

- Completed Tax Organizer.** Please respond to the Questionnaire in the front pages of the Organizer.
- Engagement Letter** signed and dated. Both spouses must sign if married. Contact Lotts if you would prefer to sign this electronically.
- Tax Documents** as applicable (*please provide these forms even though you've listed the amounts in the Organizer*).
 - W-2** Forms.
 - 1099** Forms [**INT**erest; **DIV**idend; **B**roker; **C**ancel Debt; **MISC**ellaneous; **NEC**(nonemployee compensation). Retirement; **Q**ualified Tuition Plan; **K** (payments from 3rd party processors), Others]
 - Statement of Realized Gain/(Loss)** [usually received from the brokerage company].
 - Social Security Benefits Statement** [SSA-1099].
 - K-1** Forms from Partnership, S Corp, Estate/Trust [All pages].
 - 1098** Forms [Mortgage Interest Paid] **1098-E** [Student Loan Interest Paid] **1098-T** [Tuition Paid].
 - Health Savings Account (HSA)** Related forms [1099-SA and 5498-SA].
 - 2023 County Property Tax Statement** if homeowner; **Certificate of Rent Paid (CRP)** form if you are a MN renter.
 - Settlement Statement** (also called the Closing Disclosure) from the closing of any home purchase, sale or refinance.
 - 1095-A Form** if you purchased health insurance through MNSURE or another exchange.
- Any Notices or Bills** received from a Tax Authority. Include any letters from Minnesota Revenue related to conformity adjustments.
- If you're a **new client**, 1) provide a copy of prior year Federal and State tax returns if we don't already have them and 2) provide a copy of your (both spouses) state identification card (e.g. driver's license)

TOPICAL INFORMATION

New and/or Specific to 2022:

- A 1099-K is a form issued by 3rd party payment processors (e.g. PayPal, Venmo, ApplePay, Square). These entities are now required to send 1099s to anyone who received \geq \$600 in 2022. If any or all of these transactions are personal, this will not have an impact on your tax liability, however it must be reported. Please provide any such forms as well as some explanation as to the nature of the transactions.
- Minnesota made a one-time Frontline Worker Payment, which is taxable on the federal return. If you received such a payment, provide the requested details on the Minnesota page at the end of the organizer.
- Some businesses which received funds via the CARES Act and Paycheck Protection Program (PPP) had those loans forgiven in 2022. Although not usually taxable, the loan discharge is reportable on the tax return so please provide the transaction details, including the amount and date(s).
- Vehicle Deductions and mid-year rate change: If you use your vehicle for self-employment or rental property purposes, you may be eligible for a deduction. A Standard Mileage

deduction is available for most taxpayers and is the most common method among our clients. **The standard mileage rate changed on July 1, 2022.** Therefore, any mileage information you provide will need to specify the portion driven before and after this date. Using Actual Expenses is another option. If you want to claim a vehicle deduction, further clarification about the necessary information can be found on Lotts's website. Please assemble the required information on the relevant pages of the Organizer. If vehicle use is a new factor in your tax situation, contact Lotts to request an Organizer supplement. There is no vehicle deduction for employees.

Charitable Donations:

We encourage all clients to provide information regarding qualified charitable contributions, regardless of whether you expect to itemize deductions. Although the \$300 charitable donation deduction for single filers (\$600 for married couples filing jointly) who did not itemize deductions expired after 2021, a Minnesota charitable deduction for 2022 remains, meaning it is still worthwhile to include details of eligible charitable gifts with your tax materials. Only donations made to registered, U.S. tax-exempt organizations are deductible. Political contributions, donations to foreign

charities, and gifts to individuals are NOT deductible. Prior to filing your tax return, you must have a receipt or proof of payment for all donations claimed. If the donation is \geq \$250, then you must have both a receipt and proof of payment. The charity's acknowledgement (receipt) must include words to the effect of '*no goods or services were provided in exchange for the contribution*'.

If you made donations of property or securities whose value exceeds \$500, you must also describe what was given, to whom, the date(s) donated, the date(s) acquired, cost of the property given away, and its value at donation date. Donations of vehicles generally require Form 1098-C.

Supplemental Information is sometimes needed. If there were changes in your situation (economic, family, location, etc.) compared to the prior year, or if you have information to share that was not captured in our Organizer, please be sure to communicate about those topics to us. Contact us to request supplemental Organizer pages for business, rental, business use of home, vehicle use, or other new matters.

Minnesota-Specific Information such as property taxes, K-12 education expenses, 529 Plan contributions, student loan payments, and long-term care insurance is gathered on the final pages of the Organizer. Please provide applicable data.