MCLR FINANCIAL CENTER
2023 TAX DATA CHECKLIST

Name(s)____

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, how are they related to your children and how long did they live 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 73 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 $17,000 or more in 2023 to any one recipient? .... ☐ Yes ☐ No
25. Do you expect significant changes in your tax situation (e.g. filing status, income) in 2024? .... ☐ Yes ☐ No

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

REQUIRED FOR NEW CLIENTS: We need your 2020–2022 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 2022** not shown on your 2022 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, 2023? ______________________________
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**, please provide the property taxes and special assessments billed for 2023, and the Taxable Value for 2023 for your primary residence (or provide your monthly rent and the total paid in 2023, 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.

RESIDENTS OF OTHER STATES: Please provide any additional information your state requires to report all income and deductions, and to claim all available credits.

Let us know if you would like a more comprehensive tax organizer showing your 2022 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? Provide 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.**
- ☐ 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 2023 (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. – include a copy of your "dashboard" and documentation of all 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, **provide logs for all gambling sessions and document your losses** (e.g. losing tickets, cash withdrawals).
- ☐ 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 2023 (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 2023. 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' 2023 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. **Invoice Copies** for **Residential Energy Credit expenses** (home energy audits, insulation, exterior windows & doors, qualifying furnaces, air conditioners, heat pumps, and solar, wind, geothermal, and battery storage units).
- ☐ 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 2023. (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 $2,600 to an individual or $1,000 total in a calendar quarter, payroll forms are required.)
- ☐ 32. **Invoice copies** for purchases of **Qualified Clean Vehicles** or installation of electric car charging devices.
- ☐ 33. Information on any **casualty losses** only in federally-declared disaster areas or qualified disasters, or business.
- ☐ 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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