

Name(s) _____

MCLR FINANCIAL CENTER 2022 TAX DATA CHECKLIST

Please indicate the best way for us to contact you

- Mobile phone _____ Home _____ best times: _____
- e-mail _____ Work _____ best times: _____

Please answer the following questions, and provide explanations or documents referenced:

1. Did you receive any **letters** from the IRS, etc. about any of your tax returns? (Provide copies.)..... Yes No
2. Did you or your spouse receive an Identity Protection PIN (IP PIN) from the IRS? (We need it!) Yes No
3. Are there any changes in your name, address, marital status, or dependents you can claim? Yes No
4. Are you claiming a dependent that did not live with you **for the entire year?** (How many days? _____)..... Yes No
5. Is there anyone else who might try to claim a dependent of yours as their own? Not Applicable Yes No
6. Did anyone live with you or your children that is not named on your return? Yes No
If yes, please explain how is he/she related and how long he/she lived with you or your children?
7. Can **you** be claimed as a dependent on **another** taxpayer's return? Yes No
8. Did you purchase health insurance through the "Marketplace"? (Please provide Form 1095-A.) Yes No
9. Did **anyone** on your return have "Marketplace" insurance that you did not purchase (e.g. parent)?..... Yes No
10. Did you have **any** transactions with "**digital assets**"? (cryptocurrency such as Bitcoin, or NFTs) Yes No
(**Every** time you spend or exchange digital currency, there is a capital gain/loss to report!)
11. Did you **buy, sell, refinance or transfer** a home? (Provide closing papers and explain use of funds.) Yes No
12. Do you have proof of **all charitable contributions, plus acknowledgements** for any over \$250? Yes No
13. Did you have an interest in, signature authority, or POA over **any foreign accounts** (including crypto)? Yes No
14. Did you have any relationships with foreign corporations or foreign-owned U.S. corporations? Yes No
15. Do you or your spouse have any kind of pension, profit sharing, 401(k), IRA, TSA, or Keogh?..... Yes No
If yes, were you or your spouse at least 72 years of age on December 31st? Yes No
16. Did you or your spouse receive stock options as part of your compensation? Yes No
17. Did you sell items on the internet (e.g. Ebay, Etsy, etc.) for more than you paid to buy or make? Yes No
18. Did anyone pay you or your spouse to use your home, car, or other property? Yes No
19. Did you or your spouse sell a vehicle you used for business purposes or for more than you paid? Yes No
20. Did you or your spouse provide transportation or other services other than as an employee? Yes No
21. Did you or your spouse receive payment for goods or services other than in cash? (e.g. crypto, barter) Yes No
22. Would you like any available refunds to be **direct-deposited** to your bank account? Yes No
23. If you owe tax, would you like to pay by direct debit? (If so, provide your bank information) Yes No
24. Did you or your spouse make gifts **totaling** \$16,000 or more in 2022 to any one recipient? Yes No
25. Do you expect significant changes in your tax situation (e.g. filing status, income) in 2023? Yes No

DIRECT DEPOSIT OR DEBIT? If we have your information from last year, please confirm the last four digits _____; Otherwise, please provide your bank name, RTN, account number, and account type (checking or savings).

CLAIMING MILEAGE? Business and medical mileage must be split between January-June and July-September.****

REQUIRED FOR NEW CLIENTS: We need your 2019–2021 Tax Returns PLUS THE FOLLOWING TO START!

1. We **MUST** have copies of your **social security card** and **picture ID** (as well as your spouse's).
2. For dependents, please provide copies of their **social security cards, birth dates**, their relationship to you, the level of **support you provided**, and **proof that they lived in your home** (e.g. school or medical records).
3. Carryover information from 2021 not shown on your 2021 return, including but not limited to basis in traditional and Roth IRAs; basis in pass-through entities (e.g. Partnerships); schedules of NOLs, Section 1231 losses, unused charitable deductions, and prior nonbusiness energy property credits claimed by year.

MICHIGAN TAXPAYERS:

1. In which school district did you live as of December 31, 2022? _____
2. If you received retirement or pension benefits from a deceased spouse, please provide that spouse's name, social security number, year of birth, and age at death. Also tell us if you remarried, and whether you claimed a subtraction for retirement or pension benefits on a joint return for the year he/she died,
3. For the Michigan Homestead Property Tax Credit, the property taxes and special assessments **billed** for 2022, and the Taxable Value for 2022 for your primary residence (or provide your monthly rent and the total **paid** in 2022, plus your landlord's name and address). Also provide the household income information for **all other persons** living in your home at any time during the year.

Let us know if you would like a more comprehensive tax organizer showing your 2021 information.

