



Income Tax Organizer for 2023

Client Name: _____

January 27, 2024

We wish you have a happy and prosperous new year.

This organizer should help you gathering income tax documents for your 2023 individual income tax return.

Please send us the completed organizer along with supporting documents.

CLIENT INFORMATION

1. Taxpayer & Spouse – if no change, check this box

Name	Taxpayer	Spouse
Date of Birth		
Social Security No.		
Occupation		
Email (be sure to fill out for tax return copy)		
Mailing Address		
County of Residence		
Telephone (Circle): Cell or Home		
IRS Identity Protection Pin (IP PIN)		

2. Dependents

Name	Relationship/Months Lived at Home	Date of Birth	Annual Income	Social Security No.

3. Provide bank account information if changed.

Bank Name: _____
Routing No: _____
Account No: _____

4. Virtual Currency Transactions during 2023: Yes () No ()

ESTIMATED TAX PAID FOR 2023

Due Date	Federal Income Tax	Paid On (Date)	State Income Tax	Paid On (Date)
1st est. on 4/18/23				
2nd est. on 6/15/23				
3rd est. on 9/15/23				
4th est. on 1/16/24				
Total				

*1st, 2nd, and 3rd est. due on 11/16/23 if taxpayers are California disaster-area taxpayers

INCOME

- 1) Wage Statement (Form W-2): Taxpayer _____ each Spouse _____ each
- 2) Interest Income (Form 1099-INT) and Dividend Income (Form 1099-DIV): Attach any Form 1099s.
- 3) Dependent's income (Form W-2, Form 1099-INT, Form 1099-DIV, etc)
- 4) Other income

Type of Income	Form	Amount
Prior Year State Tax Refunds	Form 1099-G	
Alimony (Divorce before 1/1/2019)		
IRA, Pension & Annuities	Form 1099-R	
Distribution from an HSA, Archer MSA, or Medicare Advantage MSA	Form 1099-SA	
Payments from Qualified Education Programs (Under Section 529 and 530)	Form 1099-Q	
Unemployment Compensation	Form 1099-G	
Social Security Benefits	Form SSA-1099	
Gambling Winnings & Lottery Winnings	Form W-2G	
Schedule K-1 from Partnership, S corporation, LLC or etc.	Schedule K-1	
Cancellation of Debt	Form 1099-C or A	
Miscellaneous Income	Form 1099-MISC	
Nonemployee Compensation	Form 1099-NEC	
Payment Card and Third-Party Network Transactions	Form 1099-K	
Capital gain (loss), Stock, Bond, Virtual Currency	*See below	

- Gain or loss on securities trading such as stocks, bonds or virtual currency: Attach brokerage statement, form 1099-B and form 8849 for virtual currency
- Provide escrow paper, property tax bill, & owner carry note if house, real property sold

ITEMIZED DEDUCTIONS

1) Medical Expenses

- | | |
|------------------------------------|----------|
| a) Medicine and Drug | \$ _____ |
| b) Health Insurance Premium | \$ _____ |
| c) Long Care Premium | \$ _____ |
| d) Doctors, Dentists, Hospitals | \$ _____ |
| e) Eye Glasses, Hearing Aids, Etc. | \$ _____ |

f) Weight loss Program \$ _____
*Reimbursement from Insurance Company \$ _____

2) Taxes

a) Real Estate Taxes: Primary Residence \$ _____
Investment Property and/or Land \$ _____
b) DMV Registration Fee(s) \$ _____

3) Interest Expenses: Attach Form 1098

a) Home Mortgage Interest Paid to Lender \$ _____
b) Home Mortgage Interest Paid to an Individual \$ _____
Payee Info: SSN, Name, Address
c) Home Equity Loan Interest & Balance (From 2018, interest \$ _____
on home equity loan for home acquisition or improvement only)
d) Investment Interest Expenses on land, stocks and etc. \$ _____

