361 Financial Planning Inc

2950 Buskirk Ave STE 300
Walnut Creek, CA 94597
martin@361planning.com
Phone: (925)315-7526 | Fax: (925)215-4916

January 03, 2023

Dear Client,

Income tax time is just around the corner! The enclosed packet has been prepared to assist you in gathering information for your 2022 tax return. Review the entire packet and answer any questions that apply. The pdf is fillable on your computer. The **Checklist** and **the Questionnaires should be reviewed and answered**. If you have sufficient documentation all other pages can be used as a reference for what I will need **but you don't have to complete these pages unless you want to use them to provide your data.** If you have not totaled your receipts, I encourage you to do so to avoid being charged $50 per hour for bookkeeping. **Please sign and date the Engagement Letter and return it to me.**

For returning clients certain lines in the packet may contain information from last year's return. You do not need to change the dollar amounts from last year; these figures are provided for reference only. **If you are a returning client you will not have to provide basic demographic data. Please make sure I have your current address, cell phone number, and email address.**

NEW Clients: Please complete the **Personal Data.** It has info I need that is not found on your previous tax returns.

TAX DATES

Individuals and C-Corps: **April 18, 2023**

S-Corps, Partnerships, and LLC taxed as partnerships: **March 15, 2023**

Filing 1099-Misc and 1099-NEC for your contractors and household employees: Feb 15, 2023

Mailing 1099-Misc and 1099-NEC: January 31, 2023

NO RATE INCREASE

This year I can hold prices the same as last year. I have enclosed the rate chart for your review. In most cases, the fee will not exceed the base fee. The condition of your files and the level of your organization greatly impact the fee. Therefore, it helps if you are diligent about your documents being in order and submitted at one time if possible.

PLEASE RESPOND BY FEBRUARY 16, 2023 TO SECURE YOUR PREPARATION SERVICE

Like last year, there is a deposit requirement of $250 on or prior to February 16th and **$500 after February 16th.** Payment options on enclosed.

We accept payment via: Venmo, Zelle, Check, or Credit.

Venmo - @Martin-Johnson-42331 (do not select purchase)
Zelle - martin@361planning.com
GooglePay - (925) 596-0083

Checks are payable to:361 Financial Planning Inc.
Mail to 2950 Buskirk Ave, STE 300, Walnut Creek, CA 94597

Use: "***Tax Prep Deposit"*** as your memo or reason for payment

If you need to pay by **credit card**:
https://secure.lawpay.com/pages/361financialplanning/operating

Getting Your Documents to Me

As with last year, you can either mail, deliver in person, upload, email or fax. Here are the methods for getting documents to me.

Upload to Secure Tax Portal:

Email me when you are ready, and I will send you a registration link for 2022 taxes; **the link is good for one week**. My email is: **martin@361planning.com**

For those who have used the secured portal to send your document and receive your tax return, you have like to know that a mobile version is now available. You can download it from the Apple Store or Google Play. Search for **SecureFilePro**

Mail:

361 Financial Planning Inc
2950 Buskirk Ave, STE 300
Walnut Creek, CA 94597

In-Person Delivery:

My Walnut Creek, CA office will accept your sealed package/envelope between 8:30 am and 5:00 pm at:
2950 Buskirk Ave, STE 300
Walnut Creek, CA 94597

Email: martin@361planning.com It is preferred that you create one pdf file. **Photos are not favored, take more time, and will cost you more for tax prep.**

Fax: (925) 215-4916

2022 – 2023 Fee Schedule

- New Client Onboarding - $300 (only for new clients)
- Individual Tax Returns - $750 minimum
- Individual with Schedule C or Solo LLC - $900 minimum
- Business Returns (S-Corp, C-Corp, Partnership, LLC) - $1200 minimum

