



# 2023 INDIVIDUAL INCOME TAX RETURN QUESTIONNAIRE

<b>Filing Status:</b>	Single	Married Filing Joint	Qualifying Surviving Spouse <sup>1</sup>	Head of Household <sup>2</sup>	Married Filing Separate	
<b>In year 2023 only:</b>	Married (date: _____)		Divorced (date: _____)			
	Taxpayer Death (date: _____)		Spouse Death (date: _____)			
	<b><u>TAXPAYER</u></b>			<b><u>SPOUSE</u></b>		
Name	_____			Name	_____	
Occupation	_____			Occupation	_____	
SSN / ITIN	_____	Date of Birth	_____	SSN / ITIN	_____	
Work Phone	_____	Disabled	<input type="checkbox"/>	Work Phone	_____	
Mobile Phone	_____	Blind	<input type="checkbox"/>	Mobile Phone	_____	
Best Time to Call	_____			Best Time to Call	_____	
Email	_____			Email	_____	
Address	_____				Postcode	_____
City	_____	State	_____	County	_____	
Address on Last Year's Tax Return (if different)	_____			Date Address Changed	_____	

<sup>1</sup>All of the following must apply: your spouse died in 2021 or 2022; in that year you qualified to file jointly; you did not remarry before January 1st, 2024 and you paid over half the cost of maintaining your home, which was your dependant child's (or stepchild's) main home for the entire year.

<sup>2</sup>Must be unmarried (or considered unmarried) at the end of the tax year, and maintain a home that for more than half of the tax year is the principal home of a qualifying person (generally your child or relative). You may be considered unmarried if your spouse did not live in your home during the last six months of the tax year. If you are maintaining the household of a parent, the parent does not need to live with you to qualify.

## Personal Income Tax List and Deduction Finder

### TAX-LIST

Documents needed in addition to your completed organiser:

All Forms W-2 (wages), 1095, 1098, and 1099 (such as 1099-INT for interest; 1099-DIV for dividends; 1099-B for sale of securities; 1099-R for annuities, pensions, IRA or other retirement plan withdrawals; 1099-G for state tax refunds, unemployment compensation, etc.; 1099-S for real estate sales; SSA-1099 for social security; 1099-K for merchant card and third-party network payments; 1099-MISC for rents, royalties, prizes, and awards, etc.; and 1099-NEC for non-employee compensation, etc.). Include all copies.

Schedules K-1 for partnerships, S corporations, estates, or trusts. (**Note:** You do not need these documents to make your tax appointment. You can provide them at a later date.)

**If you are a new client, provide copies of tax returns for the last two (2) years.**

**Note:** When completing your questionnaire, round all amounts to the nearest dollar. For married couples, questions referring to "you" generally mean you and your spouse.

# STEP 1

## The following items may affect your tax return. Please answer carefully

These questions pertain to calendar year 2023 unless otherwise noted.

