2023 Tax Reporting Checklist
Indivduals (Form 1040)

This checklist MUST be completed and provided to REB CPA before tax reporting preparation will begin.

PROVIDE EXPLANATIONS FOR ALL "YES" ANSWERS

A "Yes" answer means the item is applicable and additional information must be provided
A "No" answer means the item is not applicable and additional information is NOT required

REB Worksheets are conveniently located on our web site:
www.rebingamancpa.com/forms-individual

Name ______________________________

Date ____________

	Yes	No
General		
Marital status changed during the year.	☐	☐
Address changed from last year's tax reporting.	☐	☐
Can be claimed as a dependent of another taxpayer.	☐	☐
Received an Identity Protection PIN (IP PIN) from the IRS, or have been a victim of identity theft. Provide a copy of the IRS ID Theft PIN letter.	☐	☐
Bank Account		
The bank account used for the prior year direct deposit of your tax refunds is on file with us. If you would like to change the bank account used for direct deposit of tax refunds, provide the new information below.	☐	☐

Bank Name: ______________________________

Account #: ______________________________

Bank RTN: ______________________________

Acct Type: ______________________________

	Yes	No
Income		
Received unemployment benefits. Provide Form 1099-G.	☐	☐
Received tip income not reported to my employer. Provide information.	☐	☐
Received awards, prizes, gambling or lottery winnings. Provide Form(s) 1099-MISC and/or Form(s) W-2G.	☐	☐
Received income considered to be nonemployee compensation. Provide Form(s) 1099-NEC.	☐	☐
Deductions		
Do NOT want to claim Itemized Deductions for the year. Information for Itemized Deductions is not being provided. Claim the Standard Deduction.	☐	☐

If "Yes", skip the remainder of this section

Itemized Deductions		
Paid out-of-pocket medical expenses (Co-pays, prescription drugs, etc.). Provide a summary schedule of these expenses (no receipts).	☐	☐
Paid real property taxes for the primary home, second home or land investment outside of a mortgage payment. Provide a description of the properties and the amounts.	☐	☐
Made a major purchase (i.e., car, boat). Provide the amount of state sales tax paid with the purchase.	☐	☐
Paid mortgage interest on a home mortgage loan. Provide Form(s) 1098.	☐	☐
There is a NEW home equity loan. Complete the REB Worksheet - HELOC.	☐	☐
Refinanced debt associated with the primary or second residence. Provide refinance closing statement and complete the REB Worksheet - HELOC.	☐	☐
Made cash or noncash (i.e., clothes, furniture) charitable donations. Provide a summary schedule of these expenses (no receipts).	☐	☐
Arizona		
Cash donations to qualified AZ tax credit donation programs were made. Complete the REB Worksheet - AZ Tax Credit Donations AND provide copies of donation letters.	☐	☐
Received the 2023 Arizona Families Tax Rebate check. Provide the amount received ($250 per child, up to three children) $ ____________________	☐	☐
Tax Payments		
Estimated tax payments were paid for the 2023 tax year. Provide a completed REB Worksheet - Tax Payments to confirm payment information.	☐	☐
Extension tax payments were paid for the 2023 tax year. Provide a completed REB Worksheet - Tax Payments to confirm payment information.	☐	☐
Estimated tax payments were paid for the 2024 tax year. Provide a completed REB Worksheet - Tax Payments to confirm payment information.	☐	☐
Retirement		
Made contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan outside of your Form W-2 reporting with an employer. Provide information for contribution amounts, dates, account that received the contributions and the contribution tax year.	☐	☐
Made distributions from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan. Provide Form(s) 1099-R.	☐	☐
Made distributions from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan AND distributions were made from the account during the year. Provide account statements for all IRA, Roth, Keogh, SIMPLE, SEP, 401(k) accounts that show the balance in the accounts of the end of the year.	☐	☐
Health Care		
Made contributions to a Health Savings Account (HSA). Complete the REB Worksheet - HSA and provide Form(s) 5498-SA.	☐	☐
Made distributions from a Health Savings Account (HSA). Complete the REB Worksheet - HSA and provide Form(s) 1099-SA.	☐	☐

Paid long-term care premiums for a member of the household. Provide the amount of premiums paid for each covered person. ☐ ☐

Enrolled in Marketplace Coverage through healthcare.gov under the Affordable Care Act. Provide Form(s) 1095-A. ☐ ☐

Enrolled in Marketplace Coverage through healthcare.gov under the Affordable Care Act and share a policy with someone who is not included in the household. Provide information. ☐ ☐

Dependents

There are dependents to claim for the year. ☐ ☐

If "No", skip the remainder of this section.

Changes in dependents from the prior year. Provide Information. ☐ ☐

There are children under age 18, or a full-time student under age 24, with <u>unearned</u> income (i.e. interest, dvidends) in excess of $2,300 for the year. ☐ ☐

Dependents in the household are required to file a tax reporting. Provide information if you would like REB CPA to prepare the tax reporting. ☐ ☐

Paid child care expenses for dependents under age 13, while we worked, looked for work, or while we were a full-time student. Complete the REB Worksheet - Child and Dependent Care Tax Credit. ☐ ☐

Paid expenses related to the adoption of a child. Provide Information. ☐ ☐

A member of the household is divorced or separated with children, and a divorce decree or other form of separation agreement establishes custodial responsibilities. Provide an excerpt of the divorce decree showing who is entitled to claiming children as dependents for the year. ☐ ☐

