider	Address	SSN or EIN	Amount Paid

Estimated Tax Payments

	Federal		Resident State		Resident City	
	Date paid	Amount	Date paid	Amount	Date paid	Amount
Overpayment applied from 2021	_____	_____	_____	_____	_____	_____
First quarter	_____	_____	_____	_____	_____	_____
Second quarter	_____	_____	_____	_____	_____	_____
Third quarter	_____	_____	_____	_____	_____	_____
Fourth quarter	_____	_____	_____	_____	_____	_____
Additional payments	_____	_____	_____	_____	_____	_____

Check this box if you did not make any Quarterly Estimated tax payments.

Important Tax Documents

There is no need to enter information included on 1099, 1098, W-2 or other official forms, unless you find it useful for yourself. For accuracy, we always work directly from those forms.

Schedule A - Itemized Deductions

**** This is usually not worthwhile to complete if total will be less than \$13,000 Single, \$26,000 Married ****

Medical and Dental Expenses

Health insurance premiums (paid by you, not through work) _____
 Amount that is for Medicare premiums _____
 Long-term care premiums (you) _____
 Long-term care premiums (your spouse) _____
 Long-term care premiums (dependents) _____
 Mileage driven for medical purposes
 Before July 1, 2022 _____
 After June 30, 2022 _____
 Out of pocket medical & dental expenses
 Doctor, dental, etc _____
 Prescription medicines _____
 Glasses & contacts _____
 Hearing aids _____
 Medical equipment & supplies _____
 Hospital services _____
 Laboratory services _____
 Nursing services _____
 Other _____

Taxes Paid

State and local income taxes _____
 General sales tax (vehicle, boat, home, etc.) _____
 Real estate taxes _____
 Personal property taxes _____
 Auto registration taxes not deductible for state _____
 Other taxes (list) _____

Interest Paid

Home mortgage interest paid (attach Form 1098) _____
 Some of your home mortgage loan was not used to buy, build, or improve your home.
 Home mortgage interest paid to an individual _____
 Paid to:
 Name _____
 Address _____
 City, State, ZIP _____
 SSN or EIN _____
 Points not reported on Form 1098 _____
 Investment interest _____

Charitable Contributions

Donations to charity	Cash	Noncash	Amount
Church	<input type="checkbox"/>	<input type="checkbox"/>	_____
Boy or Girl Scouts	<input type="checkbox"/>	<input type="checkbox"/>	_____
Goodwill	<input type="checkbox"/>	<input type="checkbox"/>	_____
Red Cross	<input type="checkbox"/>	<input type="checkbox"/>	_____
Salvation Army	<input type="checkbox"/>	<input type="checkbox"/>	_____
United Way	<input type="checkbox"/>	<input type="checkbox"/>	_____
Veterans	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hospital	<input type="checkbox"/>	<input type="checkbox"/>	_____
University	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Miles driven for charitable purposes			_____

Other Miscellaneous Deductions

Amortizable bond premiums _____
 Federal estate tax _____
 Gambling losses _____
 Impairment-related work expenses _____
 Claim repayments _____
 Unrecovered pension investments _____
 Loss from other activities from Schedule K-1 _____
 Ordinary loss debt instrument _____
 Excess deduction on termination _____

Job Expenses & Certain Miscellaneous Deductions

Necessary job expenses you paid that were not reimbursed by your employer
 Safety equipment, tools, & supplies _____
 Uniforms _____
 Protective clothing (shoes, hardhats, glasses, etc.) _____
 Dues to professional organizations _____
 Books & subscriptions _____
 Other _____
 Union dues _____
 Tax preparation fees _____
 Other nonpersonal expenses related to taxable income
 Safe deposit box fees _____
 Investment expenses not entered elsewhere _____
 Other _____
 Home equity interest. _____