1) Y	N	Did you pay or receive alimony? Do not include child support. (Select one.) Pay Receive To / From: Name _____ Social Security Number _____ Amount\$ _____ Date of original divorce or separation agreement: _____
2) Y	N	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)?
3) Y	N	For the ENTIRE YEAR, did you, your spouse, and your dependants have health care coverage provided by either an employer or the government (Medicare, Medicaid, CC, or VA)? If insured for only part-year, please write in the dates insured Dates insured: _____
4) Y	N	Did you (or do you plan to before April 15th, 2024) contribute to a traditional IRA or Roth IRA for 2023? <b>Self:</b> Traditional IRA\$ _____ Roth IRA\$ _____ <b>Spouse:</b> Traditional IRA\$ _____ Roth IRA\$ _____
5) Y	N	Did you convert a traditional IRA or roll a qualified plan distribution to a Roth IRA in 2023? If yes, amount converted/rolled over: \$ _____
6) Y	N	Did you (or do you plan to before April 15th, 2024) contribute to a health savings account (HSA) for 2023? Amount of contribution: (Do not list employer contributions, including amounts you elected to contribute under a cafeteria plan, shown on your Form W-2.) <b>Self:</b> \$ _____ <b>Spouse:</b> \$ _____ Type of health plan coverage: Self-only Family
7) Y	N	Did you receive any distributions from your health savings account (HSA)? Amount of distributions: \$ _____ Amount of unreimbursed qualified medical expenses (attach list):\$ _____
8) Y	N	Are you a grade K-12 teacher? If yes, enter amount of out-of-pocket classroom costs you paid \$ _____
9) Y	N	Did you pay child care costs for a dependent child under age 13, or costs of caring for a disabled dependent or spouse, so you could work, attend school, or look for a job? <b>If yes, provide the amounts paid for each individual and the names, addresses, and taxpayer identification numbers of the care providers.</b> Amount, if any, reimbursed by an employer dependent care plan: \$ _____
10) Y	N	Did you pay expenses related to adopting a child? If yes, provide details of any expenses incurred (attach list).
11) Y	N	Did you pay any individual \$2,600 (on a W2 or 1099) or more to perform household services during the year, such as a nanny, carer, housekeeper, cook, or gardener?
12) Y	N	Did you have any debts cancelled or reduced (including credit cards and student loans), property repossessed or foreclosed upon, or did you file for bankruptcy?
13) Y	N	Did you have a financial interest in, or signature authority over, a financial account (such as a bank, securities, or brokerage account) located in a foreign country at any time during 2023? A financial account is located in a foreign country if it is physically located outside of the U.S., including an account maintained with a branch of a U.S. bank that is physically located outside of the U.S. Y N If yes, did the aggregate value of all accounts located in a foreign country (other than accounts maintained on a U.S. military installation) exceed \$10,000 at any time during the year?
14) Y	N	Did you receive a distribution from, or were you the grantor of, or a transferor to, a foreign trust?
15) Y	N	Do you have financial accounts maintained by a foreign (non-U.S.) bank or financial institution that totaled more than \$50,000 on the last day of the year or more than \$75,000 at any time during the year (\$100,000 and \$150,000, respectively, if married filing a joint return)?
16) Y	N	Did you own any other foreign financial assets (such as stock in a foreign corporation or an interest in a foreign partnership) that are not held in a financial account?
17) T	S	Do you (T) [or your spouse (S)] want to designate \$3 to the Presidential Election Campaign Fund? (Does not change amount due or refund.) Leave blank if neither wishes to designate \$3.
18) Y	N	Do you want to allow your preparer or another individual to discuss your federal return with the IRS? Provide name, phone number, and personal identification number of individual if not preparer. Name: _____ Phone Number: _____ Identification Number: _____
19) Y	N	Have you (or your spouse) received an Identity Protection Personal Identification Number (IP PIN) from the IRS? If yes, enter six-digit code: <b>Self:</b> _____ <b>Spouse:</b> _____
20) Y	N	Did you make gifts to a trust or gifts totaling more than \$17,000 to any individual during the year? If so, provide recipient's name, address, relationship to you, and the amount of the gift.
21) Y	N	Did you receive a Pay-check Protection Program loan for your Schedule C business? Amount \$ _____ Amount forgiven \$ _____

**STEP 1  
(Continued)**

Check any of the boxes that apply to you in 2023:

- Purchased health insurance for yourself or a family member through the Health Insurance Marketplace (Exchange). [Attach Form 1095-A and CA Form 3895 (Health Insurance Marketplace Statement).]
- Had been granted stock options by your employer and/or exercised employer stock options.
- Owned any securities or held any debts that became worthless during the year.
- Contributed to or received distributions from an Archer Medical Savings Account (MSA).
- Performed services in the performing arts for at least two employers.
- Lived or worked in a foreign country.
- Purchase date and model/make of a new plug-in electric vehicle:
- Was in the military (or reservist).
- Was an active-duty member of the military and moved pursuant to a military order and incident to a permanent change of station.
- Received any notice from the IRS or a state taxing authority.
- I can be claimed as a dependant on another person's tax return for 2023.

**STEP 2**

**Dependants (please attach additional sheets, if necessary)**

**Children**

Age 18 or younger (age 19-23 if attending school full time for at least five months during the year) who lived with you more than half of the year and who did not provide more than half of their own support. Permanently and totally disabled children are considered dependants regardless of age.

Is 2023  
Unearned  
(Investment)  
Income less than  
\$1250

Full Name (First name + Surname)	Date of Birth	SSN	

- Check if possible that a different taxpayer might claim a child listed above as a dependant.
- Check if you are divorced and either signed or received Form 8332 (release of exemption for child). (Provide Form 8332.)

Other Dependants (relatives and/or members of household)	Relationship	Social Security Number	Is 2023 Gross Income less than \$4,700?	N° of months resided in your home in 2023?	% of support received from you

**STEP 3**

**Income**

**Wages ---Provide all Forms W-2**

Number of employers (during the year):      Self: \_\_\_\_\_      Spouse: \_\_\_\_\_

**Divident and Interest Income**

Provide all Forms 1099-INT, 1099-DIV, and 1099-OID. List interest and dividends not reported on Form 1099 on a separate sheet, but do not duplicate what's reported on the 1099s. Also, list any penalty on early withdrawal from savings.