- All tax prep engagements include up to 30-minutes of consultation – **No Charge**. Consultations beyond 30-minutes billed at $250 / hr.
- Extensions – **No Charge if we file your return, otherwise, $50**
- Extra Copies of returns - $30 for each request
- Filing 1099s - $50 each
- W4 or Estimated Tax Analysis – $300 minimum
- IRS Notice Response – **$250 per hour.** Most notices are self-explanatory and result from late filing or late payments, income not included on tax return. Please read your notice before calling or emailing us to review.
- Audit Defense & ID Theft Restoration (Restrictions apply) – **No charge** - Indiv. returns only
- Tax Planning – 30 min free consultation. $250 / hr. or flat fee on case-by-case basis.
- Amended Returns - $350 minimum. **No charge if our error**.
- Bookkeeping - $50 / hr.

Discounted Tax Packages

Discounted tax packages start at $1300 and include semi-annual or quarterly meetings, an annual W4 or Estimated Tax Analysis, waived extra copies of tax returns, and reduced fee amended returns. Saving over $800 over individual pricing.

Free Tax Package for Investment Management Clients

$300,000 minimum investment

In preparation for the filing period, the following items should be considered:

• Compile all W-2's and 1099 statements including interest income, dividends, stock sales, pensions, social security income, and mortgage interest.
• Tabulate all schedule A deductions, such as charitable contributions, medical expenses, state income tax, property tax, and applicable sales tax.
Tabulate all eligible college tuition, school materials, and book expenses. Also, a 1098-T statement is required.
• Tabulate childcare expenses (including child provider's name, tax ID number, address, and telephone number.
• Provide all schedule K's from partnerships, 1120-S, and trust returns.
• Provide all settlement statements for real estate transactions, purchases, sales, refinancing and foreclosures.
• Provide all current notices from the IRS and State Franchise Tax Board.

Other items of note are as follows:

-The standard deduction for 2022 is $25,900 for married filing jointly and surviving spouse, $19,400 for the head of household and $12,950 for single and married filing separately. I highly recommend that you continue to list your itemized deductions because the state can give you a higher benefit for itemizing than their standard deduction.
-The personal and dependent exemption deduction is $0 for 2022.
-The deduction for medical now must exceed 10% of your adjusted income to be claimed as an itemized deduction.
-The deduction for state income tax, property tax, and sales tax if applicable is limited to $10,000 for single and married filers and $5,000 for married-separately filed returns.
-The standard business miles deduction rate is 56 cents a mile. Per diem in high-cost location is $296 a day and $202 in low-cost areas
-Contributions to traditional and Roth IRAs are limited to $6,000, a $1000 additional amount is available for catch up if you are age 50 or older.
- The maximum for 401Ks is $20,500
-The wage base for FICA and Social security is $147,000.
Tax return due dates:
-Individuals must file returns by April 18, 2023.
-Partnerships are due by the 15th day of the third month following the close of the taxable year (March 15th for calendar year taxpayers)
-C corporations return generally are due by the 15th day of the fourth following the close of the taxable year (April 15th for calendar years).
-S corporations will remain on the 15th day of the third month (March 15th for calendar years) -W-2s and 1099s

must be filed by January 31, 2023, for 2022 tax year.
-Solar credits will be 26% in 2022 and 2023.
-California has a penalty for failure to have health insurance starting in 2022.

Sincerely,

361 Financial Planning Inc

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January 03, 2023

Your privacy is important to us. Read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

* Interviews regarding your tax situation

* Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data

* Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (925)315-7526.

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January 03, 2023

Subject: Preparation of Your 2022 Tax Returns

:

Thank you for choosing 361 Financial Planning Inc to assist you with your 2022 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2022 federal and state personal income tax returns from information you furnish us. We will not audit or otherwise verify the data you submit, although it may be necessary to request clarification and/or documentation of some of the information. Generally, we will rely on your representation that you have maintained the documentation required by law to support the information you provide, including expenses for meals, travel, gifts, vehicle use, charitable contributions, etc. If you are not clear regarding what documentation is needed for any given item of income or deduction, we'd be happy to discuss it with you. **You have the final responsibility for your tax returns and, therefore, you should carefully review them before you sign and file them.**

We have provided an organizer for your use. While we don't require its use, it may serve as a useful "tickler" to remind you of items to provide to us. Nonetheless, provide us with originals or copies of originals of all government tax documents including W-2s, 1099s, 1098s, and property tax statements.