Other Income and Adjustments

Name: _____

SSN: _____

Other Income

**There is no need to enter information included on 1099, 1098, W-2 or other official forms.
Just give us the forms.**

	2022 Taxpayer	2022 Spouse.
State income tax refund (attach Forms 1099-G)	_____	_____
Alimony received Divorce or separation date _____	_____	_____
Alaska Permanent Fund	_____	_____
Jury duty pay	_____	_____
ABLE distributions	_____	_____
Scholarships or grants not reported on Form W-2	_____	_____
Other income: _____	_____	_____
_____	_____	_____
_____	_____	_____

Adjustments

	2022 Taxpayer	2022 Spouse
Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)	_____	_____
Contributions made to a Health Savings Account (HSA) not included on your paycheck	_____	_____
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents	_____	_____
Alimony paid Name _____ SSN _____ Divorce or separation date _____	_____	_____
Name _____ SSN _____ Divorce or separation date _____	_____	_____
Contributions made to a Self-Employed Pension plan (SEP), SIMPLE, or Solo 401K	_____	_____
Contributions made to an Individual Retirement Account (IRA)	_____	_____
Contributions made to a Roth IRA	_____	_____
Interest paid on a student loan	_____	_____
Other adjustments: _____	_____	_____

Sole Proprietorship Tax Organizer

Use a separate organizer for each business

Sole Proprietor General Information

Name of sole proprietor		
Business name (if different)		EIN (if applicable)
Business address (if different from home address)		
Principal business activity	Date business started	Date business closed
Principal product or service		
Yes	No	Was the primary purpose of the business activity to realize a profit?
Yes	No	Did you materially participate in the operation of this business?
Yes	No	Has the business reported any losses in prior years?
Accounting method: Cash Accrual Other (specify)		
Yes	No	Does the business file under a calendar year? (If no, list the fiscal year.)

Sole Proprietor Specific Questions

Yes	No	Did you pay any family members for services?	
Yes	No	Did you make any payments of \$600 or more to subcontractors, attorneys, accountants, directors, etc.?	
Yes	No	If Yes, did you issue Form 1099-NEC? Should we mail these forms for you? If so please enter name and SSNs below.	
		Name	SSN
		Name	SSN
Yes	No	Did you make, or do you plan to make, any contributions to a self-employed retirement plan?	
		Type of plan	Amount contributed \$
Yes	No	Did you pay for your own health/dental insurance? If Yes, provide amount of premiums paid during the year.	
Yes	No	Did you have any employees?	
Yes	No	Did you have any bartering transactions in 2022?	
Yes	No	Did you have a Paycheck Protection Program (PPP) loan that was forgiven in 2022?	

Sole Proprietor Business Income. ** Skip the Income and Expense sections if you are supplying a profit and loss report **

Gross receipts or sales (if you received Forms 1099-NEC, list name of payer and amount separately from gross receipts or sales)		\$
Form 1099-NEC	\$	Form 1099-K
Total of all Forms 1099-NEC and 1099-K received		\$
Returns and allowances		\$()
Other income (not included in gross receipts above)		\$

Form 1099-NEC. You may receive Form 1099-NEC (instead of Form W-2) if you are not classified as an employee. If you receive Form 1099-NEC, you are generally required to file Schedule C, *Profit or Loss From Business*, claim any expenses associated with the income received, and must pay self-employment (SE) tax on the income.

Sole Proprietor Cost of Goods Sold (for manufacturers, wholesalers, and businesses that make, buy, or sell goods)

Inventory at the beginning of the year	\$
Purchases less costs of items withdrawn for personal use	\$
Cost of labor	\$
Materials and supplies	\$
Inventory at the end of the year	\$