STANDARD INFORMATION we need you to provide EVERY YEAR:

- 1. Copies of your (and your spouse's) **Driver's License** or other state-issued ID.
- 2. Adding a **NEW spouse or dependent** to your return? Copies of **Social Security cards and birth dates**.
- 3. **All tax forms**, such as **W-2s and W-2Cs** (include both), **1099s, 1098s, 5498s, and K-1s/K-3s** (include **ALL SUPPORTING DOCUMENTS provided**). Also please provide your **last pay stub** of the year.
- 4. Contributions, distributions (identifying **Qualified Charitable Distributions**), conversions, recharacterizations, or rollovers of traditional and Roth **IRAs**, or other retirement or annuity plans, and their end-of-year values.
- 5. **ALL FORMS 1095-A** Health Insurance Marketplace Statements covering anyone named on the return, even if purchased by someone else (e.g. a spouse filing a separate return, or a dependent's parent or step-parent).
- 6. Dates and amounts of all Federal, State, and Local **Estimated Income Tax Payments and Refunds**.
- 7. **All 1099-B forms or substitute statements from all brokers**, plus information on any other **sales of stocks, bonds, digital assets, or other assets** and any **worthless stock**. (**YOU** must also provide costs and purchase dates for items not shown on the broker statements.)
- 8. Information on **installment sales** with the breakdown of interest and principal, or the terms, dates and amounts collected. For land contracts, we also need the purchaser's name, address, and social security number.
- 9. Rents received and expenses paid for each rental property separately, as well as the **physical location**, the **type of property** (single family, duplex, commercial, etc.), **your relationship to the tenant**, **days rented** at a fair market rental rate, and **days used personally** (including rental at less than a fair market rental rate.)
- 10. Gross **Social Security and Unemployment Benefits** received and/or repaid in 2022 (including "catch up" payments from prior years), as well as Medicare or other deductions.
- 11. Information on all **business or farm activities**, including income received, expenses paid, debts cancelled (including PPP loan forgiveness), and inventories. Also include payroll returns and 1099s we did not prepare. (Drivers for Uber, Lyft, etc. – please include a copy of your "dashboard" and documentation of mileage claimed.)
- 12. Information on any abandoned properties (1099-A), cancelled debt (1099-C), or any bankruptcy filings.
- 13. Information on **all gambling income and losses**, not merely those reported on form W-2G. To minimize your tax, **please provide daily logs of electronically-tracked slot machine play**.
- 14. Alimony paid or received. (Does not apply to divorces occurring after 12/31/2018 or modified after that date.)
- 15. **Other income** such as **tips, hobbies**, jury pay, **bartering**, Etsy, Ebay, or personal property rental.
- 16. **Non-taxable income** (e.g. tax-exempt interest, child support, worker's compensation, housing allowance).
- 17. Interest paid on **Student Loans** in 2022 (Form 1098-E).
- 18. **Tuition & Fees** (Form 1098-T), including the student name, full/part time status, academic period start date, when the student started college, and **actual amounts paid** in 2022. Separate any portion for books, room and board, and provide information about scholarships, grants, or employer-provided education assistance received, and contributions to or withdrawals from Education IRA's or College Savings (Section 529) Plans.
- 19. Copies of your dependents' 2022 income tax returns, or information to prepare them. (Even if not required to file, we still may need information on their income, such as wages, interest, dividends, babysitting, etc.)
- 20. Information on **child or dependent care** paid by you or your employer while you (and your spouse) worked or went to school. Please include the name, address, ID number, and amount paid for each provider by child.
- 21. Information for the **Energy Efficient Home Improvement Credit** (insulation, exterior windows & doors, qualifying furnaces, air conditioners, heat pumps, water heaters, etc., as well as solar, wind, and geothermal).
- 22. **Medical expenses** such as insurance, doctors, dentists, prescriptions, mileage, equipment & supplies (e.g. blood sugar kits, adult diapers), long-term care insurance, medical care facilities, etc., as well as activity in any Health Savings or Reimbursement Accounts (HSA or HRA), or any other reimbursements received.
- 23. **Mortgage interest statements** (Form 1098) and land contract interest (include lender's name, address, and *social security number*), including late fees. For each, please provide year-end balances and **identify how proceeds were used** (e.g. to buy, build, or improve the home securing the loan; purchase vehicle, refinance prior loan; pay down credit cards or student loans; buy, build, or improve other properties; etc.).
- 24. Information regarding **loans for business purposes or to purchase investments**.
- 25. **Property taxes** and special assessments paid in 2022. (Please separate any late fees or interest paid.)
- 26. **Sales taxes** paid on major purchases (e.g. motor vehicles, boats, aircraft, or material for building or making a substantial addition to your home).
- 27. **License plate fees** for your car(s) and trucks(s) (1984 model years and newer).
- 28. **Charitable contributions**, cash and non-cash (donee, descriptions, dates, amounts, Form 1098-C if vehicle), as well as mileage and other out-of-pocket costs. Please clearly identify any Qualified Charitable Distributions here. (Note: Raffle tickets are NOT deductible as charitable contributions, but may qualify as gambling losses.)
- 29. **Miscellaneous adjustments** such as school teacher supplies.
- 30. **Armed forces moving expenses** and reimbursements, including distance from old home to prior and new job.
- 31. Information on **household employees**, such as babysitters, health aides, yard workers, etc. who worked for you at your home. (If you paid \$2,400 to an individual or \$1,000 total in a calendar quarter, payroll forms are required.)
- 32. Information on purchases of Qualified Electric Vehicles or Installation of Electric Plugs to charge them.
- 33. Information on any **casualty losses** in federally-declared disaster areas only.
- 34. Information on **out-of-state purchases** (e.g. catalog or internet orders) on which sales tax was not paid.
- 35. Details of **all "digital asset" activity** (e.g. Bitcoin, Ethereum, NFTs) **from all wallets** including basis history.
- 36. **Anything else** you think may be material to your tax return.

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