Affordable Accounting and Escrow Services

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To ensure accuracy on your tax return, please:

1. Complete the attached checklist and provide copies of all the documentation it requests.
2. Decide how you want your tax return prepared. In person appointments are no longer available. Options are:
    a. Drop all of your documentation off at our office. We will prepare your tax return and let you know if we have any questions and when it is ready to be picked up / reviewed.
    b. Mail all of your documents to us at the above address. We will prepare your tax return and let you know if we have any questions and when it is ready to be picked up / reviewed.
    c. Have a virtual meeting with us via Zoom. We will require all of your documents be in our possession one week ahead of the scheduled meeting. We will add them to our system and return them to you before the meeting if requested.
    d. Have a phone meeting with us. We will require all of your documents be in our possession one week ahead of the scheduled meeting. We will add them to our system and return them to you before the meeting if requested.

Please let me know if you have any questions.

Sincerely,

Julie Williams

Owner / Accountant

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Complete one checklist for every return. If you are filling jointly with someone, include that person's information on your checklist, not on a separate form. If a section does not apply to you, please mark N/A.

1. **Basic Information**

Taxpayer's Name		SSN			
Spouse's Name		SSN			
Taxpayer occupation		Birthdate		Blind?	
Spouse Occupation		Birthdate		Blind?	
Address					
Phone					
Email address					

Include a copy of Driver's license for Taxpayer and spouse.
Is the license expired? If so, please renew your license before you bring it to us.
We cannot file your return with an expired license.
We require a copy of the Driver's license every year to avoid delays.

At any time during 2022 did you (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset i.e. virtual currency)? If yes, please provide documentation.	Y or N

On December 31st you were LEGALLY: (circle one)

Single   Single with a dependent

Married   If you were legally married, you must file a tax return with your spouse information. We will need Spouse information completed above AND whether they itemized their tax deductions.

Divorced   Provide a copy of the Divorce decree

Where you issued a PIN number by the IRS?

_______ If Yes, provide us with the letter from the IRS
If you lost the PIN number, you will need to contact the IRS to get it again.
https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin

Dependents

	Name	SSN	Birthdate	Relationship
1.				
2.				
3.				
4.				

Dependent Income		Supported by you		Supported by others		# of Months in your home
1. $		$		$		
2. $		$		$		
3. $		$		$		
4. $		$		$		

Do you have shared custody of any of the dependents listed? Y or N
If Yes, provide a copy of the custody agreement or a description below.

____

____

Did we do your taxes last year?

_____ Yes. We have your information on file.

_____ No. We must have a copy of last year's tax return. ** Make sure the copy you get from your prior accountant includes a depreciation detail Form 4562 Statement if applicable.

_____ Did not file a tax return last year. Provide a copy of the last tax return filed and/or why you did not file.

____

____

2. **Did you live in more than one state during 2022? Y or N**

If Yes, please provide the following detail

State	Beginning date	Ending date	Notes
Misc Notes:			

3. **Paperwork to bring:**

_______ W2s _______ 1099s INT/ DIV _______ 1099-NECs

_______ K-1s _______ Property tax bill _______ Health Insurance information form

4. **Do you own a business? Y or N**

If Yes.
Do you do your own record keeping? Y or N
If Affordable Accounting did your record keeping, we should have this information. Please review list for any items we have not been provided.

If Yes. We need:

_______ Backup of your QuickBooks file and Password if applicable.
_______ All 1099s you received. Including 1099 Ks new 2022.
_______ Total Income
_______ Total expenses broken down by category.
_______ Repairs, Advertising, interest, supplies, etc.
_______ Receipts for any major purchases.
_______ Beginning and ending bank balance
_______ Miles driven for business 1/1/22 – 06/30/22
_______ Miles driven for business 7/1/22-12/31/22
_______ Total of all distributions made to owners for the year. Does not apply to Schedule C.
_______ Year end Loan statements with total interest paid for year.
_______ In excess of $500 and/or large ticket items. If you financed a purchase we need the purchase agreement and the finance agreement.

If you had payroll, bring payroll tax filings for the 4th quarter including W2s, 1099s, 941, 940, Colorado Withholding, Colorado unemployment
Did you pay any subcontractors? Did you issue 1099s? If so we need copies of those.

Any accounting work needed to get the financials ready for the tax return may be charged at a rate of $45 per hour.

Did you apply for and receive Employee Retention Credit? Y or N

If Yes, we need:

________ If yes, we need: Quarterly payroll reports filed to obtain credit (amended 941s)

________ Amount of refund received AND Date received.

________ Copy of tax return filed for the year application was granted. For example, if you got the tax credit for 2021, you we have to amend the tax return for 2021.

****** We will file an amended tax return as time allows, very likely after 4/15/23.

5. Do you have any rental property? Y or N

If Yes, we need

__________ Total rental income

__________ Expenses broken down by category. Repairs, advertising, mortgage interest, property taxes

__________ Depreciation Detail schedule Form 4562 Statement from your last tax return. If we prepared the return, we have this on file.

If you have more than one rental property you are required to keep the income and expense numbers separated by property.

