

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. Send a request to julie@affordableaccountingllc.com for a link to upload documents to us securely.
- b. Drop all of your documentation off to our office.
- c. 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.

You can request

- a virtual meeting with us via Zoom.
- a phone meeting with us.

Both options will require all your documents to 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			
<p><u>Include a copy of Driver's license for Taxpayer and spouse.</u> <u>Is the license expired? If so, please renew your license before you bring it to us.</u> <u>We cannot file your return with an expired license.</u> <u>We require a copy of the Driver's license every year to avoid delays.</u></p>			
At any time during 2023 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 31 st 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 if the divorce took place during 2023

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

Any dependents born in 2023, provide a copy of the Social Security Card

	Name	SSN	Birthdate	Relationship
1.				
2.				
3.				
4.				
	Dependent Income	Supported by you		Supported by others
1. \$	\$	\$		# of Months in your home
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 2023? 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 1095 Health Insurance information form

4. 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.

5. 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 were 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 _____
- Own a business See page 7
- Other: _____

6. Did you buy or sell a home in 2023? 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

7. Deductions and credit items

Retirement

Contributions to Traditional IRA up through 4/18/2024

Taxpayer	Date(s)	_____	Amount(s)	_____
Spouse	Date(s)	_____	Amount(s)	_____

Contributions to Roth IRA up through 4/18/2024

Taxpayer	Date(s)	_____	Amount(s)	_____
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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 _____

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

Medical

Medical Savings acct (MSA) _____

Health savings acct (HSA) _____

Ambulance _____

Prescriptions _____

Eyeglasses _____

Doctors _____

Dentists _____

Hospital _____

Insurance and Medicare premiums _____

Self-employed health insurance _____

Other medical travel expenses _____

Hearing aids & batteries _____

Other medical expenses _____

Reimbursements _____

Medical miles driven _____

1095 A Received **Please provide**

Taxes

Real Estate Tax _____

Personal property tax _____

City/county tax _____

Sales tax _____

Other _____

Estimated taxes paid for the year 2023

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 _____

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.
- _____ 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
- _____ 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.

Have you filed the Beneficial Ownership Report with the Financial Crimes Enforcement Network?

If Yes, please provide a copy.

If No, we will file this information for you unless we are directed not to.

_____ Initial Here if you do NOT want us to file this report for you.

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 4/15/24.

What is the primary activity of the business?

Anything else we should know about the business:

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. Receipt of the signature pages indicates the return is ok to file.

Sign the return. We cannot legally file a return without written authorization from the taxpayer.

Tax returns will be electronically filed unless there is a Federal or State regulation which requires paper filing. We do not offer or recommend tax returns be mailed to the appropriate agencies.

_____ 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 the taxpayer prior to filing.
Provide the following AND a copy of a cancelled check or other form of verification 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.

Pay taxes owed with Checking account number ending (last 4 digits) _____

Deposit refund due into Checking account number ending (last 4 digits) _____

Deposit refund due into Savings account number ending (last 4 digits) _____

Savings accounts can only be used if you are receiving a refund. You cannot pay a tax payment from a savings account.

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