

Tax Year 2023

Reminder List:

Northwest Accounting & Tax Service

Phone (360) 694-8206

Email: nwatax@parse.atomanager.com

Never attach files to any email

Text messaging is available @ 360-694-8206 OR use your individual Portal Login:

https://login.atomanager.com/ATOM_NWATAX/WebInfo.aspx

Your Name(s) _____

***This list is provided to help you assemble your tax documents. You will still receive a full interview when we do your taxes, so you are NOT required to fill this form out.**

*If you are mailing your documents to us, include the signed Engagement Letter and Privacy statement. Both are on our website as separate documents. **Please use your PORTAL to send Documents. Ask us if you need a PORTAL set up.

****We must have a current photo ID on file for you. (If you have a new photo ID- Bring it!)**

****IF anyone listed on your return has an IRS ID PIN, please bring the 2023 letter;**

****Head of Household filing status** please provide proof you paid for housing expense payment

****If you want Direct Deposit, or IRS to deduct a payment:** Make sure we have current Bank Account Information

Tell us about **CHANGES** you had in 2023

No Changes

I have a New Address

Married Divorced Separated Single

I am claimed as a dependent of another person

I am Legally Blind Spouse is Blind

I am over 64(age) Spouse is over 64

Changes to Dependents (provide SSN, Birthdate)

For All Dependents ****Provide Proof** they lived with you and/or proof you provided support and any income the dependent received for the year.

Bring your 1095-A -If you had State provided health insurance.

General Income:

Please Bring Documents for any of the items listed and any other documents you have questions about!

W2's Number _____

Income from: Pension/Retirement/Traditional IRA/Roth IRA/Distributions and Rollovers

Social Security Income

Unemployment Income

Interest Income from Banks and Investments

Dividend from stock or other investments

General Income (continued):

State Refunds received in 2023

Rent, Farm or Business Income (see last Page)

K-1s (Partnerships, Corporations, Trusts or Estates)

Alimony Income or Expense (Pre-2019 agreements)

I have Foreign Bank Accounts or assets

I have Crypto or digital assets

Jury Duty Prizes Tip Income

Gambling Income and Gambling Expense

Cancellation of Debt

Any Other Income? ****Please list even if you think it is not taxable**

Sales of Investments and Property None

Stock/Investment Sales: Bring your 1099-B and cost basis information (usually provided by your broker)

Property Sale/Purchase: Bring your 1099-S (if received), Sales documents, Purchase documents with date & price + improvements you made to the property.

Adjustments to Income None

- Student Loan Interest
- Health Savings Account Contributions
- IRA Contributions
- Roth IRA Contributions
- Educator Expense
- Penalty on Early Withdrawals from Banks

Tax Credits None

- Foreign Taxes Paid
- Adoption Credit
- Child Tax Credit (Child under 17 for 2023)
- Other Dependents
- Child or Disabled Dependent Care Credit
- College Education:** MUST Bring 1098-T + financial listing from the college + receipts for books and required supplies.
- First Time home buyer credit repayment from 2008
- Energy Credit for Improvement to your home
- Solar Credits
- Electric Car Energy Credit

Other Information None

- Filed Bankruptcy
- Foreclosure
- Made Gifts over \$17,000

Estimated Tax Payments Made None

April 15 Pmt. \$ _____

June 15 Pmt. \$ _____

Sept. 15 Pmt. \$ _____

Jan. 15 Pmt. \$ _____

Schedule A Itemized Deduction None Using the Standard Deduction

Oregon workers/residents: The standard deduction for Single \$2605; Married \$5210; HOH \$4195. You may itemize everything except Oregon taxes paid if they are more than the Standard Deduction

The Federal Standard Deduction is Single/MFS \$13,850; Married Filing Jointly \$27,700; HOH - \$20,800. Generally, you will not itemize if the following does not exceed your standard deduction.