**STEP 4**

**Education Expenses (attach forms 1098-E, 1098-T, and 1099-Q)**

Include information about education expenses incurred for you, your spouse, or your dependants.

1) Student's Name .....	_____	_____	_____
2) If in university, was student enrolled at least half-time for at least one academic period beginning in 2023? .....	Yes No	Yes No	Yes No
3) Felony Conviction? <sup>1</sup> .....	Yes No	Yes No	Yes No
4) Educational Purpose (degree seeking, job related) .....	_____	_____	_____
5) Name of Institution .....	_____	_____	_____
6) Total Amount Paid (attach detailed list of expenses) .....	\$ _____	\$ _____	\$ _____
7) Paid By Whom? .....	_____	_____	_____
8) Student's Grade or Year in University .....	_____	_____	_____

Indicate whether or not student was convicted before 12/31/2023 of a felony for possession or distribution of a controlled substance.

**STEP 5**

**Itemized Deductions**

Complete this step only if you think your total itemized deductions might exceed the IRS standard deduction for your filing status (see below).

**2023 Standard Deduction**

<b>Filing Status</b>	<b>Standard Deduction</b>		<b>Add for Blind and/or Over 65</b>
Married Filing Jointly or Qualifying Surviving Spouse .....	\$ 27,700	+	\$ 1,400
Single.....	13,850		1,750
Head of Household.....	20,800		1,750
Married Filing Separately.....	13,850		1,400
Did your spouse itemize deductions on a separate return (or are you a dual-status alien)? .....	Yes		No

**Medical Expenses**

**Deductible only if net expenses exceed 7.5% of Adjusted Gross Income**

**Note:** Do *not* include amounts paid for or reimbursed by insurance or health insurance premiums paid with pre-tax income.

Did you pay medical expenses for a person you cannot claim as a dependant? Yes No *If unsure; ask your tax preparer.*

Health Insurance Premiums <sup>1</sup> (include premiums for vision and dental insurance but not for disability or loss of income policies).....	\$ _____
Medicare Insurance Premiums <sup>1</sup> (Form SSA-1099).....	_____
Long-Term Care Insurance Premiums <sup>1</sup> .....	_____
Prescribed Medication and Insulin .....	_____
Doctors and Clinics .....	_____
Dentists and Orthodontists .....	_____
Glasses, Contact Lenses, Eye Exams, Laser Eye Surgery .....	_____
Hospitals, Nurses, Ambulance .....	_____
Nursing or Long-Term Care Facility .....	_____
Other (please detail): _____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Medical Miles Driven in 2023 .....	_____
Parking Fees .....	_____
Lodging While Obtaining Medical Treatment <i>Limited to \$50 per night, per person</i> .....	_____

**Mind the Note Above**

**STEP 5****Itemized Deductions (Continued)****Taxes**

Note: In 2023, the deduction for state and local taxes is limited to \$10,000 (\$5,000 if married filing separate) and foreign real estate taxes are not deductible.

State and Local Income Taxes Paid in 2023 (include 2023 estimated tax payments and amounts paid with 2022 return).....	\$ _____
State and Local Sales Tax Paid for Major Purchases (motor vehicles, boats, aeroplanes, homes, or home building materials, if rate same as general sales tax rate).....	_____
Foreign Taxes (other than foreign real estate taxes).....	_____
Real Estate Taxes-Homestead (less special assessments).....	_____
Other Real Estate Taxes (second home, cabin, etc. but not foreign real estate taxes).....	_____
Property Tax Refund.....	_____
Special Assessments-Interest Portion Only.....	_____
Personal Property Taxes (auto licence tags, etc.).....	_____

**Charitable Donations**

**Note:** Monetary donations under \$250 each must be substantiated by either (1) a bank record (such as a canceled check) or (2) a written receipt from the charity showing its name and the date and amount of the donation. For each donation of \$250 or more, the taxpayer must obtain a written acknowledgment from the charity.

<b>Cash, Check, or Credit Card (include payroll deductions):</b>	
Churches or Synagogues.....	\$ _____
Other: _____	_____
Other: _____	_____
Other: _____	_____
<b>Noncash:</b>	
Fair Market Value (FMV) of Items Given to Charities.....	_____
Attach list of each item (or group of similar items) and its FMV. If a vehicle, boat, or aeroplane donation over \$500, provide Form 1098-C.	
Out-of-Pocket Expenses for Charitable Work.....	_____
Charitable Miles: _____ Miles x 14 ¢ = _____	_____
Other: _____	_____

**Miscellaneous Expenses**

**Note:** In 2023, miscellaneous itemized deductions (for example, repudiated employee business expenses, investment expenses) generally are no longer deductible.