We will use professional judgment in resolving issues when the tax law is unclear or when there is conflict among the authorities.

The filing deadline for the tax returns is April 18, 2023. In order to meet this filing deadline, we must receive your information in substantially complete form by April 1.

If an extension of time to file is required, we will use the information available to us at the time to prepare the extension. To prepare a valid, accurate extension, we need as much information as is available. We also need your express approval to file the extension on your behalf. **An extension, however, only provides you with an extension to file, not an extension to pay. Taxes paid after April 18 will result in late-payment penalties and interest.**

Under both federal, California, and most state's law, we are required to electronically file your returns. You may opt out of electronic filing without explanation. If you would rather not e-file, please let us know and we will provide you with the government opt-out forms you must sign and return to us. In some cases, a return cannot be filed electronically, if that is the case we will inform you of the reason. You will then responsibile for mailing your return to the taxing authority.

If a joint return is prepared, tax returns and copies of all supporting documentation will be made available to either spouse without the consent or notification of the other spouse.

You are responsible for reporting foreign activities. By signing this letter you acknowledge that you will inform us if you have income from foreign sources or if you have signatory authority over any foreign financial account. If you are unsure whether income or an account is foreign, we will review it. **Penalties for failure to report foreign activities are severe.**

Your tax returns may be selected for review by the taxing authorities. If the government selects your return for examination, we will be available to assist you. At our discretion, there may be additional fees for this service.

We generally retain, for seven years, the final work product generated for our clients. After the retention period, the documents are destroyed. We do not keep original documents — they are returned to you after completion of the returns. It is your responsibility to retain your records for possible future use, including possible examination by the taxing authorities.

Our fees for tax preparation services are based on the amount of time required at our standard billing rates plus out-of-pocket expenses. **All invoices are due and payable upon presentation. Tax returns will not be filed electronically until fees are paid.**

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter and return it to our office. Work cannot commence until a signed copy of this document is returned. If this is a joint return, both spouses must sign.

Thank you for the opportunity to be of service. If you have any questions, contact our office at (925)315-7526.

Sincerely,

361 Financial Planning Inc

(Both spouses must sign for preparation of joint returns.)

Accepted By:

____

Taxpayer

____

Spouse

____

Date

2022

SEND A FRIEND!

Name	Date

One of the nicest compliments our clients can give us is a referral.
For each new paying client you refer to us, we will pay you $75.
Thank you for your business.

361 Financial Planning Inc
2950 Buskirk Ave STE 300
Walnut Creek, CA 94597
(925) 315-7526

Your Name ______________________

Address ______________________

____

Preparer's Name ______________________

HAVE YOUR FRIENDS SEND THIS COUPON IN WITH THEIR TAX INFORMATION.

(subject to terms and conditions)

2022

SEND A FRIEND!

Name	Date

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(925) 315-7526

Your Name ______________________

Address ______________________

____

Preparer's Name ______________________

HAVE YOUR FRIENDS SEND THIS COUPON IN WITH THEIR TAX INFORMATION.

(subject to terms and conditions)

2022

SEND A FRIEND!

Name	Date

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Thank you for your business.

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(925) 315-7526

Your Name ______________________

Address ______________________

____

Preparer's Name ______________________

HAVE YOUR FRIENDS SEND THIS COUPON IN WITH THEIR TAX INFORMATION.

(subject to terms and conditions)

Checklist

Name: SSN:

Checklist

This check list is provided to help you gather necessary information for us to prepare your 2022 income tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2021 tax year.

