



Dedicated Advocates of Your Dreams.

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2023 TAX GUIDE AND ORGANIZER

Use this organizer to assist you in compiling your income tax data for preparation of your income tax return. This information will assure that all income, credits and allowable deductions are accounted for and assist us in keeping your fee as low as possible. Please provide all supporting documentation requested.

TAXPAYER INFORMATION

Name _____ Social Security # _____

Occupation _____ Date of Birth _____ Blind? Y N

Home Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

E-Mail _____

Would you like to receive your copy of the returns to this e-mail address? Y N

SPOUSE INFORMATION

Name _____ Social Security # _____

Occupation _____ Date of Birth _____ Blind? Y N

Home Address (if different) _____

Home Phone _____ Cell Phone _____ Work Phone _____

E-Mail _____

Would you like to receive your copy of the returns to this e-mail address? Y N

If married but filing separately, list name of spouse _____ and SS# _____

If filing Head of Household and qualifying person is your child but not your dependent listed below, enter your child's name here _____

Did your name, address, or marital status change during the year? Yes No

Are you being claimed as a dependent on another tax return? Yes No

Did you carry forward or incur any adoption expenses during the year? Yes No

DEPENDENT INFORMATION

* Place an asterisk by any dependent attending college or post-secondary school.

Full Name	Date of Birth	Social Security #	Relationship	# of Months in Home
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Health Insurance

Did you receive any premium health insurance credits through a government exchange during the year? Y N
 If yes: A. Please provide Form 1095-A showing the amount of the premium credit you received.
 B. Did any of your dependents file or will they file a tax return for 2023? Y N

DRIVERS' LICENSES

Please provide a copy, front and back, of each tax filer's driver's license.

WAGES - Please provide all W-2s

of W-2s provided by Taxpayer _____ by Spouse _____

Are there any W-2s missing or inaccurate? _____

Explain _____

MISCELLANEOUS INCOME - Please provide all 1099s and W-2s

	T S J *	Amount
Alimony Received (not child support)	_____	_____
If you pay alimony - list on page 7		
Jury Duty (or other public service)	_____	_____
Tips, Gratuities (not reported on W-2)	_____	_____
Prizes, Awards, Gambling Winnings	_____	_____
Commissions, Bonuses (not reported on W-2)	_____	_____
Pensions, Annuities	_____	_____
IRA / Keogh / 401k Withdrawals (Including RMDs)	_____	_____
Retirement Plan Distributions rolled over	_____	_____
Unemployment Compensation	_____	_____
Forgiven Debt	_____	_____
Disability Income	_____	_____
Social Security (attach SSA-1099)	T _____	_____
Social Security (attach SSA-1099)	S _____	_____

The following are generally non-taxable, but may be required to justify deductions, etc.

Cash Gifts, Inheritance	_____	_____
Insurance or Court Settlements	_____	_____
Child Support	_____	_____
Veteran's Benefits	_____	_____
Worker's Compensation	_____	_____

Partnerships, Estates, Trusts (please provide all K-1s)
 Sub Chapter S Corporations (please provide all K-1s)
 Self-Employed Business (see page 8)
 Rental Income (see page 9)

CAPITAL GAINS AND LOSSES - Sale of property / real estate / stocks / bonds

Description	Date Acquired	Date Sold	Selling Price	Original Cost or Basis

All sales of securities and property must be reported even if there is no profit or loss. For each sale please provide statements for both, the original purchase and sale, as well as, form 1099-B and/or 1099-S from broker or agent.

Installment Sales - For all current year installment sales, please provide copy of contract and/or closing statement.

SALE OF PERSONAL RESIDENCE - Please provide copy of real estate closing papers and Form 1099-S

Date old residence acquired _____ Cost or basis _____

Improvements (additions, landscaping, new roof, etc.) _____

Fixing-up expenses (painting, repairs, etc., to prepare for sale) _____

Date old residence sold _____ Selling Price _____

Expenses of sale (commissions, legal fees, etc.) _____

Was any part of residence rented or used for business? Y N

Was it your principal residence for 2 of the last 5 years? Y N

Was the sale of the residence required due to a job transfer, medical or unforeseen circumstance? Y N

Have you deferred a gain from the sale of a personal residence into the home sold? Y N

If so, please provide Form 2119 from tax return for year prior home sold.