6. Other Income

Sale of Other property		
Date	Cost	Sales price
Please provide supporting documents (Form 1099-Bs and statements)		

If you have other income, please bring all figures and supporting data. Examples

Sale of Stocks	Provide Broker Statements
Include detail on how stocks where ACQUIRED.	Purchased, Inherited, Gift, other
Tips not reported on W2	
Wages earned while incarcerated	
Income From 8889 Health Savings Accounts	
Income from Archer MSAs and Long Term Care Insurance contracts	
Pensions	
Jury Duty	
Unemployment	
Alimony received	
Prizes (1099 Misc)	
Self Employment	
Partnerships and S Corporation	
Estates & Trusts	
Social Security Benefits	
Scholarships & Fellowships	
State Tax refunds	
Royalties	

Gambling income, do not subtract losses ______________________

Hobby Income ______________________

Other: ______________________

7. Did you buy or sell a home in 2022? Y or N

If Yes

Was it your primary residence for 2 of the last 5 years

__________ No.

__________ Yes

Please provide

______ Closing statement from both purchase and sale

______ Total cost of improvements made to the property. Please separate by regular repairs and major upgrades

Notes ____

8. Deductions and credit items

Retirement

Contributions to Traditional IRA up through 4/18/2023

Taxpayer Date(s) ______________ Amount(s) ______________

Spouse Date(s) ______________ Amount(s) ______________

Contributions to Roth IRA up through 4/18/2023

Taxpayer Date(s) ______________ Amount(s) ______________

Spouse Date(s) ______________ Amount(s) ______________

Penalty for early withdrawal ______________________

Alimony Paid ______________ Can't deduct for divorces commencing after 12/31/18

KEOGH, SEP & SEIMPLE contributions ______________________

Interest Expense

Home Mortgage (1098) ______________________

Home Mortgage paid to individuals ______________________

Include name and SSN of individuals ______________________

Mortgage insurance premium ______________________

Student loan interest (1098-E) ______________________

Investment interest ______________________

Contributions

Church ______________________

Other cash contributions ______________________

Charitable auto mileage driven 1/1/22 – 06/30/22 ______________________

Charitable auto mileage driven 7/1/22 – 12/31/22 ______________________

Property donated for which you have receipts (fair market value) ______________________

Medical

Medical Savings acct (MSA)		Self-employed health insurance	
Health savings acct (HSA)		Other medical travel expenses	
Ambulance		Hearing aids & batteries	
Prescriptions		Other medical expenses	
Eyeglasses		Reimbursements	
Doctors		Medical miles driven 1/1/22 – 6/30/22	
Dentists		Medical miles driven 7/1/22 – 12/31/22	
Hospital		**1095 A Received**	**Please provide**
Insurance and & Medicare premiums			

Taxes

Real Estate Tax	
Personal property tax	
City/county tax	
Sales tax	
Other	

Estimated taxes paid

Date	State	Federal	Check # or Confirmation # if available

Childcare expenses

Provider's Name	Child name	ID# of provider	Amount paid
Provider address:			

Provider address:			

Provider address:			

Education Credits (1098-T)

Name of institution	Tuition paid	Who attended	When classes began

Casualty & Theft Losses

The following expenses may only be claimed in a federally declared disaster area

Cost of property lost ________________

Fair market value of property ________________

Insurance reimbursement received ________________

Other adjustments

Moving expense – Armed forces members only ________________

Educator Expenses ________________

Gambling losses ________________

Educator expenses ________________

When the tax return is complete, how do you want to proceed:

________ I would like to review my return before filing.
When the return is complete, payment for our services is required before releasing the return. If you have changes that require a revised tax return, an additional fee may be charged.
Sign and return the authorization forms only when you have reviewed the return and it is accurate to the best of your knowledge.

Sign the return. We cannot file the return until we have written authorization from the taxpayer.

________ Come into the office, sign the return, pay and pick up my copy

________ Email me a copy of the signature pages. This option requires that you print out the pages, sign, and return by email. Digital signatures not accepted.

________________ I will email signature pages back

________________ I will bring the signature pages in, pay, and pick up my copy

________ Mail everything to me, I will sign the pages and return them to you. This requires payment of our services in advance of mailing

How do you want to pay your taxes / receive your refund.

________ I will mail a check for taxes owed.

________ I would like to receive a check by mail for any refunds I am entitled to.

________ I will pay the taxes electronically myself.
Federal: www.irs.gov
State of Colorado: www.taxcolorado.gov
Other States: Search for the States Department of Revenue website.

________ I would like to receive my refund or pay my taxes electronically. The amount will be verified with you prior to filing.
Provide the following AND a copy of a cancelled check for the accounts listed.
We require this information every year to avoid delays in receiving your refund(s) and/or making your tax payment(s). Failure to provide this information will automatically result in the check by mail options above.

Routing #	Account #	Type of acct Checking/Sav	Business or Personal

Pay for our services

Payment of service is required before the return will be electronically filed or released to you for review.

______________ I will bring payment when I pick up my return.
______________ Email me a link to pay by credit card.

How would you like your copy of the tax return:

______________ I will pick up my copy
______________ Please email me a copy to the email address provided. Physical copy will still be provided.
Please mail me my copy to the address provided (postage may be charged)

Taxpayer Certification

The information provided is complete and accurate to the best of my knowledge.

Signature	Printed name	Date