State and city refunds and other government payments (Form 1099-G)

[ ] Unemployment compensation

Credit card, debit card, and third party network transactions (Form 1099-K)

[ ] Reportable payment transactions

Other Income (provide supporting documentation for income received for the following items)

[ ] Sale of assets or property
[ ] Cancellation of debt
[ ] Other income ____

Payments (provide supporting documentation for payments made for the following items)

[ ] Educator classroom expenses
[ ] Employee business expenses
[ ] Contributions to a Health Savings Account
[ ] Expenses related to work relocation with the military
[ ] Alimony
[ ] Student loan interest
[ ] Refunded student loan interest payments
[ ] Student loan forgiveness
[ ] Tuition and fees for higher education
[ ] Expenses related to child or dependent care
[ ] Contributions to a Retirement Savings Account
[ ] Medical and dental expenses
[ ] Real estate taxes
[ ] Other state and local taxes
[ ] Mortgage interest
[ ] Investment interest
[ ] Cash contributions
[ ] Noncash contributions
[ ] Unreimbursed employee expenses
[ ] Investment expenses
[ ] Gambling losses
[ ] Other payments ____

Questionnaire

Name: SSN:

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 2022?

[ ] [ ] 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 ____

[ ] [ ] Were you, your spouse, or any dependents issued an Identity Protection PIN (IP PIN)?
If "Yes," provide Notice CP01A from the IRS.

Provide proof of identity to be eligible to e-file your tax return (driver's license or state-issued photo ID)

Dependent Information

Yes No

[ ] [ ] Did you have any changes in dependents during the year?
If "Yes," explain ____

[ ] [ ] Can another person qualify to claim any of your dependents?

[ ] [ ] Did you have any childcare expenses during the year?

[ ] [ ] 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 $2,300 of unearned income?

Provide documentation for proof of dependent credits (school records, medical records, daycare records, etc.)

Health Care Information

Yes No

[ ] [ ] Did any member of your household have healthcare coverage through the Marketplace (Obamacare)?
If "Yes," provide copies of Form 1095-A.

[ ] [ ] Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA during the year?

Income, Purchases, Sales, and Debt Information

Yes No

[ ] [ ] Did you receive any tips not reported to your employer?

[ ] [ ] Did you receive any disability income during the year?

[ ] [ ] Did you cash in any U.S. savings bonds during the year?

[ ] [ ] Did you start a new business or purchase any rental property during the year?

[ ] [ ] Did you sell an existing business, rental property, or other property during the year?

[ ] [ ] Did you purchase any business assets or convert any assets to business use?
If "Yes," provide the cost of the asset, the date it was placed in service, and business use percentage.

[ ] [ ] Did you purchase any gasoline, diesel, or special fuels for off-road business use?

[ ] [ ] Did you buy or sell any stocks, bonds, or other investments during the year?

[ ] [ ] Did you sell a principal residence during the year?
If "Yes," provide closing documentation for the purchase and sale of the home.

[ ] [ ] Did you have a principal residence or a piece of real property foreclosed on during the year?

[ ] [ ] Did you abandon a principal residence or a piece of real property 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 principal or interest during this year from property sold in prior years?

[ ] [ ] Did you rent out your home or use it for business?

[ ] [ ] Did you sell, exchange, or purchase any real estate during the year?