NEW RESIDENCE

Date new residence acquired _____ Cost of new residence _____

IRA / KEOGH / SEP RETIREMENT CONTRIBUTIONS

If you want the maximum, write MAX in the appropriate space. We will calculate your contribution limits for you. A maximum \$6,500 (plus \$1,000 if age 50 or over) contribution to an IRA is permitted even if not deductible.

	Taxpayer		Spouse	
	Yes	No	Yes	No
Are you covered by a qualified retirement plan at work?				
2023 Traditional IRA contribution (Deductible)	_____	_____	_____	_____
2023 Roth IRA contribution (Nondeductible)	_____	_____	_____	_____
2023 Keogh / Sep contributions	_____	_____	_____	_____
Have you made your 2023 IRA / Keogh / Sep contribution yet?	Yes	No	Yes	No
If not, do you plan on making a 2023 contribution in 2024?	Yes	No	Yes	No
Total value of <u>all</u> your IRA's as of 12/31/23	_____	_____	_____	_____
Do you need advice on choosing your retirement investment?	Yes	No	Yes	No

CHILD AND DEPENDENT CARE

A credit for child and dependent care expenses is available for qualified taxpayers who incur expenses for the care of dependents who are under age 13 or handicapped. You must be gainfully employed or a full-time student.

Number of qualifying persons cared for in 2023		_____	
Care Provider's Name	Address	Identifying Number (SSN) or (EIN)	Amount Paid
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Child Care Paid During 2023			=====

ITEMIZED DEDUCTIONS

Medical Expenses:

Only un-reimbursed medical expenses that exceed 7.5% of adjusted gross income are allowed.

Doctor and dental fees	_____	Nursing home, nursing care	_____
Prescribed drugs and medicine	_____	Medical equipment and supplies	_____
Hospital, medical and dental insurance premiums paid by you (after tax)	_____	Physical therapy	_____
Long term care insurance premiums	T _____	Ambulance	_____
	S _____	Lab and x-ray fees	_____
HSA - Contributions	_____	Glasses, hearing aids, batteries	_____
Distributions	_____	Parking fees, taxi, bus	_____
Lodging while away from home	_____	Smoking Cessation Program	_____
Total number of miles driven for medical reasons	_____		
Above amounts reimbursed by insurance	_____		

Comments: _____

Taxes Paid:

Real estate - primary residence (include whether itemizing or not)	_____
Real estate - other (not including rental property)	_____
Property tax rebates, if any	_____
State and local income taxes <u>paid in 2023</u> (other than on Page 2)	_____
Personal Property Tax (if any)	_____
State Sales tax paid on vehicles and boats	_____

Interest Paid:

Interest paid on home equity loans and lines of credit are no longer deductible unless used to buy, build, or substantially improve your first or second home that secures the loan. Mortgage interest deduction may be limited if your total mortgage indebtedness is above \$750,000.

	Primary Residence	Second Residence	Is this a refinanced loan?	
Mortgage interest - 1st mortgage (1098)	_____	_____	Yes	No
Mortgage interest - 2nd mortgage (1098)	_____	_____	Yes	No
Home equity loan (1098)	_____	_____	Yes	No
Points (1098)	_____	_____		
Interest paid to an individual	_____	_____		

Name _____ SS# _____

Address _____

Mortgage insurance premiums paid (new policies issued after 2006) _____

Investment Interest (Interest paid for investments, such as land, stocks, etc.) _____

Paid to	Reason for loan	Amount
_____	_____	_____
_____	_____	_____

Interest you or your spouse paid on Student Loans _____

Charitable Contributions:

- Do not include political or legislative action contributions, raffle or lottery tickets, or amounts paid for bingo or similar games.
- All charitable contributions exceeding \$249 have to be substantiated in writing by the charity. The written acknowledgement must state whether any goods or services were provided. You must obtain the substantiation by the time you file your tax return or, if earlier, the due date of your return. A cancelled check is not considered sufficient substantiation.

Total Cash Contributions (Church, Red Cross, United Way, Payroll Deduction, etc.) _____

Total Non-Cash Contributions (Clothing, Furniture, Food, etc.) _____

If above non-cash donations have a total value over \$500 or more, please provide a detailed list of items. The list must include: cost, fair market value, date acquired, date contributed, and name and address of organization. Donated clothing and household items must be in good condition. Items valued over \$5,000 require an appraisal.