Gambling Losses. <i>Limited to Total Gambling Winnings</i> .....	\$ _____
If Disabled, Impairment-Related Work Expenses.....	\$ _____

**Casualty Loss**

Casualty, Disaster, and Theft Losses. Provide details.

**Interest Paid (provide all form 1098)**

	<b>Primary Residence</b>	<b>Second Home</b>
Home Mortgage (If seller-financed, provide seller's name/address/SSN).....	\$ _____	\$ _____
Home Equity Loan. Loan Proceeds Used for: _____	_____	_____
Loan Points not Reported on Form 1099-INT.....	_____	_____
Investment Interest Paid.....	\$ _____	_____

## STEP 6

### Principal Residence (attach any 2023 closing statements)

Yes	No	Did you sell your principal residence in 2023? If yes:
	Yes	No Did you own and use it as a principal residence for at least two of five years before the sale?
	Yes	No Did you sell a previous residence within two years before the sale date and exclude any gain?
	Yes	No After 2008, was the property ever used for anything other than as a principal residence (for example, as a holiday house or rental property)?
Yes	No	Did you purchase a residence in 2023?
Yes	No	Did you refinance your mortgage or take out a home equity loan in 2023? Amount of proceeds used for something other than acquiring or improving your home: \$ _____
Yes	No	Did you purchase any energy-efficient improvements such as solar electric, solar water heating, fuel cell, small wind energy, geothermal heat pump, or biomass fuel property, or energy-efficient exterior doors, windows, insulation, heat pumps, taps, central air conditioners, or water heaters?
Yes	No	Did you receive a first-time home-buyer credit for a home purchased in 2008? If yes, enter the amount of the credit: \$ _____

## STEP 7

### 2023 Estimated Tax Payments\*

	Federal	Date Paid	State	Date Paid
Amount applied from 2022 overpayment, if any: \$ _____			\$ _____	
First Quarter Payment Made .....	_____	_____	_____	_____
Second Quarter Payment Made .....	_____	_____	_____	_____
Third Quarter Payment Made .....	_____	_____	_____	_____
Fourth Quarter Payment Made .....	_____	_____	_____	_____

\* Do not include withholding from Forms W-2 or 1099 in estimated tax payments listed here.

## STEP 8

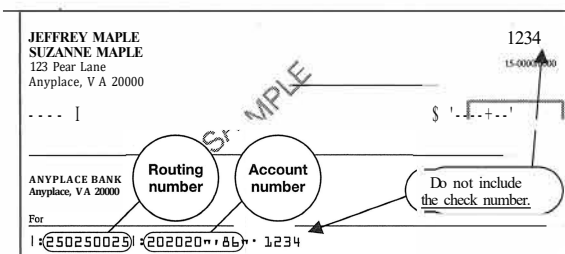
### Tax Refund - Direct Deposit Information

If you receive a 2023 federal tax refund, the refund can be routed to up to three of your checking or savings accounts. (Tax refunds may also be directly deposited to your IRA, Health Savings Account, Archer MSA, Education Savings Account, or Treasury Direct Account. If you prefer a direct deposit, please complete the following information. Otherwise a refund check will be posted to you at the address on your tax return.

Type of Account (Checking, Savings, IRA, etc.)	Routing Number (Nine digits)	Account Number	Name of Bank

#### Sample check:

**Note:** The routing and account numbers may be in different places on your check.



PS: You can also consult your bank's mobile app to obtain your account and routing number.

#### Privacy Policy:

We collect nonpublic information about you from the following sources:

- 1) Information we receive from you on applications, tax organisers, worksheets, and other forms;
- 2) Information about your transactions with us, our affiliates, or others; and
- 3) Information we receive from a consumer reporting agency.

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as required by law.

We restrict access to nonpublic personal information about you to those members of our firm who need to know that information in order to provide services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

# How did you hear about Tax Strategies?

- YELP
- GOOGLE
- OUR WEB SITE
- FRIEND/FAMILY MEMBER- Name: .....
- OTHER: .....

Did you Refer any **new** clients to us **this** year?  
If yes who? .....

*Thank you, for the recommendation!*

How will you pay for the tax preparation (Please circle one):

Zelle

Cash

\*\*Check

\*Bank Card/Credit Card

\*\*\*Bank Product

PLEASE NOTE

\* There is a surcharge of 3.0% for using this method of payment.

\*\*No post-dated check or credit. (Please do not ask)

\*\*There is a \$25.00 fee for a returned personal check.

\*\*\*Bank Product has a \$105.00 surcharge from the bank for using this service to deduct prep fee from refund. Additionally, you must be up to date with your taxes and <sup>not</sup> currently participating in any instalment agreement or child support that could garnishes your wages.