Questionnaire

Name: SSN:

Questionnaire

- [ ] [ ] Did you acquire a new or additional interest in a partnership or S corporation?
- [ ] [ ] Did you have any debts canceled or forgiven this year?
- [ ] [ ] Does anyone owe you money that has become uncollectible?
- [ ] [ ] Did you purchase a new hybrid, alternative motor, or electric motor energy-efficient vehicle during the year?
  If "Yes," provide the year, make, model, VIN, and date the vehicle was placed in service.
- [ ] [ ] Did you receive income or incur expenses associated with a fantasy sport league?
  If "Yes," provide documentation.
- [ ] [ ] Did you receive income or incur expenses associated with car sharing (e.g., Lyft or Uber)?
  If "Yes," attach Form 1099-MISC, Form 1099-NEC, or Form 1099-K.
- [ ] [ ] Did you receive income or incur expenses associated with freelancing (e.g., Upwork or TaskRabbit)?
  If "Yes," attach Form 1099-K or Form W-2.
- [ ] [ ] Did you receive income or incur expenses associated with fashion sharing (e.g., Poshmark or thredUP)?
  If "Yes," provide documentation.
- [ ] [ ] Did you receive income or incur expenses associated with crowdfunding (e.g., Kickstarter or Indiegogo)?
  If "Yes," attach Form 1099-K.
- [ ] [ ] Did you receive income or incur expenses associated with a short-term rental (e.g., Airbnb or HomeAway)?
  If "Yes," provide documentation.
- [ ] [ ] Did you receive income or incur expenses as an independent contractor (e.g., Shipt, Instacart, DoorDash)?
  If "Yes," provide documentation.
- [ ] [ ] Did you receive any other income you have not provided information for with this organizer?
  If "Yes," explain ____

Itemized Deduction Information

Yes No

- [ ] [ ] Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?
- [ ] [ ] Did you pay any long-term care premiums for yourself, your spouse, or a dependent during the year?
- [ ] [ ] Did you receive any state or local income tax refunds from prior years?
- [ ] [ ] Did you make any major purchases (vehicle, boat, etc.) during the year?
- [ ] [ ] Did you pay any real estate property taxes or personal taxes during the year?
- [ ] [ ] Did you pay mortgage interest during the year?
- [ ] [ ] Did you make cash donations to charity during the year?
- [ ] [ ] Did you make noncash donations to charity (clothes, furniture, etc.) during the year?
- [ ] [ ] Did you donate a boat or vehicle during the year?
  If "Yes," attach Form 1098-C.
- [ ] [ ] Did you have gambling winnings or losses during the year?
- [ ] [ ] Did you have any job-related expenses that were not reimbursed by your employer (uniforms, safety equipment, etc.)?
- [ ] [ ] Did you use your vehicle on the job other than for commuting to work?
- [ ] [ ] Did you work out of town at any time during the year?

Retirement Information

Yes No

- [ ] [ ] Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
- [ ] [ ] Did you make any withdrawals or receive distributions from a pension or profit sharing plan, IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
- [ ] [ ] Did you execute any rollovers from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
- [ ] [ ] Did you receive any Social Security benefits during the year?

Education Information

Yes No

Questionnaire

Name: SSN:

Questionnaire

[ ] [ ] Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
[ ] [ ] Did anyone in your household attend a post-secondary school during the year?
[ ] [ ] Did you make a contribution to or receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
[ ] [ ] Did you pay student loan interest for yourself, your spouse, or your dependents during the year?
If "Yes," provide the amount of interest that was refunded.
[ ] [ ] Did you receive forgiveness on a qualifying federal student loan?

Foreign Tax Information

Yes No
[ ] [ ] Did you have a financial interest in or signature authority over a financial account or asset located in a foreign country?
[ ] [ ] 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?
[ ] [ ] Did you receive a Schedule K-3 from a partnership or S corporation?
[ ] [ ] Did you own property in a foreign country?

Refund, Withholding, and Estimated Tax Information

Yes No
[ ] [ ] If you have an overpayment of 2022 taxes, do you want the refund applied to your 2023 estimated taxes?
[ ] [ ] Did you make any estimated payments toward your 2022 taxes?
[ ] [ ] Did you apply an overpayment of your 2021 taxes to your 2022 estimated taxes?
[ ] [ ] Do you want to have any refund or balance due directly deposited or withdrawn?
If "Yes," provide a canceled checking or savings slip.
[ ] [ ] Do you anticipate your income or withholdings to be different for 2023?