Expenses as a Volunteer

Miles	_____	Travel: Meals	_____
Parking, tolls	_____	Lodging	_____
Phone	_____	Transportation	_____
Supplies	_____	Miscellaneous	_____
Uniforms	_____	Other: _____	_____

Casualty and Theft Losses- Was this in a federally declared disaster area? Yes No

Generally, the total amount of all the losses are deductible only to the extent they exceed 10% of adjusted gross income. If more than one loss, provide similar detail for each.

Kind of property or item _____	Date acquired _____	Date of loss _____
Fair market value before loss _____	Cost or basis _____	
Fair market value after loss _____	Insurance reimbursement _____	
Describe how or what happened _____		

Other Deductions:

Gambling losses (limited to winnings)	_____
Tax preparation fees	_____
Alimony Paid	_____
Recipient's SSN	_____

OFFICE IN THE HOME EXPENSE

If you own your home and this is your first year for home office expenses, please provide information to determine the adjusted basis of your home. (closing statements, capital improvements, etc.)

Date acquired home _____	Cost of home not including land _____
Cost of land _____	Cost of improvements thru 2023 _____
Total square footage of entire living area _____	Rent _____
Total square footage of office space & storage _____	Utilities _____
	Homeowners Insurance _____
	Home Repair & Maintenance _____
Capital improvements made in 2023 _____	Other _____

Day care providers - If the use of part of your home as a day care facility is regular, but not exclusive, please provide the number of days during the year the rooms were used and the amount of time spent daily in each room.

Number of days used: _____ Amount of time spent daily in each room: _____

Miscellaneous Deductions: For state tax purposes only.

List only those expenses related to your employment. For self-employed business expenses see page 8.

All automobile expenses should be listed under the Business Mileage section on Page 10. Do not enter expenses listed elsewhere in this organizer.

	Taxpayer	Spouse
Attorney fees (to protect taxable income)	_____	_____
Business gifts	_____	_____
Dues: union and professional	_____	_____
Employment related education and seminars		
Tuition and fees	_____	_____
Books and supplies	_____	_____
Travel (other than auto)	_____	_____
Meals and entertainment	_____	_____
Business insurance (malpractice, E & O, etc.)	_____	_____
Job seeking expenses in same field		
Employment and resume fees	_____	_____
Other: _____	_____	_____
Licenses and fees	_____	_____
Publications, books, etc., used in business	_____	_____
Telephone (itemized business calls only)	_____	_____
Tools, supplies, equipment	_____	_____
Uniforms - purchase and cleaning	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____

Investment related expenses:

IRA and Keogh fees paid by you	_____	_____
Investment counsel fees	_____	_____
Publications and journals	_____	_____
Safe deposit box	_____	_____
Travel (other than auto)	_____	_____
Telephone (itemized investment use)	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____

SELF EMPLOYED BUSINESS INCOME AND EXPENSES

Please provide the following information for each separate business. Please feel free to copy this page or call our office to obtain additional copies.

All automobile information should be listed under the Business Mileage section on Page 10.

Name of proprietor _____ Business or activity _____

Business name _____ Product or service _____

Business address _____ Federal I.D. number _____

Do you use any part of your home for business? Y N (If yes, please complete Office in the Home section on page 6)

How many months in business during year? _____

Have you filed all required Forms 1099? Y N

Gross receipts/sales (net of sales tax) _____

Returns and allowances _____

Other: _____

Beginning of year inventory _____

Purchases _____

Withdrawn for personal use _____

Cost of labor _____

Materials, supplies _____

End of year inventory _____

Rent or lease:

Vehicles / equipment _____

Other business property _____

Repairs and maintenance _____

Supplies (other) _____

Taxes:

Payroll (provide all reports) _____

Other: _____

Travel See Page 11

Meals:(100%) _____

(Note entertainment expenses are no longer deductible)

Utilities _____

Wages _____

Other expenses:

Bank charges _____

Dues and publications _____

Postage and freight _____

Laundry and cleaning _____

Telephone _____

Other: _____

Other: _____

Advertising _____

Bad debts _____

Commissions paid _____

Employee benefit programs _____

Insurance (other than health) _____

Interest (other than mortgage) _____

Legal and professional fees _____

Office expense _____

Pension / profit sharing plans _____

Legal and professional fees	_____	Management fees	_____
Mortgage interest paid to banks, etc.	_____	Office expenses	_____
Other interest	_____	Pest control	_____
Repairs:		Telephone	_____
Carpentry, hardware	_____	Other: _____	_____
Electrical	_____	Other: _____	_____
Painting and decorating	_____	Other: _____	_____
Plumbing	_____	Other: _____	_____
Appliances	_____	Other: _____	_____
Miscellaneous	_____	Other: _____	_____

If during the year you purchased or disposed of equipment, furniture, appliances, capital improvements (carpets, fence, roof, driveway, etc.), please list below.