Itemized Deduction (continued)

Large Medical Expenses: No deduction is allowed for amounts that are less than 7.5% of your income. This includes:

- Medical Insurance and Medicare Insurance premiums paid (*Not if it is thru employer when a 125 plan is in place*)
- Long Term Health Insurance
- Doctors, Dentist, Prescriptions, Vision and other medical provider expense.
- Medical Transportation and Miles Driven (\$0.18)
- Other Medical Expenses

- State and Local **Income Taxes** Paid
- Extra Sales **Tax** paid on Home Improvements & Automobiles (please bring proof)
- General Sales Tax (you can provide a detailed list of all sales tax paid OR we use the IRS chart for the area you live in)
- Property Tax paid on Personal Residence
- Property Tax paid on other properties Owned
- Other taxes paid
- Mortgage Interest Paid on Primary Home: Only Purchase and Improvement Debt is allowed.
- Mortgage Interest Paid on a 2nd Personal Home
**Bring the 1098 of each loan
- Purchased, Sold or refinanced a home this year
Bring closing papers from Transaction
- Investment Interest (loan used to purchase an Investment)
- Large **Casualty Losses** (Only Presidentially declared disaster losses)
- Charitable Donations of money/cash**
If a gift is over \$200, please provide receipt

 Non-Cash Charitable Donations.

**All Charity Donations: Under \$250 provide proof (cancelled checks, etc.) Over \$250, must have a receipt from the organization. All non-cash donations provide list of items given and today's value. If over \$500, the list must include date and price when purchased. Over \$5000, an appraisal receipt is required. Autos: The Organization will send you additional paperwork.

Gambling Losses (Allowed Only if there is gambling income)

Business Income: None

- Same Business as LY
- New Business this year

Type of Work: _____
Examples: Work for UBER, LIFT, run an AIR BNB or raised funds on Go Fund Me? Perform casual Labor?

Income: Bring 1099's received and List ALL Income.

Business Expenses: Provide a list of all ordinary and necessary expense for the business

Auto used for Business: IRS requires a log and must include: Documented Total Miles for Auto for the year (oil or repair receipts document miles - or take a time stamped picture of your odometer)

-Business Mileage Log. When, Where, What and How many Miles

-Commute is not deductible: Provide Commute Miles

-All other miles will be deemed personal

- Use Standard Mileage Rate .655 per mile
- Providing Actual Expenses (including purchase papers on a new vehicle)

Office in Home – Used Regularly & Exclusively
Bring expenses of operating home
Square Feet of Home _____ & Office _____

- Business operates in Oregon
- Business operates in the Tri-Met Area
- Business operates in the City of Portland
- Business operates in the Multnomah County

Rental Income None

- I have the same Rental Homes as last year
- I rent out part of my home or have a short-term rental.
- New Rental Home this year (Bring purchase docs)
- I refinanced this property (Bring docs)
Provide records for
-Income received
-All ordinary and necessary expenses
- Auto used for Rental activity (see information and list above)
- Rental Home is in the City of Portland

State Returns: Did not work outside WA

- OR resident, or other state _____
- Work State (list) _____

WA residents that work in Oregon:

Oregon taxes non-resident income only for time physically working in Oregon. If some, or all, of your Oregon wages are earned while outside of Oregon, then we can allocate your wages on the Oregon 40N to reduce your state tax.

You must be able to provide a Work log with Location / Vacation / Holiday marked PLUS a Letter from your employer, on Company letterhead, stating where you worked.

NEW Oregon Taxes:

If you Work in Multnomah County or in the Tri-County Metro area and have earnings over

Single >\$125K, MFJ>\$200K

then additional forms are required to be filed.

1. Multnomah County Preschool for All (PFA)
2. Metro Supportive Housing Services (SHS)

Do you need to make adjustments to your W4 to increase or decrease tax withholding on your wages?

Do You Have Other Questions?

We would love to help answer them for you.
Use this space to jot down notes to help in the interview.

Please visit our website: nwatax.net for additional worksheets