Miscellaneous Information

Yes No
[ ] [ ] Did you receive, sell, exchange, gift, or otherwise dispose of any digital asset or financial interest in any digital asset?
[ ] [ ] Did you incur a gain or loss due to damaged or stolen property, while living in a federally declared disaster area?
If "Yes," provide the incident date, value of the property, and amount of insurance reimbursements.
[ ] [ ] Did you pay 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?
Yes No
[ ] [ ] If "Yes," are you splitting the gift with your spouse?
[ ] [ ] Did you incur moving expenses with the military during the year?
[ ] [ ] Did you make any energy-efficient improvements to your main home during the year?
[ ] [ ] Are you a business owner who paid health insurance premiums for your employees during the year?
[ ] [ ] Do you own interest or shares in or did you dispose of a Qualified Opportunity Fund during the year?
[ ] [ ] Did you make any purchases subject to Use Tax during the year?
If "Yes," provide details.
[ ] [ ] Did you receive any notices from the IRS or state taxing authority?
If "Yes," explain ____
[ ] [ ] May the IRS discuss your tax return with your preparer?
[ ] [ ] Would you like a copy of your tax return sent to you electronically instead of receiving a printed copy?

Income

Name: SSN:

Wages & Salaries

Provide all copies of Form W-2

TS	Employer name	2022 federal wages

Retirement

Provide all copies of Form 1099-R

TS	Payer name	2022 distribution

☐ Yes ☐ No Did you take a distribution from an IRA and give it to an organization eligible to receive tax-deductible contributions?

☐ Yes ☐ No Did you use any of the distributions for disaster relief?

Income

Name: SSN:

Dividend Income

Provide all copies of Form 1099-DIV and other statements that report dividend income.

TSJ	Account number Payer name	2022 ordinary dividends	2022 qualified dividends

Interest Income

Provide all copies of Form 1099-INT, Form 1099-OID, and other statements that report interest income.

TSJ	Account number Payer name	2022 interest

If any interest income listed above is from a seller-financed mortgage, provide the payer's ID number and address

Sale of Capital Assets

Name: SSN:

Sale of Capital Assets (not reported on Form 1099-B)

Provide all brokerage statements

TSJ	Description of property	Date purchased	Date sold	Sales price	Cost

Installment Sale Income

Description of property:

Date acquired Date sold

	2022	Prior years
Selling price		
Mortgages assumed		
Cost of property sold		
Depreciation allowed		
Commissions and expense of sale		
Gross profit percentage		
Interest received		
Principal payments received		

Property was sold to a related party ☐

Other Income and Adjustments

Name: SSN:

Other Income

	2022 Taxpayer	2022 Spouse
Social Security Benefits (attach Forms 1099-SSA)		
Railroad Retirement Benefits (attach Forms 1099-RRB)		
State income tax refund (attach Forms 1099-G)		
Alimony received		
Divorce or separation date ________ Amount		
Unemployment compensation (attach Forms 1099-G)		
Unemployment compensation repaid in 2022		
Gambling winnings (attach Forms W2-G)		
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)		
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:		

Schedule C - Profit or Loss from Business

Name: SSN:

General Business Information

TS ____ Professional product or service ______________ Employer ID number ______

Business name ______________

Business address, city, state, ZIP ______________

Accounting Method: ☐ Cash ☐ Accrual ☐ Other (specify) ______________

☐ This business started or was acquired during 2022.

☐ This business was disposed of during 2022.

Select if this business is for:

☐ Professional gambler

☐ Exempt Notary income

☐ Newspaper delivery and you are under 18 years of age

☐ A clergy

Yes	No	
☐	☐	Payments of $600 or more were paid to an individual, who is not your employee, for services provided for this business.
☐	☐	If "Yes," did you file Forms 1099 for the individuals?
☐	☐	You received a Paycheck Protection Program (PPP) loan for this business.
☐	☐	If 'Yes," was any portion of the loan forgiven?