Description	Date Acquired or Completed	Cost	Date Disposed	Amount Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments: _____

BUSINESS MILEAGE

This section must be completed for every vehicle that is used in business. A mileage log is the best means of supporting your vehicle use for business.

Vehicle description:	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Year	_____	_____	_____	_____
Make	_____	_____	_____	_____
Model	_____	_____	_____	_____
Driver (taxpayer, spouse)	_____	_____	_____	_____
Date purchased / placed in service	_____	_____	_____	_____
Cost of vehicle	_____	_____	_____	_____
Total miles driven during year	_____	_____	_____	_____
Business miles driven during year:				
Self employed business #1	_____	_____	_____	_____

Self employed business #2	_____	_____	_____	_____
Rental property activity #1	_____	_____	_____	_____
Rental property activity #2	_____	_____	_____	_____
Medical treatment	_____	_____	_____	_____
Charitable / volunteer work	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
Average daily round trip commuting distance	_____	_____	_____	_____
Number of days vehicle was driven to work	_____	_____	_____	_____
If disposed, date of disposition	_____	_____	_____	_____

ACTUAL AUTOMOBILE EXPENSES

This section is not required if you are using the government's "standard mileage rate". However, this section must be completed if you are using the actual expense method, or if you ever depreciated your vehicle under the ACRS / MACRS method. If this is the first year of business use for your vehicle, please provide a copy of the purchase or lease contract. Amounts included in this section should not be included anywhere else in this organizer.

	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Gasoline, oil, lubrication	_____	_____	_____	_____
Repairs and maintenance	_____	_____	_____	_____
Tires, batteries, etc.	_____	_____	_____	_____
Insurance	_____	_____	_____	_____
License and taxes	_____	_____	_____	_____
Auto loan interest	_____	_____	_____	_____
Wash and wax	_____	_____	_____	_____
Lease payments	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____

Comments: _____

AWAY FROM HOME TRAVEL EXPENSES

Amounts included in this section should not be included anywhere else in this organizer.

	Self Employed Taxpayer	Business Spouse	Rental Property	Other	Other
Airfare, train, bus	_____	_____	_____	_____	_____
Auto rental, taxi, etc.	_____	_____	_____	_____	_____
Meals	_____	_____	_____	_____	_____
Lodging	_____	_____	_____	_____	_____
Laundry	_____	_____	_____	_____	_____
Tips	_____	_____	_____	_____	_____

HIGHER EDUCATION EXPENSES

Note: Many of your higher education expenses qualify for special tax credits and deductions. Others may qualify as exclusions from income for tax-free and/or penalty-free withdrawals from your tax deferred savings accounts. Please provide information individually for each student enrolled at least half time in a qualified post-secondary institution.

*Please provide Form 1098-T tuition statement issued by the school.

	1 st Student		2 nd Student		3 rd Student	
Code (T=Taxpayer, S=Spouse, D1=Dependent 1, D2=Dependent 2)	_____		_____		_____	
Tuition (Tuition paid during the year for at least half-time enrollment)	_____		_____		_____	
Post-Secondary Years 1 thru 4	_____		_____		_____	
Post-Secondary Years after Year 4	_____		_____		_____	
Graduate School	Y	N	Y	N	Y	N
Other Expenses	_____		_____		_____	
Tuition Fees	_____		_____		_____	
Room and Board	_____		_____		_____	
Books and Supplies	_____		_____		_____	
Amount of any Grants, Scholarships or tax-free educational Funds	_____		_____		_____	
2023 Contributions to NYS Savings Plans (529 Plans)	_____		_____		_____	
2023 Distributions from NYS Savings Plans (529 Plans)	_____		_____		_____	
2023 Distributions used for secondary school (K-12) tuition included in the above line	_____		_____		_____	