Sole Proprietor Business Expenses

Advertising	\$	Management fees	\$	Utilities	\$
Bad debts	\$	Meals for business in restaurants (100% deduct.)	\$	Wages ¹	\$
Bank charges	\$	Meals – other business meals (50% deduct.)	\$	Other	\$
Business licenses	\$	Office supplies	\$		\$
Commissions and fees	\$	Start-up costs (first year of business)	\$		\$
Contract labor ¹	\$	Pension and profit sharing plans	\$		\$
Employee benefit programs	\$	Rent or lease – car, machinery, equipment	\$		\$
Employee health care plans	\$	Rent or lease – other business property	\$		\$
Entertainment ²	\$	Repairs and maintenance	\$		\$
Gifts	\$	Supplies (not included in inventory cost)	\$		\$
Insurance (other than health insurance)	\$	Taxes – payroll ¹	\$		\$
Interest – mortgage	\$	Taxes – property	\$		\$
Interest – other	\$	Taxes – sales	\$		\$
Internet service	\$	Taxes – state	\$		\$
Legal and professional services	\$	Telephone	\$		\$

¹ Provide copies of Form W-3, Form 940, Form 941, Form 1096, Form 1099-NEC, Form 1099-MISC, and any state tax forms filed.

² Entertainment is no longer deductible for taxes.

Other Business Expenses – List out type and expense amount

	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Car Expenses (use a separate form for each vehicle)

Make/Model			Date car placed in service		
Yes	No	Car available for personal use during off-duty hours?			
Yes	No	Do you (or your spouse) have any other cars for personal use?	Did you trade in your car this year? Yes No		
Yes	No	Do you have evidence?	Cost of trade-in	Trade-in value	
Yes	No	Is your evidence written?	\$	\$	
<i>Mileage</i>			<i>Actual Expenses</i>		
Beginning of year odometer			Gas/oil	\$	
End of year odometer			Insurance	\$	
Business mileage		<i>Jan. – June</i>	<i>July – Dec.</i>	Parking fees/tolls	\$
Commuting mileage				Registration/fees	\$
Other mileage				Repairs	\$

Generally, you can use either the standard mileage rate or actual expenses to calculate the deductible costs of operating your car for business purposes. However, to use the standard mileage rate, it must be used in the first year the car is available for business. In later years, you can then choose between either the standard mileage rate method or actual expenses.

Travel Expenses

- **Meals.** You can deduct the cost of meals while traveling away from home on business. You can use the actual cost of your meals or the standard meal allowance per diem, which can vary by location.
- **Travel/Lodging.** You can deduct the ordinary and necessary expenses of traveling away from your home for business purposes. Included expenses are transportation, airfare, taxi, lodging, etc.

<i>City visited (for per diem)</i>	<i># of days in city</i>	<i>City visited (for per diem)</i>	<i># of days in city</i>

Travel expenses

Airfare	\$	Other travel expenses (describe below)	
Bus, train, taxi	\$		\$
Entertainment	\$		\$
Lodging	\$		\$
Parking and tolls	\$		\$
Meals (actual receipts)	\$		\$

Equipment Purchases – Enter the following information for depreciable assets purchased that have a useful life greater than one year

<i>Asset</i>	<i>Date purchased</i>	<i>Cost</i>	<i>Date placed in service</i>	<i>New or used?</i>
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		

Depreciation. Depreciation is the annual deduction that allows you to recover the cost or other basis of your business property over a certain number of years. Depreciation starts when you first use the property in your business. It ends when you either take the property out of service, deduct all your depreciable cost or basis, or no longer use the property in your business. The IRS has outlined a useful life (a set number of years) for most assets.

Equipment Sold or Disposed of During Year

Asset	Date out of service	Date sold	Selling price/FMV	Trade-in?
			\$	
			\$	
			\$	
			\$	

Disposition of Property. A disposition of property occurs when you sell property for cash or other property, you exchange property for other property, you transfer property to satisfy a debt, you abandon property, your bank forecloses or repossesses your property, or your property is damaged, destroyed, or stolen and you receive property or money in payment.

Business Use of the Home

Area of home must be exclusively used for business except for storage or day care. **Note:** Managing rental activities or investments does not qualify for business use of the home.

All Taxpayers

All Taxpayers		For Day Care Only	
A) Business use area (square footage)		1) Hours used for day care	
B) Total area of home (square footage)		2) Total hours in year	8,760 hrs.