Income

	2022		2022
Gross receipts or sales		Other income	
Returns & allowances			

Expenses

	2022		2022
Advertising		Repairs & maintenance	
Car & truck expenses		Supplies	
Commissions & fees		Taxes & licenses	
Contract labor		Travel	
Depletion		Total meals	
Employee benefit programs		Utilities	
Insurance (other than health)		Wages	
Interest - mortgage		Family health coverage payments for taxpayer, spouse or dependents	
Interest - other		Other expenses (list)	
Legal & professional services			
Office expenses			
Pension & profit sharing plans			
Rent or lease (vehicles, machinery, & equipment)			
Rent (other business property)			

Cost of Goods Sold

	2022		2022
Inventory at beginning of year		Materials & supplies	
Purchases		Other costs	
Cost of personal use items		Inventory at end of year	
Cost of labor		☐ There was a change in inventory method.	

Schedule E - Income or Loss from Rental Real Estate & Royalties

Name: SSN:

General Property Information

TSJ _____

Property description ____________________

Address, city, state, ZIP ____________________

Select the property type

- ☐ Single family residence
- ☐ Vacation / short-term rental
- ☐ Land
- ☐ Self-rental
- ☐ Multi-family residence
- ☐ Commercial
- ☐ Royalties
- ☐ Other ____________________

Number of days property was rented ________ Number of days property was used for personal use ________

If the rental is a multi-dwelling unit and you occupied part of the unit, enter the percentage you occupied ________

- ☐ This property was placed in service during 2022.
- ☐ This property was disposed of during 2022.
- ☐ This property is your main home or second home.
- ☐ This property was owned as a qualified joint venture.

Yes	No	
☐	☐	Payments of $600 or more were paid to an individual, who is not your employee, for services provided for this rental.
☐	☐	If "Yes," did you file Forms 1099 for the individuals?

Income

	2022		2022
Rent income	________	Royalties from oil, gas, mineral, copyright or patent	________

Expenses

	Rental unit expenses	Rental and homeowner expenses
Advertising	________	
Auto & travel	________	
Cleaning & maintenance	________	________
Commissions	________	
Insurance	________	________
Legal & professional fees	________	
Management fees	________	
Mortgage interest	________	________
Other interest	________	________
Repairs	________	________
Supplies	________	________
Taxes	________	________
Utilities	________	________
Depletion	________	
Other expenses		
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________

If this Schedule E is for a a multi-unit dwelling and you lived in one unit and rented out the other units, use the "Rental and homeowner expenses" column to show expenses that apply to the entire property. Use the "Rental unit expenses" column to show expenses that pertain ONLY to the rental portion of the property.

If the Schedule E is not for a multi-unit property in which you lived in one unit, complete just the "Rental unit expenses" column.

Form 4835 - Farm Rental Income and Expenses

Name: SSN:

General Information

TSJ _____ Employer ID Number________________

Description ____

☐ This farm was disposed of during 2022

Income

	2022		2022
Income from production of livestock, produce, grains, & other crops		Crop insurance proceeds:	
Total cooperative distributions		Amount received in 2022	
Total agricultural payments		☐ You elect to defer to 2023	
Commodity Credit Corporation (CCC) loans:		Amount deferred from 2021	
CCC loans reported		Other income	
CCC loans forfeited			

Expenses

	2022		2022
Car & truck expenses		Seeds & plants purchased	
Chemicals		Storage & warehousing	
Conservation expenses		Supplies purchased	
Custom hire (machine work)		Taxes	
Employee benefit programs		Utilities	
Feed purchased		Veterinary, breeding, & medicine	
Fertilizers & lime		Other expenses	
Freight & trucking			
Gasoline, fuel, & oil			
Insurance (other than health)			
Interest - mortgage (paid to banks, etc.)			
Interest - other			
Labor hired (less jobs credit)			
Pension & profit-sharing plans			
Rent - vehicles, machinery & equipment			
Rent - other (land, animals, etc.)			
Repairs & maintenance			

