

# Tax Appointment Worksheet

Compiled by Mary Mellem, EA

The tax appointment worksheet is a tool to help you gather the needed information for new and returning clients for the 2023 tax year. This year's worksheet has been enhanced to reflect the changes in tax law. The energy credits will be a new focus. Some will apply to the current year. Others will take effect later.

Some forms may need to be downloaded from the provider if not mailed.

Driver's license/picture identification (ID) needed.

Event		Documents or information needed	Event		Documents or information needed			
<b>1</b>	Got married, divorced, or separated	<ul style="list-style-type: none"> <li>• Married – Prior year return of both spouses</li> <li>• Divorced – Finalized date; copy of the divorce decree</li> <li>• Separated – Copy of the separate maintenance agreement</li> <li>• Community property income allocation</li> <li>• Alimony-Pre 2019</li> </ul>	<b>10</b>	Sale of stocks, bonds, etc., (including mergers) cryptocurrency, personal residence, real estate	Form 1099-B or other sale documents; basis or original costs			
	Date of event _____							
<b>2</b>	Children - Birth or adoption	<ul style="list-style-type: none"> <li>• Social Security cards and adoption papers</li> </ul>	<b>11</b>	Purchase of stocks, bonds, etc., personal residence, or other real estate	<ul style="list-style-type: none"> <li>• Purchase documents; closing papers</li> </ul>			
	Adoption credit			<ul style="list-style-type: none"> <li>• Expenses date and amount, date of adoption, special needs certification</li> </ul>		<b>12</b>	Inheritance	<ul style="list-style-type: none"> <li>• Will; Schedule K-1 from the estate, basis information</li> </ul>
	Child tax credit, EIC, HH						<ul style="list-style-type: none"> <li>• Proof child lives in household</li> </ul>	
<b>3</b>	Death of child or spouse	<ul style="list-style-type: none"> <li>• Date of death</li> </ul>	<b>13</b>	Gifts received	<ul style="list-style-type: none"> <li>• Property – Basis of donor</li> </ul>			
<b>4</b>	Additional members of household	<ul style="list-style-type: none"> <li>• Date of occupancy and relationship</li> </ul>		Trade of real property	<ul style="list-style-type: none"> <li>• Date of trade, property given up, property received, basis and FMV; qualified intermediary sales agreements or closing papers</li> </ul>			
<b>5</b>	Job change	<ul style="list-style-type: none"> <li>• Start date –</li> <li>• Name of new employer –</li> <li>• Form W-2 from new and old employers</li> </ul>	<b>14</b>	Trade in of personal property used for business (ex. Auto)	<ul style="list-style-type: none"> <li>• Date of trade, value received for trade in, cost basis of property given up</li> </ul>			
<b>6</b>	Unemployment	<ul style="list-style-type: none"> <li>• Unemployment form (may need to be downloaded)</li> </ul>		Start or end a small business (Schedule C, LLC, S or C corp., partnership)	<ul style="list-style-type: none"> <li>• Formation or termination dates</li> <li>• Property contributions or distributions</li> <li>• Schedule K-1, if applicable</li> </ul>			
<b>7</b>	Retirement contribution	<ul style="list-style-type: none"> <li>• Type of plan –</li> <li>• Amount of contribution – Form 5498</li> </ul>	<b>15</b>	Business income/ Expenses	<ul style="list-style-type: none"> <li>• Form 1099-K received for credit card or PayPal type payments, cash, inventory numbers if applicable, mileage information, SEP/SIMPLE/SOLO-K, estimated taxes paid</li> </ul>			
<b>8</b>	Retirement distributions	<ul style="list-style-type: none"> <li>• Form 1099-R; Rollovers, Roth conversions, inheritance RMD information if age 73 or older as of Dec. 31</li> </ul>		Lawsuit settlements	<ul style="list-style-type: none"> <li>• Date received; reason for the settlement; Form 1099-MISC</li> </ul>			
	Transfers from IRAs to charities	<ul style="list-style-type: none"> <li>• Direct transfer to charity? Yes Amt:</li> <li>• Brokerage statement showing transfer</li> </ul>	<b>16</b>	Rental property	<ul style="list-style-type: none"> <li>• Income; expenses; new property purchased; repair vs. improvement</li> </ul>			
<b>9</b>	Social Security benefits	<ul style="list-style-type: none"> <li>• Form 1099-SSA</li> </ul>	<b>17</b>	Prizes	<ul style="list-style-type: none"> <li>• Form 1099-MISC; value of prizes not included on Form 1099-MISC</li> </ul>			