- Interest paid for auto loans and credit card debts are not deductible
- Attach the final escrow closing statement if you sold, purchased or refinanced home during 2023

3) Contributions

a) Church or Nonprofit organization \$ _____

- Provide cancelled check copies or any equivalent evidence for contribution under \$250
- Provide acknowledgement from whom you contributed over \$250

b) Non Cash Contributions (Vehicle over \$500 requires Form 1098-C) \$ _____

- Property valued over \$500 needs to file Form 8283. Appraisal report is required if property is valued over \$5,000

OTHER INFORMATION

1) Self-employed Health Insurance including insurance premium paid for your spouse, dependent under 27 years old \$ _____

2) Retirement Plan: State amount contributed and plan to contribute before the due date of tax return

IRA	
Roth IRA	
Keogh / SEP plan	

3) Early Withdrawal Penalty from Form 1099-INT, if any \$ _____

4) Alimony Paid (Divorce before 1/1/2019): Attach Divorce decree

Payee Name	
Social Security No.	
Yearly Total	\$

5) Student Loan Interest: Attach Form 1098-E

Total interest paid	\$ _____	Year you paid first principal payment	_____
---------------------	----------	---------------------------------------	-------

6) Education Credit: Attach Form 1098-T

Student Name	_____	Grade	_____
Tax ID #	_____	Address	_____
Tuition Paid	\$ _____	Name of School	_____

7) Child & Dependent Care Credit: Only if both spouses have earned income or are full-time students.

Organization Name	_____	Tax ID #	_____
Address	_____		
Amount Paid	\$ _____	Tel	_____

8) Provide Escrow Closing Statement if you purchased a home, an investment property or a business.

9) Residential Clean Energy Credit: Attach Invoice

Where and what were improved: _____

Period: _____ Cost: \$ _____

10) Provide a contract if you purchased electric car.

11) You must file a gift tax return when the annual gift amount per donee exceeds \$17,000 during 2023.

12) Health Insurance Coverage

- Did you and your dependent have healthcare coverage for the full-year? Yes () No ()
- Did you receive any of the following IRS Documents? Form 1095-A (Health Insurance Marketplace Statement), 1095-B (Health Coverage) or Form 1095-C (Employer Provided Health Insurance offer and Coverage) If so, please attach.
- If you or your dependents did not have health care coverage during the year, do you fall into one of the following exemption categories: Indian tribe membership, health care sharing ministry membership, religious sect membership, incarceration, general hardship or unable to renew existing coverage? If you received an exemption certificate, please attach.

13) Foreign Bank Account Reporting (FBAR) and Foreign Account Tax Compliance Act (FATCA)

- **FBAR (Form 114)**

United States persons are required to file by 4/15/24 if:

1. The United States person had a financial interest in or signature authority over at least one financial account located outside of the United States; and
2. The aggregate value of all foreign financial accounts exceeded \$10,000 at any time during the calendar year to be reported

- **Foreign Financial Assets (Form 8938)**

United States taxpayers are required to report financial accounts maintained at financial institutions outside the U.S., such as bank accounts, investment accounts, mutual funds, stocks, bond, virtual currency, interest in a foreign entity and any financial instrument or contract that has an issuer or counterparty that is not a U.S. person if the value exceeds the threshold set forth by the IRS.

Status	Residence	Value – Any Day	Value - Last Day
Single	US	\$ 75,000	\$ 50,000
Married	US	\$ 150,000	\$ 100,000
Single	Foreign Country	\$ 300,000	\$ 200,000
Married	Foreign Country	\$ 600,000	\$ 400,000

14) Foreign Trust and Foreign Gifts (Form 3520)

United States persons are required to file Form 3520 if:

- They have ownership of foreign trusts or certain transactions with foreign trusts,
- They receive more than \$100,000 from a nonresident alien individual or a foreign estate, or
- They receive more than \$18,567 from foreign corporations or foreign partnerships