Expenses Related to Business

Name: SSN:

Auto Expense

Name of business vehicle is used for ____________________

Description of vehicle ____________________ Date vehicle was placed in service ____________

Yes	No		Yes	No	
☐	☐	Was this vehicle available for use during off-duty hours?	☐	☐	Do you have evidence to support your deduction?
☐	☐	Was another vehicle is available for personal use?	☐	☐	If "Yes," is the evidence written?

Mileage

Number of miles the vehicle was driven during 2022

Business:	Before July 1, 2022	________	Commuting	________
	After June 30, 2022	________	Other	________

Expenses

Garage rent	________	Repairs	________
Gas	________	Tires	________
Insurance	________	Tolls	________
Licenses	________	Lease addback	________
Oil	________	Other expenses	
Parking fees	________	____________________	________
Rental fees	________	____________________	________
Interest	________	____________________	________
Property tax	________	____________________	________

Business Use of Home

Name of business home is used for ____________________

What is the total square footage of your home that was used regularly and exclusively for business? ________

What is the total square footage of your home?________

For daycare facilities not used exclusively for business, complete the following questions

How many days during the year was the area used? ________

How many hours per day was the area used? ________

☐ The daycare facility was in operation for the entire year

Expenses	Office expenses	Home expenses
Mortgage interest	________	________
Real estate taxes	________	________
Excess mortgage interest	________	________
Excess real estate taxes	________	________
Insurance	________	________
Rent	________	________
Repairs & maintenance	________	________
Utilities	________	________
Other expenses	________	________

In the "Office expenses" column, enter those expenses that pertain exclusively to your office; in the "Home expenses" column, enter those expenses that pertain to the entire dwelling.

Schedule A - Itemized Deductions

Name: SSN:

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	☐	☐	
Boy or Girl Scouts	☐	☐	
Goodwill	☐	☐	
Red Cross	☐	☐	
Salvation Army	☐	☐	
United Way	☐	☐	
Veterans	☐	☐	
Hospital	☐	☐	
University	☐	☐	
Other	☐	☐	
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 Information

Name: SSN:

Mortgage Interest

Provide all copies of Form 1098

TSJ	Lender's name	Mortgage interest received	Mortgage insurance premiums	Real estate taxes paid

Employee Business Expenses

TS ____

Select if you are:

- ☐ A qualified performing artist
- ☐ A fee-based state or local government official
- ☐ A disabled employee with impairment-related work expenses
- ☐ An Armed Forces reservist
- ☐ You are a member of the clergy

Select if you:

- ☐ Used your personal vehicle for your job during 2022

	NOT reimbursed by your employer	Reimbursed by your employer not included in box 1 of your W-2
Parking fees, tolls, local transportation		
Meals		
Overnight business travel expenses (Do not include meals & entertainment)		
Other business expenses		

Casualties and Thefts

TSJ ____ FEMA code ____

Property description ____

Property location ____

Date property was acquired ____

Date property was damaged or stolen ____

Cost of property damaged or stolen ____

Fair market value before incident ____

Fair market value after incident ____

Insurance reimbursement ____

TSJ ____ FEMA code ____

Property description ____

Property location ____

Date property was acquired ____

Date property was damaged or stolen ____

Cost of property damaged or stolen ____

Fair market value before incident ____

Fair market value after incident ____

Insurance reimbursement ____

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

TSJ _____

☐ 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	

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

Estimates

	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						

Income

Name: SSN:

Form 1099-MISC Income

Provide all copies of Form 1099-MISC

TS	Payer name	2022 amount

Form 1099-NEC Income

Provide all copies of Form 1099-NEC

TS	Payer name	2022 amount