	Event	Documents or information needed		Event	Documents or information needed
18	Lottery or gambling winnings	<ul style="list-style-type: none"> <li>Form W-2G, losses and other winnings</li> </ul>	25	Educational expenses	<ul style="list-style-type: none"> <li>Form 1098-T for student</li> <li>Actual expenses records for books, etc.</li> <li>Financial transcript from school needed</li> <li>Form 1099Q – Distribution from 529 Plans</li> </ul>
19	Health insurance, medical, dental, or drug expenses	<ul style="list-style-type: none"> <li>Health insurance premiums; post-tax payments; totals of other medical, dental, and drug expenses. If the health insurance is pre-tax (i.e., cafeteria plan, §125, POP), premiums have already been deducted from the wage. Health savings account (HSA) (Form 1099-SA) information.</li> </ul>		Student loan interest	Interest record for student loans; Form 1098-E
	Medical miles (22 cents per mile)	<ul style="list-style-type: none"> <li>Total medical miles driven during the year January-December _____</li> </ul>	26	Child or disabled spouse care	Name, address, and ID number of the daycare provider; the amount paid to the provider. Does provider come into home?
	Marketplace health insurance coverage verification	<ul style="list-style-type: none"> <li>Form 1095 A, B, or C must be received from the marketplace, the insurance carrier, or your employer for every person included on the tax return.</li> </ul>	27	Energy credit (Lifetime exclusion removed)	Information regarding the purchase of qualified energy property for residential and commercial use such as electric vehicles, furnaces, exterior doors, and windows.
20	State taxes paid: income; property taxes; sales tax on vehicles, motorcycles, or homes	<ul style="list-style-type: none"> <li>Prior year's income tax return; property tax bills; closing papers from the purchase or sale of property; letter from the state regarding any change in a prior filed return</li> </ul>	28	Bankruptcy filing	<ul style="list-style-type: none"> <li>Date filed _____</li> <li>Bankruptcy papers - property rejected/ returned by court</li> </ul>
21	Home mortgage interest	<ul style="list-style-type: none"> <li>Form 1098: Description of use of money</li> </ul>	29	Debt forgiveness or abandonment of property	<ul style="list-style-type: none"> <li>Form 1099-A for abandonment</li> <li>Date property was taken by the bank or sold in foreclosure.</li> <li>Form 1099-C for cancellation</li> </ul>
22	First-time homebuyer	<ul style="list-style-type: none"> <li>Distribution from IRA? Amt: _____</li> </ul>	30	IRS or state communication	<ul style="list-style-type: none"> <li>Letters, additional taxes paid, changes in prior year returns, installment agreements, or offers in compromise</li> </ul>
	Recapture/Repayment 2008 credit	<ul style="list-style-type: none"> <li>Sale or change in use; record of amount repaid – Year 14 of 15 (2024 will be the final year)</li> </ul>		Identity protection PIN (5 digits)	<ul style="list-style-type: none"> <li>Letter including IP PIN. Or information from ID.ME (IRS)</li> </ul>
23	Charitable contributions of money, property, or out-of-pocket expenses	<ul style="list-style-type: none"> <li>Date and type of contributions, knowledge that receipts from the organizations have been received; statement regarding whether goods and services were received for donation; mileage log for charitable work.</li> <li>Form 1098-C for vehicle or boat donations</li> </ul>	31	Foreign investments or holdings	<ul style="list-style-type: none"> <li>Foreign business interests or stock of \$50,000 or more?</li> <li>Financial interest or signing authority on accounts outside the U.S. (including pensions)</li> <li>Did the total of high balances exceed \$10,000 at any time during the year?</li> <li>Receive a gift or inheritance from non-U.S. person?</li> </ul>
	Charitable miles (14 cents per mile)	<ul style="list-style-type: none"> <li>Total driven _____ miles</li> </ul>	32	Virtual currency (Cryptocurrency)	<ul style="list-style-type: none"> <li>Buy, sell, receive, exchange, or dispose of?</li> <li>Back up documents, Form 8949</li> </ul>
24	Job-related expenses for employees	<ul style="list-style-type: none"> <li>May apply to state returns</li> </ul>	33	Federal disaster area	Check IRS for most up-to-date list
	Business miles (65.5 cents per mile) No longer allowable for employees; only for businesses and rentals	<ul style="list-style-type: none"> <li>Total driven per vehicle _____ miles</li> <li>Business driven per vehicle _____ miles</li> </ul>	34	Educator expenses	Eligible educators K-12, 900 hours worked
			35	Other information	Banking information