MISCELLANEOUS INFORMATION

Yes No N/A

1. Were you notified by the IRS or State of any changes to a prior year tax return in the past three years? Please provide copy of notices.
2. Are any of your claimed dependents not residents or citizens of the U.S.?
3. Do you have any foreign income or a foreign bank account or any other foreign assets?
4. Do you have any worthless stocks or uncollectible bad debts or the victim of a Ponzi scheme?
5. Did you or your spouse receive any distribution from an IRA, Profit Sharing or Pension Plan?
6. Do you expect to start a new business this coming year?
7. Did you receive any reimbursement from a prior year casualty, theft loss or medical deduction?
8. Did you or your spouse receive any income not otherwise detailed in this organizer?
9. Do you have any children under age 19 (age 24 if a dependent student) with investment income of more than \$2,000?
10. If you (or your spouse) reached the age of 73 do you have a plan for your mandatory retirement saving withdrawals?
11. Did you buy a qualified clean fuel vehicle during the year? (If yes, provide details)
12. Do you anticipate a substantial change in your income, deductions, or withholding for next year?
13. For same sex couples, are you and your domestic partner legally married?
14. Did you roll funds into a Roth IRA during the year?
15. Do you wish to designate \$3.00 to the Presidential Campaign Fund?
16. Does your spouse wish to designate \$3.00 to the Presidential Campaign Fund?
17. Did you have a Medical or Health Savings Account during the year?
18. Did you or your spouse receive employer provided educational assistance?
19. Did you or your spouse pay long-term healthcare insurance premiums or receive benefits during the year?
20. Are you a teacher (K-12) who paid for classroom materials without reimbursement? Please provide recap of expenses and amounts.
21. Did you purchase any qualifying energy efficient equipment/home improvements for your residence (primary or secondary) for 2023? (windows, doors, furnace, water heater, air conditioner, geothermal, solar, heat pumps, biomass stoves, etc.) Please provide description and costs. *Residence must be in the United States
22. Have you or your dependents taken a distribution from a qualified tuition program of an educational institution during the year?
23. If over age 70½, did you make a direct contribution to a charity from an IRA? QCD?
24. Did you have any out of state purchases on which state sales tax is owed?
25. Did you pay anyone (over 18) \$2,600 or more as a household employee?

26. Did you live or incur a loss in a presidentially declared disaster area?
 27. Have you sold, sent, acquired or exchanged virtual currency?

* Please use the space below to comment on any of the above questions or on any other issue you wish.

FINAL REMINDERS CHECKLIST

Please be sure you have included the following items with your organizer.

- | | |
|---|---|
| <input type="checkbox"/> All W-2 forms for wages and salaries | <input type="checkbox"/> Purchase and sales statements for real estate purchases and sales. |
| <input type="checkbox"/> All 1099 forms for interest and dividend income. | <input type="checkbox"/> All K-1 forms and instructions for partnerships, trusts, estates, S corporations, and joint ventures. |
| <input type="checkbox"/> All 1099-R forms for pension and retirement income. | <input type="checkbox"/> Submit other supportive documents that may be requested or necessary to help justify or clarify a deduction, transaction, sale, etc. |
| <input type="checkbox"/> All 1099-S and 1099-B forms for sales of securities and real property. | <input type="checkbox"/> Copy of prior year's tax return, <u>if you are a new client.</u> |
| <input type="checkbox"/> Social Security forms SSA-1099 | |
| <input type="checkbox"/> Health Insurance 1095 Forms | |
| <input type="checkbox"/> Drivers' License(s), copy of front and back | |
| <input type="checkbox"/> Purchase and sales statements for stock sales. | |

DIRECT DEPOSIT

Please complete the section below and attach a void check if you would like your refund directly deposited into your bank account.

Bank Name _____ Name on Account _____

Bank Routing # _____ Taxpayer Account # _____

Type of account: Checking or Savings

To pay using a credit card, please complete the following:

Name on card: _____ Card number: _____

CVV security number (4 digit number on the front of Am-EX, 3 digit number on the back of all others)

Expiration date: _____ Type of card: (circle one) Visa MasterCard American Express Discover

Signature: _____

* Billing will appear on your statement as "Strebel & Strebel, CPAs"

The Strebel Planning Group

We provide income tax preparation and planning for individuals, partnerships, corporations, trusts and estates and non-profits. Additionally, we provide a wide range of advisory services including:

Comprehensive Financial Planning
 Investment Strategies
 IRA Rollover Strategies
 Education Planning

Projections, Budgets, Goals
 Business Coaching
 Real Estate Investment Advice
 Charitable Donation Strategies

Estate Planning
 Sales Tax Reporting
 Payroll Tax Reporting