Enter below only the expenses paid during the period the home was used for business.

Direct expenses benefit only the business use portion of the home. This includes painting or repairs exclusively for the business area.

Indirect expenses are for keeping up and running the entire home, such as mortgage interest and property taxes.

If you bought or sold your home during 2022, copy this worksheet and fill out one for each home.

	Direct	Indirect		Direct	Indirect
Mortgage interest	\$	\$	Repairs and maintenance	\$	\$
Property taxes	\$	\$	Utilities	\$	\$
Insurance	\$	\$	Other	\$	\$
Rent	\$	\$	Other	\$	\$

Depreciation of the Home

Lower of cost or fair market value of home	\$	Improvements?	Yes	No
Value of land	\$	Casualty losses in 2022?	Yes	No

1) Exclusive Use Test—Business Use of Home

The exclusive use test is met if an area of the home is used only for business. The area can be a room or other separately identifiable space. The space does not need to be marked off by a permanent partition. This test is not met if you use the area both for business and for personal purposes, such as a den used for business during the day and TV viewing during the evening.

The exclusive use test is not required for:

- An area used on a regular basis for storage of inventory or product samples.
- A home used as a day care facility.

Storage of inventory or product samples—exception to exclusive use test. If you use part of a home for business to store inventory or product samples, you are not required to meet the exclusive use test. However, you must meet all the following tests.

- You are in the business of selling products at wholesale or retail.
- The inventory or product samples are kept in the home for use in the business.
- You home is the only fixed location of the business.
- The storage space is used on a regular basis.
- The storage space is a separately identifiable space suitable for storage.

2) Regular Use Test—Business Use of Home

The regular use test means you must use a specific area of the home for business on a regular basis. Incidental or occasional business use is not regular use. All facts and circumstances are considered in determining whether the business use is regular.

3) Trade or Business Use Test—Business Use of Home

To satisfy the trade or business use test, the portion of the home used for business must be used in connection with a trade or business. If the business use is for a profit-seeking activity that is not a trade or business, the deduction is not allowed.

4) Principal Place of Business Test—Business Use of Home

A trade or business can have more than one location. To qualify for a business use of home deduction, the home must be the principal place of business for that trade or business. To make this determination, the following are considered.

- The relative importance of the activities performed at each place where business is conducted, and
- The amount of time spent at each place where business is conducted.

A home office qualifies under this test if:

- The home office is used exclusively and regularly for administrative or management activities of the trade or business.
- There is no other fixed location where substantial administrative or management activities are conducted.

Self-Employment (SE) Tax

• SE tax is a Social Security and Medicare tax primarily for individuals who are self-employed. It is similar to the Social Security and Medicare tax withheld from the pay of most wage earners. Your payments of SE tax contribute to your coverage under the Social Security system. Social Security coverage provides you with retirement benefits, disability benefits, survivor benefits, and hospital insurance (Medicare) benefits.

• You must pay SE tax if your net earnings from self-employment were \$400 or more, or you had church employee income of \$108.28 or more. The SE tax rules apply no matter how old you are and even if you are already receiving Social Security or Medicare benefits.

• The SE tax rate on net earnings is 15.3% (12.4% for Social Security plus 2.9% for Medicare). Only the first \$147,000 (2022) of combined wages, tips, and net earnings is subject to the 12.4% Social Security part of SE tax.

Rental Property Tax Organizer

Rental Income and Expenses

Indicate type of property as 1 -Single Family Residence, 2 -Multi-Family Residence, 3 -Vacation/Short-Term Rental, 4 -Commercial, 5 -Land, 6 -Self-Rental, or 7 -Other (describe).