Dependents of the household received an Identity Protection PIN (IP PIN) from the IRS or have been a victim of identity theft. Provide a copy of the IRS ID Theft PIN letter. ☐ ☐

Provided over half the financial support for another person, other than dependent children. Provide information. ☐ ☐

Education

Dependents attended a post-secondary school during the year. Complete the REB Worksheet - Dependents. ☐ ☐

Paid educational expenses during the year for a member of the household. Provide Form(s) 1098-T and a summary of qualified tuition and related expenses. ☐ ☐

Made <u>contributions</u> to an education savings or 529 Plan account. Provide a copy of statements showing contributions for the year. ☐ ☐

Made <u>withdrawals</u> from an education savings or 529 Plan account. Provide a copy of Form(s) 1099-Q. ☐ ☐

Paid student loan interest. Provide a copy of Form(s) 1098-E. ☐ ☐

Schedule C - Business Activities

Schedule C "business activity" to report this year?
If "No", skip the remainder of this section. ☐ ☐

The company made payments to third parties for services exceeding

$600 in accordance with IRS Form 1099 information reporting requirements.	☐	☐
Prepared and submitted Form 1099-MISC and/or Form 1099-NEC for the tax year related to the payments to third parties mentioned above.	☐	☐
Company has vehicles titled in the name of the company used in the company's business actiivty. Complete the REB Worksheet - Business Use of Company-Owned Vehicles.	☐	☐
Company has vehicles titled in the name of the owner used in the company's business actiivty. Complete the REB Worksheet - Business Use of Personally-Owned Vehicles.	☐	☐
Portion of a residential home was used as the "Primary" office for the business activity, when there is no separate owned or leased primary office for the business. Complete the REB Worksheet - Business Use of Home.	☐	☐
Business purchased assets (i.e. equipment, vehicles) greater than $2,500 per item. Provide purchase documentation for the asset purchases.	☐	☐
Want to make a SEP IRA or Solo 401(k) contribution based upon profit from the Schedule C business activity. Provide information.	☐	☐
Schedule C - Formal Business Accounting		
Formal accounting for the company's financial activity maintained in a formal accounting software (i.e., QB Desktop, QB Online).	☐	☐
The items below MUST be completed before submitting a copy of the company's formal accounting to REB CPA, or providing REB CPA access to the company's accounting.		
Reconcile all bank account balances to bank "statements" as of the end of the tax year.	☐	☐
Reconcile all credit card account balances to credit card "statements" as of the end of the tax year.	☐	☐
Reconcile all loan account balances to loan "statements" as of the end of the tax year.	☐	☐
Set the "Closing Date" in the accounting software to the end of the 2023 tax year (important to avoid inadvertent changes to a closed tax year).	☐	☐
Schedule E - Rental Activities		
Schedule E "rental activity" to report this year. **If "NO", skip the remainder of this section.**	☐	☐
Purchased a rental property. Provide the closing statement for the purchase.	☐	☐
Sold a rental property. Provide the closing statement for the sale.	☐	☐
Incurred fixing-up expenses in conjunction with selling a rental property. Provide a listing of the expenses incurred including amounts and types of expenses.	☐	☐
Foreign Income and Tax Reporting		
Received a distribution from, or was a grantor or transferor for a foreign trust. Provide informaton.	☐	☐
Owned foreign financial accounts, foreign financial assets, or interest in a foreign entity. Provide information and complete the REB Worksheet - FBAR.	☐	☐

Earned foreign income and/or paid foreign taxes during the year, directly or indirectly, such as from investment accounts, partnerships or a foreign employer. Provide Information. ☐ ☐

Investment in Digital Assets (Cryptocurrency)

Sold "digital assets" during the year. Provide a tax statement showing gains/losses from the sale of the digital assets. ☐ ☐

Life Events

Expect a large fluctuation in income, deductions, or tax withholdings next year. Provide information. ☐ ☐

Marital status will change next year. Provide Information. ☐ ☐

Miscellaneous

Acquired or relinquished an ownership interest in a pass-through entity (i.e., partnership or S corporation). Provide a copy of the purchase or transfer documentation. ☐ ☐

Started or purchased a new business. Provide information. ☐ ☐

Sold or exchanged a real property investment. Provide the closing statement or exchange documents. ☐ ☐

Purchased a principal residence. Provide the closing statement for the purchase. ☐ ☐

Sold a principal residence. Provide the closing statement for the sale and complete the REB Worksheet - Sale of Primary Home. ☐ ☐

Debt cancellation. Provide a copy of Form(s) 1099-C. ☐
☐

Made gifts of more than $17,000 in value to any one individual. Complete the REB Worksheet - Gift Tax Reporting. ☐ ☐

Purchased a qualified plug-in electric drive vehicle or qualified fuel cell vehicle. Tax credit is subject to household income limitations. Provide purchase documents. ☐ ☐

Made energy efficient improvements to the primary home (i.e., solar equipment, energy efficient heating and cooling equipment). Provide equipment purchase documents. ☐ ☐

Other

If you would like to schedule a "complimentary" review of your market investments held in your investment portfolio, select "Yes" here and a member of our GuidePoint Private Wealth Management team will contact you to schedule an appoiuntment. This interaction will only require some of your time, and will allow you the opportunity to compare investment management approaches amongst your current advisors. Come see us to learn about our tax oriented investment management approach. ☐ ☐

REB Worksheets are conveniently located on our web site:
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Please provide explanations for all "Yes" answers at the bottom of the Organizer (attached).