	<i>Property A</i>		<i>Property B</i>		<i>Property C</i>	
	Location of property:		Location of property:		Location of property:	
	Type		Type		Type	
	Any personal use?	Yes No	Any personal use?	Yes No	Any personal use?	Yes No
	<i>Fair Rental Days</i>	<i>Personal Use Days</i>	<i>Fair Rental Days</i>	<i>Personal Use Days</i>	<i>Fair Rental Days</i>	<i>Personal Use Days</i>
Date placed in service						
Rents received	\$		\$		\$	
Expenses						
Advertising	\$		\$		\$	
Auto and travel	\$		\$		\$	
Cleaning and maintenance	\$		\$		\$	
Commissions	\$		\$		\$	
Insurance	\$		\$		\$	
Legal and professional fees	\$		\$		\$	
Management fees	\$		\$		\$	
Mortgage interest paid to banks	\$		\$		\$	
Other interest	\$		\$		\$	
Repairs	\$		\$		\$	
Supplies	\$		\$		\$	
Taxes	\$		\$		\$	
Utilities	\$		\$		\$	
Other (list)	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	

Property Information

If this is your first year with us, please provide a depreciation schedule from last year's tax return of assets obtained before 2022.

Property Purchased. Treat the cost of major improvements made to real property as the purchase of a new asset.

<i>Asset</i>	<i>Date purchased</i>	<i>Cost</i>	<i>Date placed in service</i>
		\$	
		\$	
		\$	
		\$	
		\$	

Property Sold or Taken Out of Service

<i>Asset</i>	<i>Date sold or taken out of service</i>	<i>Selling price</i>	<i>Trade in?</i>
		\$	
		\$	
		\$	
		\$	
		\$	

Household Employment - Housekeepers, Caretakers, etc.

Name:

SSN:

TSJ _____ Employer Identification Number _____

Yes No

- Did you pay any one household employee cash wages of **\$2,400 or more** in 2022? Above this requires reporting.
- Did you withhold federal income tax during 2022 for any household employee?
- Did you pay total cash wages of \$1,000 or more in any calendar quarter of 2021 or 2022 to all household employees?
- Did you pay unemployment contributions to only one state?
- Did you pay all state unemployment contributions for 2022 by April 18, 2023?
- Were all wages that are taxable for FUTA tax also taxable for your state's unemployment tax?

2022

Total cash wages subject to Social Security tax _____

Total cash wages subject to Medicare tax. _____

Total cash wages subject to Additional Medicare tax withholding _____

Federal income tax withheld _____

Qualified sick leave wages _____

Qualified family leave wages _____

Qualified health plan expenses _____

TSJ _____ Employer Identification Number _____

Yes No

- Did you pay any one household employee cash wages of \$2,400 or more in 2022?
- Did you withhold federal income tax during 2022 for any household employee?
- Did you pay total cash wages of \$1,000 or more in any calendar quarter of 2021 or 2022 to all household employees?
- Did you pay unemployment contributions to only one state?
- Did you pay all state unemployment contributions for 2022 by April 18, 2023?
- Were all wages that are taxable for FUTA tax also taxable for your state's unemployment tax?

2022

Total cash wages subject to Social Security tax _____

Total cash wages subject to Medicare tax. _____

Total cash wages subject to Additional Medicare tax withholding _____

Federal income tax withheld _____

Qualified sick leave wages _____

Qualified family leave wages _____

Qualified health plan expenses _____

Other Information

Name:

SSN:

Health Savings Account

TS _____

The taxpayer's coverage is under a high-deductible health plan for:

Taxpayer only Family

2022

HSA contributions made for 2022 _____

Total distributions from all HSAs during 2022 _____

Distributions included above that were rolled over into another account _____

Qualified medical expenses paid using HSA distributions _____

Education Expenses Provide all copies of Form 1098-T

Student name _____ Student name _____

Type of expense	Amount	Type of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student name _____ Student name _____

Type of expense	Amount	Type of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Job-related Moving Expenses

T SJ _____

Select this box and complete the fields below if you are a member of the Armed Forces on active duty, and moved due to a military order for a permanent change of station.

2022

Number of miles from old home to old workplace _____

Number of miles from old home to new workplace _____

Expenses to transport and store household goods and personal effects _____

Travel and lodging expenses while traveling to your new home _____